

Record of Meeting

Meeting: LPPN Secretariat meeting
Date: 11 November 2019
Venue: Patrickswell Community Resource House
Present: Nualla Geoghegan (NG), Noreen Stokes (NS), John Buttery (JB), Patrick Cummins (PC), Rose Anne White (RAW), Catherine Dalton (CD), Jim Long (JL), Patrick Fitzgerald (PF), Michael Quilligan (MQ), Jack O'Connor (JOC)
In attendance: LPPN Interim Resource Worker, Mo Foley Walsh (MFW); Seamus O'Connor (SOC) of LCCC (part of the meeting); Vidette Molyneaux (VM) of the previous Secretariat (part of the meeting)

LPPN = Limerick Public Participation Network
LCCC = Limerick City and County Council
LG = Linkage Group
SPC = Strategic Policy Committee
DCRD = Department of Rural and Community Development

Agenda Item	Detail	Action arising	Who	When
Secretariat Facilitator	PF agreed to be Facilitator for this meeting. Proposed by PC Seconded by NG The was some discussion on the tenure of the Facilitator role. So as to allow time for Secretariat members to get to know each other and to understand the workings of the PPN, it was agreed that the Facilitator role will rotate between the 10 members over the next 10 meetings. Then a decision can be made on a longer term tenure for the Facilitator. <ul style="list-style-type: none"> Proposed by JOC Seconded by JB It was also clarified that the Facilitator is not a Chairperson and has no authority over and above any of the Secretariat membership.	PF is the Facilitator for this meeting At each meeting, the Facilitator for the following meeting will be agreed	PF All	This meeting Ongoing
Meeting Seamus O'Connor	There was some discussion on what members wanted to achieve from meeting Seamus O'Connor. Primarily this is about having an open, positive relationship with LCCC and listening to where LCCC is coming from. MFW confirmed that Anne Rizzo (LCCC Administrative Officer) is her line manager in LCCC.	SOC joined the meeting. Introductions were made. SOC made the following points: <ul style="list-style-type: none"> He is the LCDC Chief Officer and the Grade 8 in the Urban and Rural 		

	<p>Community Development department of LCCC which is part of the Community Development Directorate – one of the strategic directorates of LCCC.</p> <ul style="list-style-type: none"> • LCCC is fully supportive of the Limerick PPN and recognises its 1) importance and 2) independence. • LCCC must ensure that public funding it is responsible for is appropriately managed and good governance practices are followed in the use of such funding. • SOC thanked the Secretariat and acknowledged their commitment to the community. • The new PPN Support Worker started today. The DRCD this year provided funding specifically for a clerical support worker for each PPN in the country for one year. There are indications that this funding is to continue beyond 12 months. Mary Casey is the Support Worker and she is an employee of LCCC. • The last Secretariat agreed to use the PPN funding from DRCD to allocate an existing LCCC staff member on a part-time basis to support the PPN. • While LCCC is employing the PPN staff, they are line-managed through LCCC structures and all employment related administration is managed by LCCC. However, the staff are answerable to the Secretariat on the running of the PPN. When SOC asked if this employment arrangement remains agreeable to this Secretariat, it was broadly accepted that this is the best option. • The funding for Limerick PPN 3/8th from LCCC and 5/8th from DRCD – totalling €110,000* (not including the clerical Support Worker costs). Funding from LCCC has yet to be confirmed – this is included in the proposed budget for 2020. • There is the option of arranging – through SOC – for the Secretariat to meet LCCC senior management and/or the SPC Chairpersons. The important priority to is to build the relationship and communications between LCCC and Limerick PPN 			

