

**Record of Meeting**

**Meeting:** LPPN Secretariat meeting  
**Date:** 25 November 2019  
**Venue:** Patrickswell Community Resource House  
**Present:** John Buttery (JB) – Facilitator, Nuala 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)

**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
Expenses	<ul style="list-style-type: none"> <li>Prior to the meeting, MFW circulated the LPPN expense claim form for claiming expenses associated with agreed meetings.</li> <li>The form should be fully completed and signed by the PPN representative AND signed by two other Secretariat members. Forms should be submitted at least quarterly – i.e. the next form due in December. Any other expense claims on the form must have receipts. For any agreed meetings outside of Secretariat meetings, the PPN representative should provide a Statement of Outcomes about the meeting.</li> <li>If members want the claim form template amended to make it easier to use, this can be looked at.</li> <li>All payments are made through the LCCC finance system and therefore to receive payments, Secretariat members must be set up on the system.</li> <li>Members are advised by email of payments made; therefore, if there is a change in contact details, LCCC should be notified asap</li> <li>It was suggested that a sign-in sheet should be done for each meeting to record attendance</li> </ul>			
Minutes of last meeting	<p>JB highlighted the busy agenda and indicated that it may not be possible to deal with every item on the agenda</p> <p>JB read the minutes. They were taken as approved after the minutes were:</p> <ul style="list-style-type: none"> <li>proposed by JL</li> <li>seconded by NS</li> </ul>	Bring hard copies of the minutes to future meetings	MFW	Going forward
Matters arising	<p>1. Draft minutes</p> <ul style="list-style-type: none"> <li>There was a discussion on the value of Secretariat members receiving the initial draft of the minutes soon after a meeting to review and comment on if so wished. One advantage was how easy it was to agree the draft minutes this evening.</li> </ul>	Send draft minutes to members for review and comment soon after meetings	MFW	Going forward

<ul style="list-style-type: none"> <li>• JOC proposed that this practice should continue. MQ seconded the proposal and it was adopted. MFW noted that the draft constitution includes the section on this.</li> <li>• This process does not mean that the minutes are agreed or adopted before the subsequent Secretariat meeting, where amendments can still be made. It also does not mean that members are obliged to respond when the draft is circulated.</li> </ul> <p>2. Correspondence from Seamus O'Connor of Limerick City and County Council</p> <ul style="list-style-type: none"> <li>• Seamus O'Connor wrote to the Secretariat in response to their queries arising from the last meeting. He confirmed that his understanding of the position and advice received is that the current Secretariat has no responsibility or liability with regard to Limerick Public Participation Network Operations CLG or the previous Secretariat.</li> <li>• The Secretariat were unanimously satisfied with the clarifications on this matter</li> <li>• Seamus O'Connor also confirmed that:             <ul style="list-style-type: none"> <li>• LCCC is committed to supporting and engaging with LPPN to assist in the engagement and consultation processes during this current Council term</li> <li>• Quarterly – or as required – financial updates/progress reports on the LPPN budget can be made available to the Secretariat</li> <li>• If Secretariat members wish to proceed with the offer from the meeting on 11/11/19 of meeting the Chairs of the SPC's (Senior management was also discussed at the meeting on 11/11/19), this can be arranged either with Individual Chairs or as a group</li> </ul> </li> <li>• The Secretariat agreed that all the Secretariat – or as many as possible – should meet all the SPC Chairs together and if possible the Senior LCCC Management – i.e. the Corporate Policy Group. The purpose of such a meeting would be:             <ol style="list-style-type: none"> <li>1. Building relationship and communications between LCCC and LPPN</li> <li>2. Identifying how best to support elected LPPN representatives on SPC's:                 <ol style="list-style-type: none"> <li>a) to get up to date on SPC activities/plans since reps will be joining SPC's after they have been established and already meeting</li> <li>b) considering the feedback from previous PPN representatives who sat on SPC's in the last Council term (in recent months, MFW compiled a document of feedback)</li> </ol> </li> </ol> </li> </ul> <p>3. Salesforce</p>	<p>On behalf of the Secretariat, contact Seamus O'Connor to:</p> <ul style="list-style-type: none"> <li>• thank him for his response</li> <li>• request a meeting with the Corporate Policy Group</li> </ul>	<p>MFW</p> <p>Asap</p>
	<p>Circulate to the Secretariat the document with feedback from previous PPN representatives on SPC's – for review and subsequent discussion by Secretariat</p>	<p>MFW</p> <p>Asap</p>

