

Meeting: LPPN Secretariat meeting
Date: 2 March 2020
Venue: Patrickswell Community Resource House
Present: Patrick Cummins – Facilitator, Jack O’Connor (JOC), John Buttery (JB), Patrick Fitzgerald (PF), Noreen Stokes (NS), Michael Quilligan (MQ), Catherine Dalton (CD)

In attendance: LPPN Interim Resource Worker, Mo Foley Walsh (MFW)

LPPN = Limerick Public Participation Network

LCCC = Limerick City and County Council

LG = Linkage Group

LCDC = Local Community Development Committee

DEM = Directly Elected Mayor

SPC = Strategic Policy Committee

DCRD = Department of Rural and Community Development

Agenda Item	Detail	Action arising	Who	When
1. Apologies	None			
2. Agenda	It was agreed that an email correspondence received by the Secretariat (#15) should be added under the correspondence item			
3. Conflicts of interest	<ol style="list-style-type: none"> 1. It was agreed that this should be a standing agenda item. This is where members should indicate at the beginning of the meeting if they have a conflict of interest in relation to any item on the agenda. 2. Depending on the nature of the conflict of interest, the person(s) with the conflict of interest may need to leave the meeting during a given discussion. This is decided by the Secretariat during a given meeting. 3. PC declared that he is a Director of the Limerick Public Participation Network Operations Company Limited By Guarantee 			
4. Minutes of last meeting	<ol style="list-style-type: none"> 1. The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 27th January 2020 2. All the agreed actions in the minutes were appropriately actioned 3. Minutes were proposed by PF and seconded by NS 	<ol style="list-style-type: none"> a) MQ to sign the minutes once they are printed off b) MFW to upload minutes to website 	MQ/ MFW	Asap
5. Matters arising	<ol style="list-style-type: none"> 1. It was agreed that resignation letters of any Secretariat members are not read into minutes 2. JB wrote to all 3 previous Secretariat members and acknowledged their contributions 3. JB spoke to Seamus O’Connor of LCCC about PPN seats on the LCDC – to be discussed under correspondence (#3) 			

	4. It was noted that queries from PPN staff about venue security for any PPN meetings is inappropriate and unnecessary			
6. Correspondence	<p>The following correspondence was noted – summary of discussion and agreed actions shown in bold:</p> <ol style="list-style-type: none"> 1. DRCD, CVSP 2/2020 in relation to 2020 PPN Funding – to cover under Governance (MOU) 2. DRCD, CSVP 3/2020, re PPN Income & Expenditure Account 2019 – to cover under Finance 3. Seamus O’Connor, re LCDC seats – MFW to acknowledge and say the elections for PPN reps to sit on the LCDC will happen as soon as possible 4. DRCD, re 4th National PPN conference Friday 2nd & Saturday 3rd October 2020 – noted 5. Environmental Trust Ireland, re GDPR request 6. Local Authority Data Protection Officers’ Network understanding of GDPR and PPN’s (correspondence received by MFW) 7. Colette Bennett, Social Justice Ireland, re GDPR and PPN’s <ol style="list-style-type: none"> a) there continues to be no agreement about who is the Data Controller for Limerick PPN b) Secretariat do not see this as their responsibility and query needs to be formally made to the relevant authorities c) It was agreed that no GDPR template letter would be used in response to any GDPR requests until it is clear who is the Data Controller for Limerick PPN d) MFW to respond to correspondence #5 stating that the Secretariat is in receipt of the correspondence and the matter is being referred to the appropriate authorities, i.e. the Department of Rural and Community Development, Limerick City and County Council and the Data Protection Commissioner – asap and copying Facilitator e) JB to draft letter for Data Protection Commissioner for agreement with Secretariat and requesting guidance on the GDPR matter – asap f) MFW to forward query on GDPR responsibilities to LCCC and DRCD requesting guidance – asap and copying Facilitator 	<ol style="list-style-type: none"> a) The Salesforce group communications through Chatter to be reinstated and used for Secretariat correspondence b) All correspondence received between Secretariat meetings should be brought to Secretariat meetings. Where there are staff queries about specific issues arising from correspondence, these should be directed to the Facilitator who will decide on the best course of action c) All other agreed actions noted in bold 	<p>PPN staff/ Secretariat</p> <p>PPN staff/ Secretariat</p>	<p>Immediate effect</p> <p>Immediate effect</p>