	<ul style="list-style-type: none"> SOC left the meeting <p><i>*correct amount – it was stated that the total budget was €105,000. No funding has yet been drawn down from the Department for 2019.</i></p>			
Meeting with previous Secretariat member(s)	<p>VM joined the meeting. Introductions were made. VM introduced herself as a member of the previous Secretariat and gave a short overview on the 2018 independent report on the PPN. The Secretariat thanked VM for her input and VM left the meeting.</p> <p>The discussion that followed concluded with broad consensus on two points:</p> <ol style="list-style-type: none"> For future meetings, any agenda item must be clear on what is required from the Secretariat (e.g. discussion/decision/information) and include any background information/documentation in advance of the meeting Rather than get into any further detail on the matter, a request would be made to SOC to provide (through himself or appropriate person/s) a briefing document to this Secretariat on the background of the previous Secretariat and the LPPN company. 	<p>MFW to request SOC for briefing document on previous PPN Secretariat and Company.</p>	<p>MFW on behalf of the Secretariat</p>	<p>Asap</p>
Last meeting and matters arising	<ul style="list-style-type: none"> The previous meeting was not scheduled and there had been no agenda. Therefore, minutes cannot be recorded. It was agreed that a record of the meeting was appropriate. PF proposed the meeting notes and JB seconded them. Correspondence (dated 01/11/19) was received from LCCC Corporate Services on the SPC Scheme with the request for 24 PPN nominations to the 5 SPC's. The timeframe to submit the names of PPN representatives to the Council in advance of the 25th November Council meeting is very tight. This, along with needing to first clarify the processes around Linkage Groups and nominations/elections, means that it is not realistic to have names of PPN Representatives by 20th November 2019 A provisional date for a Plenary meeting on 19th November is not to go ahead, but a Plenary meeting will be scheduled at the next Secretariat meeting with the hopes of this happening before Christmas. 	<p>Cancel provisional Plenary meeting date by contacting the membership</p>	<p>MFW</p>	<p>asap</p>
Governance	<ul style="list-style-type: none"> There was discussion on the governance documentation guiding how the PPN operates. 	<p>1) Secretariat to review draft constitution</p>	<p>As indicated in plan</p>	<p>As indicated in plan</p>

	<ul style="list-style-type: none"> The policies and procedures document – which has no details of when/whether it was adopted – needs to be updated as a matter of priority. The Terms of Reference for the Secretariat and Linkage Groups need to be clear and finalised as well as elections procedures. A drafty draft constitution was circulated to the Secretariat by MFW. It was agreed that this would be useful to finalise as a draft for review and approval by the Plenary. 	<ol style="list-style-type: none"> Secretariat to feed back to MFW by 9am Tuesday 19th November MFW to collate feedback MFW to circulate draft 2 to Secretariat by close of business Friday 22nd November Based on how things are going, the Secretariat will decide if draft 2 needs to be discussed in person by the Secretariat or if it can be circulated to the membership for review 	As indicated in plan	As indicated in plan
<p>Participation in decision-making and representation</p>	<p>Linkage Groups: Setting up LG’s needs to be progressed immediately. It was recognised that a number of procedural issues have to be addressed before nominations and elections could proceed – see previous item.</p>	<ol style="list-style-type: none"> MFW to contact the PPN membership asking which LG PPN members wish to have representation on. Correspondence to include information on LGs Members to respond by Thursday 28th November 	As indicated in plan	As indicated in plan
<p>Capacity building</p>	<p>Not discussed</p>			
<p>Information sharing and communication</p>	<ul style="list-style-type: none"> Communications within Secretariat and for Plenary needs to be clear and effective The current Salesforce Secretariat Group set-up is not very satisfactory. MFW indicated that information from the Salesforce administrators (South Dublin Volunteer Centre have the contract with the DRCD to manage Salesforce for PPN’s nationally) is expected so as to hopefully sort things out. The reason for the Salesforce group is that all the information is in one secure place that is accessible to all Secretariat 			

	<p>members. Until issues are fixed regarding access to the Salesforce group, regular email will need to be still used.</p> <ul style="list-style-type: none"> The new PPN Support Worker will have a key role is supporting communications – website, newsletter, Twitter (@limerick_ppn) 			
AOB	<p>PPN registrations:</p> <ul style="list-style-type: none"> A list of the current PPN membership was circulated (93 groups). This has not been updated since just before the Secretariat elections. There have been 7 registration forms received since. Two of them are for the same group with different contact names give for each and the forms are incomplete. Additional information was requested from the group and this was received today. MFW asked for direction on how to proceed with this situation. It was agreed that where there are no queries regarding registration forms received, the PPN staff should proceed with processing registrations as normal. Where there are clarifications required, this will need to be discussed at the next meeting with more time 	<p>Where there are no queries regarding registration forms received, the PPN staff should proceed with processing registrations as normal. Where there are clarifications required, this will be discussed at the next meeting</p>	MFW/ Secretariat	25 th November
Next meeting	<ul style="list-style-type: none"> Patrickswell Community Resource House 7-9pm, Monday 25th November Facilitator: JB (proposed by RAW; seconded by JOC) 			

Record of meeting taken as a fair and accurate reflection of the discussion and was proposed and seconded at subsequent Secretariat meeting

FACILITATOR: Signature  **Print name** PATRICK **Date:** 25/11/19