



## **Secretariat Meeting**

Tuesday 26<sup>th</sup> February 2019 | 7pm to 8.30pm

County Hall, Swords

Facilitator: John Melvin

### **AGENDA**

1. Open, Apologies, Minutes and Matters Arising (D)
2. Correspondence (I)
3. Resource Worker Report (I)
4. Finance (I)
  - Website Development Subgroup Report (D)
  - PPN Exhibition Back Drop (D)
5. Events & Training (I)
  - Plenary Planning (D)
6. Fingal PPN Membership (N)
7. Policies and Procedures (I)
  - Governance Project Update (D)
8. Representation (I)
  - Update on JPC (I)
9. Linkage Groups (I)
  - Report on Linkage Groups Round 1 (I)
10. Fingal County Council / Department of Rural and Community Development (N)
11. AOB (N)
12. Date of next meeting (I)

*(I) = Information Point*

*(D) = Discussion / Decision Point*

*(N) = No Update*





**Secretariat Meeting**

Tuesday 22<sup>nd</sup> January 2019 | 7pm to 9pm

County Hall, Blanchardstown

Facilitator: John Melvin

**Minutes**

**Present**

Denise McDermott (DM), Ema Idowu (EI), John Melvin (JMV), Maria Tormey (MT), Micheal Walsh (MW), Sliju Jose (SJ), Tony Brennan (TB)

**Apologies**

Hanumantha Rao (HR), Mary Harford (MH)

**In Attendance**

Jamie Moore (JM)

Item	Note	Decision
<p><b>1. Open and Apologies</b></p>	<p>JMV opened the meeting, apologies were noted.</p>	<p>Noted.</p>
<p><b>2. Minutes and Matters Arising</b></p>	<p>No matters arising. Proposed by TB and seconded by DM.</p> <p>JMV noted the resignation of Bob Dowling and a letter of thanks has been issued to him in that regard.</p> <p>Members noted the original date for this meeting was 29<sup>th</sup> January. JM noted that this was changed due to a clash with a pre-organised Linkage Group meeting.</p> <p>Members acknowledged receipt of 2019 Diaries.</p>	<p>Noted.</p>

Item	Note	Decision
<b>3. Correspondence</b>	<p><b>CVSP 1/2019: PPN Toolkit for the Development of Community Wellbeing Visions.</b></p> <ul style="list-style-type: none"> <li>- Resource for development of PPN Wellbeing Visions.</li> <li>- Applicable to PPNs who do not already have a Wellbeing Statement in place.</li> <li>- Could be used by Fingal PPN in review of Fingal Wellbeing Statement in the future.</li> </ul> <p><b>National PPN Secretariat Network</b></p> <p>Nominations from each PPN are being sought by the DRCD for a National Secretariat Network. Nominees from Fingal are:</p> <ul style="list-style-type: none"> <li>- Environment: MT</li> <li>- Community: TB</li> <li>- Social Inclusion: HR or EI, to be decided.</li> </ul>	<p>Noted.</p> <p>Noted.</p> <p>HR and EI to decide between themselves who will go forward as the nominee for Social Inclusion.</p> <p>JM to submit nominees to DRCD.</p>
<b>4. Resource Worker Report</b>	<p>JM provided a written Resource Worker report covering activity under each action of the Strategic Plan with some brief discussion.</p> <p>The Secretariat requested to be kept abreast of developments in the review of the PPN User Guide.</p>	<p>Noted.</p>
<b>5. Finance</b>	<p>No update.</p>	<p>Noted</p>
<b>6. Events and Training</b>	<p><b>2019 Calendar</b></p> <p>List of dates from Secretariat meetings, Linkage Groups, PPN Rep meetings and Plenary meetings circulated for 2019.</p> <p><b>May Plenary</b></p> <p>The upcoming Plenary scheduled for May was discussed.</p>	<p>. Noted.</p>