<p>Correspondence (this incorporated communications)</p>	<ul style="list-style-type: none"> <li>Limerick PPN Secretariat is a test site for the group communications facility on Salesforce. Comm-IT has said it will be sending us an instructions document to help set up all Secretariat members</li> <li>Comm-IT are looking at different ways to support PPN's nationally through technology, including possible electronic voting in the future. Enhancing communications within PPN's is a priority nationally</li> </ul> <p><b>Social media:</b> A discussion took place on the use of social media as a communication tool. It was generally agreed that:</p> <ul style="list-style-type: none"> <li>Clear communications protocols to be included in Constitution</li> <li>Tweets to come from @limerick_ppn first</li> <li>While encouraging interaction and communication on the workings of the PPN and Secretariat so as to promote inclusive positive debate, all personal tweets or messages from members should clearly state/infer they were personal commentary and have no authorisation from the group</li> <li>While there is a need for protocols, LPPN comms should communicate a PPN that is open, friendly, welcoming and transparent</li> <li><b>Irish Environmental Network (IEN):</b> The learning from the recent email correspondence from the Irish Environmental Network (IEN) to the Secretariat shows the need to ensure that it does not arise that external bodies receive correspondence that they think is from the LPPN Secretariat, when it is not.</li> <li><b>Environment Trust Ireland:</b> Recent correspondence from Environment Trust Ireland was discussed. Secretariat members received this in advance of the meeting with previous correspondence, the two incomplete PPN registration forms from the group and back-up documentation received from the group so as to understand the context of the correspondence. It was noted that Environment Trust Ireland suggested that LPPN was obstructing its registration (in email correspondence dated 14/11/19 and 18/11/19). Two questions need answers in relation to this group's registration:</li> </ul>		
		<p>Any concerns Secretariat members may have are to be brought to the Secretariat for discussion and ultimate decision, rather than members corresponding with external parties in a manner that may be seen as from the Secretariat.</p>	<p>All Secretariat members  Ongoing</p>

	<ul style="list-style-type: none"> <li>• Is the group eligible for PPN membership as it is not clear from the registration form(s) received?</li> <li>• Is the group eligible to be in the Environment Pillar?</li> </ul> <p>MFW circulated copies of the IEN's information document, <i>Criteria for Membership of Environment Electoral College of County/City Public Participation Networks (PPNs) (2017)</i>. MFW stated that she had contacted the IEN – as is normal practice – to ask whether the Environment Trust Ireland can be in the Environment Pillar. The response from the IEN, received on 25/11/19 from the IEN was: <i>'Unfortunately there is not enough information for us to make a decision on whether or not they are an environmental group based on the information provided. Could you ask them to send on their constitution/set of rules, and a description of their activities in the past year?'</i> MFW indicated that today she contacted Environment Trust Ireland and advised them to deal directly with IEN on this matter. If the group meets the PPN membership criteria but not to be in the Environment Pillar, it can be in the Community and Voluntary Pillar – as has happened with some current PPN members.</p> <ul style="list-style-type: none"> <li>• <b>Correspondence from Minister John Paul Phelan of the Department of Housing, Planning and Local Government:</b> This letter, including the <i>Terms of Reference for Independent Advisory Group on Directly Elected Mayor with Executive Functions</i>, was received late this evening by email. There was some discussion on what was the best way to proceed with this request to have a PPN representative on the Advisory Group (first meeting on morning of 2<sup>nd</sup> December 2019). It was agreed that this was an important opportunity that should be embraced. At the same time, it was agreed that a transparent and thorough process should be followed in the selection of the PPN representative – and finalising the Charter should happen before deciding the process. This opportunity was deemed too important to not have someone from the PPN at the meeting next week. RAW was proposed by PC and seconded by NG to attend the meeting as an observer. It was agreed that she should provide a statement of</li> </ul>	<p>Write to the group requesting they resubmit their registration form with all the information necessary to be clear on what the group is about and whether it meets their eligibility criteria or not</p> <p>Wait for clarity from the IEN on whether the group is eligible to be in the Environment Pillar</p> <p>This registration will be discussed at the next meeting when/if all the information needed is available</p> <p>Write to the Minister saying LPPN wishes to reserve this position on the group, will come back with a nomination as soon as</p>	<p>MFW on behalf of the Secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>MFW on behalf of the Secretariat</p>	<p>Asap</p> <p>Asap</p> <p>Next Secretariat Meeting</p> <p>Asap</p>
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	outcomes from the meeting for the Secretariat/Plenary.		is possible and offer to have a Secretariat member attend in an observer capacity until someone is selected.	
Governance: Draft constitution	<p>The following recommendations were agreed in relation to the content of the draft constitution:</p> <ol style="list-style-type: none"> <li>1) It is to be called a constitution and not a charter or policy framework</li> <li>2) Section 7.6.3 should not be adopted until the next annual members meeting -- to create panels when PPN membership is not at capacity may not encourage new groups to join LPPN</li> <li>3) To meet the national requirement that the PPN have a wellbeing statement and to provide an overarching shared purpose to the constitution, a section is to be added before the aims (current section 3)</li> <li>4) The Associate Membership option should be kept</li> <li>5) The membership eligibility requirement of being non-religious should remain. But religion-based organisations who engage in activities that are compatible with LPPN ethos should be able to join as Associate Members</li> <li>6) Including additional information on the process, and its rationale, for registration under the Environment Pillar should remain in the document.</li> <li>7) Some consideration needs to be given as to the best approach to selecting PPN representatives to a structure like the LCDC and the Advisory Group for the Directly Elected Mayor</li> <li>8) Until the draft constitution is adopted by the Plenary, and agreement is reached on whether a Secretariat member can also be on an SPC or other committee, current Secretariat members may opt to be nominated for election to an SPC. If they are elected and the decision is that you cannot be on both the Secretariat and an SPC, they will need to resign from the Secretariat</li> </ol> <p>Covered earlier under Correspondence Item</p>		<p>Draft a wellbeing statement for a new Section 3</p> <p>Circulate the draft constitution to the Plenary members for feedback</p> <p><i>Process not decided</i></p>	<p>MFW</p> <p>MFW</p> <p>Asap</p> <p>Not decided</p>
Information sharing and communications				
Participation in	The process given in the draft constitution is to be used for the Linkage Groups and		Progress with opening	MFW This