	<p>g) It was agreed that this discussion is not about individuals' personal details on Salesforce (such as name, address or contact details) which must always be up-to-date and corrected/removed where necessary. This 1) is about the broader GDPR responsibilities and 2) covers personal information that is not stored on Salesforce such as candidates' profiles for PPN elections or potentially in emails outside of Salesforce.</p> <p>8. Sarah Wetherald, Sligo PPN, re PPN Insurance Survey (re Submissions being invited from all interested parties on the Commission's Issues Paper entitled <i>Capping Damages in Personal Injuries Actions</i>)</p> <p style="padding-left: 40px;">a) MFW to prepare submission using template provided by Sligo PPN</p> <p style="padding-left: 40px;">b) Limerick PPN to make the submission through the Secretariat – as this is an important issue for community and voluntary groups</p> <p>9. Rose Hally, re Community Finance Ireland – Noted and MFW to respond to the correspondence and confirm that CFI will be invited to present at a Plenary meeting</p> <p>10. Nuala Geoghegan, re returned travel expenses – noted and MFW to acknowledge</p> <p>11. Dr. Rose Anne White, re upcoming SPC elections and not being available to attend the elections night – noted</p> <p>12. DRCD, re date for meeting with Secretariat – noted and MFW to thank them and state that the Secretariat is looking forward to meeting DRCD staff and updating them on progress in Limerick</p> <p>13. Dr. Breda Hayes, re SPC nominations and voting – noted, and agreed that the constitution is now adopted which covers the elections process for PPN representatives to external committees</p> <p>14. Jim Long, re recent Plenary meeting – noted</p> <p>15. Correspondence from a Director of Limerick Public Participation Network Operations Company Limited by Guarantee:</p> <p style="padding-left: 20px;">1. The Secretariat received email correspondence to their personal emails from a named individual who is a Director of Limerick Public Participation Network Operations Company Limited by Guarantee.</p> <p style="padding-left: 20px;">2. It was agreed that PC would abstain from the discussion on this due his conflict of interest.</p>	<p>New Facilitator to forward correspondence to LCCC as agreed</p>	<p>PF</p>	<p>asap</p>
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	<p>3. It was agreed that the next Secretariat Facilitator would forward the correspondence to Seamus O'Connor of LCCC, stating that it is the understanding of the Secretariat that they have no role to play in this matter.</p> <p>4. It was noted that the correspondent used private email addresses that are not publicly available.</p>			
7. Governance	<p>1. Code of conduct for Secretariat members: Not discussed – for next meeting</p> <p>2. Draft MOU between PPN and LCCC: Not discussed – for next meeting</p>			
8. Participation and decision-making	<p>1. Draft Plenary minutes: Not discussed – for next meeting</p> <p>2. Elections to SPC's: PF to be Facilitator for the elections on 11/03/20</p> <p>3. Implementation Advisory Group for Directly Elected Mayor: No statement of outcomes received from elected PPN representative who had informally indicated the night of the election that he could not attend the first meeting. The Secretariat noted the importance and short duration of this group and agreed that the representative should be written to so as to clarify the situation.</p>	<p>a) PF to liaise with PPN staff on logistics for SPC elections</p> <p>b) Write to the PPN representative on Implementation Advisory Group for Directly Elected Mayor</p>	<p>PF/ staff</p> <p>MFW</p>	<p>asap</p> <p>asap</p>
9. Membership/ 10. registrations	The current membership stands at 105 and can be viewed on the LPPN website's membership directory facility.			
11. Finance	Not discussed – for next meeting (Income and Expenditure Account 2019)			
12. Information sharing and communications	Not discussed – for next meeting			
13. AOB	None			
14. Next meeting	<p>a) 23 March 2020 7-9pm, Patrickswell Community Resource House</p> <p>b) Facilitator: PF</p> <p>c) The next meeting agenda to include PPN staffing</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: *Patrick Fitzgerald*

Print name: Patrick Fitzgerald

Date: 25/05/2020