Item	Note	Decision
	<p>The Carlton Dublin Airport, Crowne Plaza Northwood and City North Hotels are to be explored as potential venues.</p> <p>Feedback from previous plenaries included:</p> <ul style="list-style-type: none"> <li>- Members wanting to talk about actual community issues.</li> <li>- Separate area for food works well.</li> <li>- Meeting and greeting delegates is important</li> <li>- Circular theatre setup worked well.</li> </ul> <p>Focus of this Plenary will be on Elections, Governance, and other networks in Fingal. This will be the 'AGM' Plenary of 2019.</p>	<p>Venues to be explored.</p> <p>Noted.</p>
<p><b>7. Fingal PPN Membership</b></p>	<p>Current membership stands at 715 member groups.</p>	<p>Excel sheet of current PPN member groups to be circulated to Secretariat members.</p>
<p><b>8. Policies and Procedures</b></p>	<p><b>Governance</b></p> <p>Carmichael Ireland have been appointed to support the PPN to review and strengthen a range of governance procedures and policies. A subgroup is to manage this process led by JMV. EI also volunteered for the subgroup.</p> <p><b>Website</b></p> <p>Tender currently being prepared for the redevelopment of the PPN website. A subgroup consisting of SJ, DM, MW and EI was setup.</p>	<p>Email on subgroups to circulate for any further interest.</p>
<p><b>9. Representation</b></p>	<p><b>Update on JPC</b></p> <p>JMV and JM provided an update on this issue.</p>	

Item	Note	Decision
	<p>TB requested further detail on the meeting held immediately prior to the Secretariat meeting.</p> <p>The issue was discussed in detail.</p> <p>It is hoped a resolution is agreed without delay.</p>	<p>Noted.</p> <p>Secretariat to be kept updated on developments.</p>
<b>10. Linkage Groups</b>	<p>Linkage Group meetings resume this week. Covered previously.</p>	<p>Noted.</p>
<b>11. FCC / DRCD / National Update</b>	<p>Covered previously.</p>	<p>Noted.</p>
<b>12. AOB</b>	<p>TB queried the potential impact of Brexit in Fingal.</p>	<p>Noted.</p>
<b>Next Meeting</b>	<p>26<sup>th</sup> February 2019 in Swords.</p>	



**Fingal  
Public  
Participation  
Network**

**Fingal PPN Resource Worker Report**

**25<sup>th</sup> February 2019**

**Goal 1: Improving our Network**

Action	Activity
<p><b>Action 1:</b> <b>Grow PPN membership in a planned and sustainable way.</b></p>	<p><b>Registrations:</b> Normal registrations being processed.</p> <hr/> <p><b>Current membership numbers:</b> 729 Groups</p> <ul style="list-style-type: none"> <li>- Community: 568</li> <li>- Environment: 19</li> <li>- Social Inclusion: 142</li> </ul>
<p><b>Action 2:</b> <b>Increase the operational capacity of the PPN.</b></p>	<p><b>Additional Resources:</b> Awaiting approval from central government to commence recruitment process.</p>
<p><b>Action 3:</b> <b>Operate the network to the highest possible standard.</b></p>	<p><b>Governance Review:</b> Carmichael Ireland to meet with Secretariat members on Monday 4<sup>th</sup> March.</p> <hr/> <p><b>MOU:</b> Review of Memorandum of Understanding due.</p> <hr/> <p><b>PPN Review Meeting:</b> To be held on 26<sup>th</sup> February.</p> <hr/> <p><b>Staff Support Subgroup:</b> Overdue.</p> <hr/> <p><b>Secretariat Minutes:</b> Now online.</p> <hr/> <p><b>Plenary:</b> Plenary meeting planning for 2019 underway.</p>
<p><b>Action 4:</b> <b>Further develop Linkage Groups.</b></p>	<p><b>Promotion:</b> Production of individual Linkage Group posters paused.</p> <hr/> <p><b>PPN Elections:</b> Nominations open for SPCs and JPCs. Online nomination form also available.</p>

**Facilitators:** Facilitators active for all 5 Linkage Groups.

## Fingal PPN Resource Worker Report

25<sup>th</sup> February 2019

### Goal 2: Improving our Communications

Action	Activity
<b>Action 5:</b> <b>Showcase our achievements.</b>	Activity Report for May Plenary being compiled.
<b>Action 6:</b> <b>Continue to develop communications.</b>	<b>Website:</b> Tenders received and evaluated. Additional funding secured from FCC. See report from subgroup.
	<b>TUD:</b> Student commenced work on “infographics” for PPN. To include election process, how to get issues heard through the PPN, how to register for the PPN, etc.
<b>Action 7:</b> <b>Work closely with Fingal County Council in communicating to citizens.</b>	Greater links created with departments engaging with communities on consultations on initiatives such as Climate Change Action Plan and the Grand Canal Way.



