



**Secretariat Meeting**

Tuesday 26<sup>th</sup> February | 7pm to 9pm

County Hall, Swords

Facilitator: John Melvin

**Minutes**

<p><b>Present</b></p> <p>Denise McDermott (DM), Hanumantha Rao (HR) John Melvin (JMV), Maria Tormey (MT), Mary Harford (MH), Micheal Walsh (MW), Tony Brennan (TB)</p>
<p><b>Apologies</b></p> <p>Ema Idowu, Siju Jose</p>
<p><b>In Attendance</b></p> <p>Jamie Moore (JM)</p>

<b>Item</b>	<b>Note</b>	<b>Decision</b>
<b>Open and Apologies</b>	JMV opened the meeting, apologies were noted.	Noted.
<b>Minutes and Matters Arising</b>	Excel sheet of membership not circulated following previous meeting.  No other matters arising. Proposed by TB and DM.	JM to circulate membership excel sheet.  Noted.
<b>Correspondence</b>	Email from Department of Rural and Community Development seeking update on recruitment of PPN support worker. Update received from Pat Queenan FCC	Noted.

Item	Note	Decision
	that approval has been sought for the recruitment process to commence.	
<b>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>JMV requested that information on the draft Climate Change Action Plan is circulated to the Secretariat.</p>	Noted.
<b>Finance</b>	<p><b>Website Subgroup</b></p> <p>The Website Development Subgroup submitted a report on the website redevelopment tendering process. The subgroup recommended the engagement of Neo Archaic. The subgroup secured an additional €2,500 towards the cost of the website redevelopment from Fingal County Council in order to achieve the quality needed. This is specific to the Community Directory element of the website. Proposed by MH and TB.</p> <p><b>Exhibition Backdrop</b></p> <p>JM presented design options for a PPN Exhibition Backdrop with various taglines. The Secretariat agreed a tag line 'Connect, Communicate, Collaborate, Consult, Change'. The Secretariat requested the icons be removed to reflect more of the Linkage Groups and the shape of Fingal County.</p>	<p>Engagement of Neo Archaic approved.</p> <p>JM to revert to designer.</p>
<b>Events and Training</b>	<p><b>Plenary Planning</b></p> <ul style="list-style-type: none"> <li>- Discussion on plenary logistics, timings, etc.</li> <li>- Clarification on networks presenting, particularly on Disability Network. This to be followed up.</li> <li>- Michael Quirke of Carmichael Ireland will present on PPN Governance work.</li> <li>- Roles: DM and TB volunteered for meet and greet.</li> </ul>	<p>Noted.</p> <p>JM to follow up with DFI.</p>

Item	Note	Decision
	- Venue to be confirmed as soon as possible.	
<b>Fingal PPN Membership</b>	No update.	Noted.
<b>Policies and Procedures</b>	<p><b>Governance</b></p> <p>JMV provided an update on the Governance project being undertaken by Carmichael Ireland. Michael Quirke of Carmichael Ireland to meet with Secretariat next Monday evening, 4<sup>th</sup> March.</p>	Noted.
<b>Representation</b>	<p><b>Update on JPC</b></p> <p>IT was noted that the JPC issue is progressing and an invitation to mediation has been issued. A response was received expressing an intention to accept the invitation.</p>	Noted.
<b>Linkage Groups</b>	JM provided a report on the most recent linkage group meetings. This will be a recurring agenda item where Linkage Groups have taken place.	Noted.
<b>FCC / DRCD / National Update</b>	No update.	Noted.
<b>AOB</b>	<p>MT raised a grave concern regarding the governance of Secretariat subgroups.</p> <p>It was agreed that this can be raised at the Governance meeting with Carmichael Ireland on 4<sup>th</sup> March 2019.</p>	Noted.
<b>Next Meeting</b>	30 <sup>th</sup> April in Blanchardstown	Noted.