<p>decision-making and representation: Linkage Groups</p>	<p>nominations/elections to SPC's. There will be no panel/list arising from the elections.</p> <p>MFW outlined the timeframe to work with if LPPN is to have names of PPN representatives for SPCs brought to LCCC for the Council meeting on 27<sup>th</sup> January (working backwards):</p> <ol style="list-style-type: none"> <li>1) Nominations with LCCC: 20/01/20 (nomination form and accompanying information sheet to be prepared asap)</li> <li>2) Plenary meeting: 16/01/20</li> <li>3) 5 Linkage Group meetings with elections: 13-15/01/20</li> <li>4) Closing date for nominations for the SPC's: 05/01/20</li> <li>5) Call for nominations and membership of Linkage Groups: Week beginning 25/11/19</li> </ol>	<p>the nominations process for SPC elections</p>	<p>week</p>
<p>Membership/registrations</p>	<p>JB urged all Secretariat members to encourage PPN members to join Linkage Groups</p> <ol style="list-style-type: none"> <li>1) Now 100 members</li> <li>2) St Mary's Cathedral membership needs to be reviewed in light of membership criteria</li> </ol>	<p>Review membership of St Mary's Cathedral</p>	<p>MFW Asap</p>
<p>Finance AOB</p>	<p>Not discussed</p> <ol style="list-style-type: none"> <li>1) PC asked if consideration could be given to using unspent funding for the PPN to fund an awards night similar to the one that happened a number of years ago. Agreed: The Secretariat will consider the funding situation for LPPN in the new year with a clean slate. It will also need to look at its workplan going forward which needs to be agreed with the Plenary and LCCC.</li> <li>2) RAW suggested setting up a communications subgroup to develop a communications plan to raise profile of LPPN and encourage engagement.</li> </ol>	<p>PR/comms subgroup – RAW, MQ and PC – will work with LPPN staff on this</p>	<p>RAW, MQ, PC, LPPN staff (Mary Casey) Asap</p>
<p>Next meeting</p>	<p>Patrickswell Community Resource House 7-9pm, Monday 9<sup>th</sup> December Facilitator: RAW</p>		

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 John Buttery Date: 10/11/2019