## Fingal PPN Resource Worker Report

25<sup>th</sup> February 2019

### Goal 3: Improving our Representation

Action	Activity
<b>Action 8:</b> Further develop relationships between the PPN and Public Representatives.	No action progressed. Intention to engage with Local Election Candidates in 2019 to increase awareness of the PPN.
<b>Action 9:</b> Foster key partnerships and explore further public participation initiatives.	Opportunities currently identified on an ad-hoc basis.
	Exploring opportunities with new CEO of Fingal LEADER Partnership.
	Engaging with HSE Social Workers on the PPNs Community Directory.
	Partnering with LCDC on delivering National Community Weekend bursaries.
<b>Action 10:</b> Establish the PPN as a mandatory consultative and participatory structure.	<p><b>National Advisory Group:</b> On-going participation in National PPN Advisory Group.</p> <p>Member of <b>PPN User Guide Review</b> subgroup, work commenced with Public Consultation to commence shortly. Fingal PPN to host online consultation process.</p> <p>Member of <b>Annual Report</b> subgroup, work commenced with new online process being developed. Fingal PPN working with Social Justice Ireland on bringing this online.</p> <p>Member of <b>National Community Weekend</b> working group. Launch to take place in early March.</p>
<b>Action 11:</b>	Representative forums scheduled for 2019 as well as informal gatherings.

<b>Provide more information sharing opportunities and supports for PPN Representatives.</b>	Training for all SPC and JPC representatives scheduled for May 2019.
	Secretariat JPC Subgroup engaged on an on-going basis.
	PPN Representatives handbook to be prepared. Potential working group could be setup.
<b>Action 12: Develop the Social Inclusion Pillar.</b>	Meeting with Empower. Need for MOU to be drafted to progress this.
<b>Action 13: Develop policies to make the PPN more accessible.</b>	Further work to be completed post current governance project.

## Fingal PPN Resource Worker Report

25<sup>th</sup> February 2019

### Goal 4: Improving our Membership Supports

Action	Activity
<b>Action 14:</b> Provide a range of training supports.	Training Day scheduled for 13 <sup>th</sup> April 2019.
<b>Action 15:</b> Establish an efficient signposting and referral service.	Signposting on an ad-hoc basis.
<b>Action 16:</b> Develop an open data membership database online.	To be progressed with development of new website.
<b>Action 17:</b> Collaborate across the Greater Dublin Area.	Dublin PPN Facilitators meeting to take place on 27 <sup>th</sup> February in Wood Quay, Dublin City Council.
<b>Other</b>	
<b>Leave</b>	Resource Worker on leave 8 <sup>th</sup> March to 25 <sup>th</sup> March. Available for urgent communication.





**Fingal  
Public  
Participation  
Network**

## Subgroup Report

<b>Subgroup Name</b>	<b>Website Subgroup</b>
<b>Subgroup Members</b>	Denise McDermott, Ema Idowu, Michael Walsh and Siju Jose
<b>Date of Report</b>	25 <sup>th</sup> February 2019
<b>Note on activity</b>	<p>Subgroup was established following Secretariat meeting on 22<sup>nd</sup> January and the approval of the tender document.</p> <p>4<sup>th</sup> February: Tender went live. Following companies invited to bid:</p> <ul style="list-style-type: none"><li>• Annertech</li><li>• Bad Dog</li><li>• eMagine</li><li>• Fusio</li><li>• Hidden Depth</li><li>• Kieran Daly Design</li><li>• Neo-Archaic</li><li>• RainRain Web Design</li></ul> <p>18<sup>th</sup> February: Deadline for quotes. Quotes received from:</p> <ul style="list-style-type: none"><li>• Fusio</li><li>• Hidden Depth</li><li>• Kieran Daly Design</li><li>• Neo-Archaic</li><li>• RainRain Web Design</li></ul> <p>Quotes ranged from €6,300 to €18,341.70. The PPN had budgeted in the region of €7,000. Neo-Archaic emerged as the preferred bidder at €9,840. These were assessed based on the criteria in the tender document.</p> <p>Jamie requested funding of €2,500 from Fingal County Council in relation to the Community Directory element of the website in order to maximise the value from the project. This was approved on the condition that FCC would receive equal acknowledgement on this section of the website.</p>

<b>Subgroup Recommendation</b>	<b>That the Secretariat approve the engagement of Neo-Archaic to proceed with this project.</b>
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## Fingal PPN Plenary Planning

Element	Details for Discussion	Note
<b>Date / Time / Venue</b>	<ul style="list-style-type: none"> <li>• Wednesday 8<sup>th</sup> May 2019</li> <li>• 7pm to 9.30pm</li> </ul>	
<b>Location</b>	TBC	
<b>Refreshments</b>	7pm: Tea, Coffee, Biscuits, Finger Food.  8pm: Tea / Coffee break	
<b>Photographer</b>	Booked	
<b>PPN Signage Needed</b>	Pop Ups x 4  Photo Props x 2  Photography Opt Out  Arrows / Directors  Stand	Signage required for opt out.
<b>Exhibition</b>	Meet Your PPN Representatives <ul style="list-style-type: none"> <li>• Table for Linkage Groups with new Reps.</li> </ul> Networks exhibiting their work: <ul style="list-style-type: none"> <li>• Fingal Comhairle na nÓg</li> <li>• Fingal Seniors Citizens Forum / Fingal Age Friendly</li> <li>• Fingal Ethnic Network</li> <li>• Fingal Environmental Network</li> <li>• Fingal Disability Network (TBC)</li> <li>• Fingal Community Facilities Network</li> </ul> Exhibitors: <ul style="list-style-type: none"> <li>• Fingal Leader</li> <li>• Empower</li> <li>• Volunteer Centre</li> <li>• Boardmatch Ireland</li> </ul>	

Element	Details for Discussion	Note
	<ul style="list-style-type: none"> <li>• FCC Community Department</li> </ul>	
<b>Agenda</b>	<p>7.00pm Registration, Networking and Refreshments</p> <p>Open and Activity Report (20 mins)</p> <p>Elections (20 mins)</p> <ul style="list-style-type: none"> <li>○ LCDC: 1 Community Seat</li> <li>○ Secretariat: 2 Environment Seats</li> <li>○ Secretariat: 1 Community Seat</li> </ul> <p>Motions (10 mins)</p> <ul style="list-style-type: none"> <li>○ Ratification of PPN Reps</li> <li>○ Approval of governance documents</li> </ul> <p>Inputs from Networks (35 mins)</p> <p>Plenary Session (20 mins)</p> <p>9.00pm Close</p>	
<b>Roles</b>	<p>Facilitator: John Melvin</p> <p>PPN Activity Report:</p> <p>Welcoming:</p> <p>Photographer Liaison:</p> <p>Other:</p>	
<b>Registration</b>	<ul style="list-style-type: none"> <li>• Name Badges</li> <li>• Motion Cards (green/red)</li> <li>• Voting Cards</li> <li>• Express sign in sheet</li> <li>• Agenda</li> <li>• Minutes</li> <li>• Activity Report</li> </ul>	<p>Delegates will probably start arriving from 6.30pm.</p> <p>-</p>
<b>Plenary Meeting</b>	<p>Meeting convened by Facilitator</p>	





## Report on Linkage Groups: Round 1 2019

### Social Inclusion, Rural Development, Youth, Enterprise and Tourism

<b>Linkage Group Name</b>	Social Inclusion, Rural Development, Youth, Enterprise and Tourism Linkage Group
<b>Venue</b>	County Hall, Swords
<b>Date of Meeting</b>	7pm, 24 <sup>th</sup> January 2019
<b>Attendees</b>	Aneta Laska, Anthony Onwuka, Brian Arnold, Daire Lawler, Dayakar Komirelly, Denise McDermott, Geraldine Rooney, Jagan Muthumla, Joseph Foley, Kesava Gollapalli, Maire O'Brien, Martin Russell, Michela Benassi, Myles Caulfield, Paula Foley, and Tony Brennan.
<b>Actions</b>	<ul style="list-style-type: none"> <li>- Group identified priorities for Economic Development and separately for Social Inclusion. The next step is for members of the group to explore these priorities in more detail and to produce proposals.</li> <li>- An official from the Economic, Enterprise and Tourism Development department of Fingal County Council will be invited to present at the next Linkage Group meeting.</li> </ul>
<b>Next meeting</b>	2 <sup>nd</sup> April 2019

### Climate Change, Environment and Water

<b>Linkage Group Name</b>	Climate Change, Environment and Water Linkage Group
<b>Venue</b>	County Hall, Swords
<b>Date of Meeting</b>	7pm, 29 <sup>th</sup> January 2019
<b>Attendees</b>	Angela Rogers, Brian Arnold, Charles Sargent, Dan Hennessy, Doreen Keaney, Edward Stevenson, Ema Idowu, Gareth Lee, Joe Newman, Kevin Monks, Maire O'Brien, Michael Walsh, Olive Gilsenan, Orla Farrell, Raymond Ryan, Regina Behan, Roger Blackburn. Sarah Kimberley, Soter Agbaw-Ebai, Sybil Harte Weir, and Tony McDermott

<b>Actions</b>	<ul style="list-style-type: none"> <li>- Circulate Climate Change Action Plan PDF and Presentation.</li> <li>- Follow up with LG members regarding making a submission to the Action Plan.</li> <li>- Write a letter to the EPA regarding the dredging in Malahide.</li> <li>- Motion 1: Strategy on Blue Flag Beaches</li> <li>- Motion 2: Increasing the number of Christmas Tree Collections</li> <li>- Future motion on Water Butts.</li> </ul>
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<b>Next meeting</b>	16 <sup>th</sup> April 2019
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### **Arts, Community, Heritage and Sports**

<b>Linkage Group Name</b>	Arts, Community, Heritage and Sports Linkage Group
<b>Venue</b>	County Hall, Swords
<b>Date of Meeting</b>	7pm, 19 <sup>th</sup> February 2019
<b>Attendees</b>	Anthony Brennan, Arun Rao, Brian Arnold, Éilish McDermott, George Mongey, Geraldine Rooney, Ian Murphy, John Bowes, John Harford, Heidi Bedell, Helen Dunne, Kesava Gollapalli, Lorcan Blake, Margaret Haugh, Martin Russell, Myles Caulfield, Madeline Harford, Maire Caffrey, Seamus Russell.
<b>Actions</b>	<ul style="list-style-type: none"> <li>- Motion to be submitted on Community Facilities licensing rule on political gatherings/assemblies.</li> <li>- Request additional seat on new Arts, Community and Sports SPC for PPN.</li> </ul>
<b>Next meeting</b>	9 <sup>th</sup> April 2019

### **Community Safety**

<b>Linkage Group Name</b>	Community Safety Linkage Group
<b>Issues of note</b>	Cancelled due to on-going issue.

### **Transport, Planning and Housing**

<b>Linkage Group Name</b>	Transport, Planning and Housing Linkage Group
<b>Venue</b>	County Hall, Swords
<b>Date of Meeting</b>	7pm, 19 <sup>th</sup> February 2019

<b>Attendees</b>	Angela Rogers, Bob Laird, Claire Ann Ferry, Dayakar Komirelly, Ema Idowu, Greg Farrell, Jagan Muttumula, John Fox, John Lovatt , Kathleen McCann, Madeline Hayden, Myles Caulfield, Shay Horan, Raymond Ryan, Raymond Smyth, Willie Lee, and Yvonne Gregg
<b>Actions</b>	<ul style="list-style-type: none"> <li>- Linkage Group writes to Director of Services for Planning in FCC / Minister for Housing to outline the communities concerns on various issues and inviting an engagement from them to explore how communities can address issues.</li> <li>- Linkage Group to write to An Bord Pleanala / Minister for Housing requesting a redesign and improvement of the An Bord Pleanala website.</li> <li>- Transport SPC Representatives to request a greater focus on Public Transport on the SPC work programme for 2019 and beyond, especially in connection to BusConnects and MetroLink.</li> </ul>
<b>Next meeting</b>	9 <sup>th</sup> April 2019

