



Meeting: LPPN Secretariat meeting
Date: 20th April 2020
Venue: On-line meeting
Present: Patrick Fitzgerald (PF) – Facilitator, John Buttery (JB), Patrick Cummins (PC), Catherine Dalton (CD), Jack O’Connor (JOC), Michael Quilligan (MQ), Noreen Stokes (NS)
In Attendance: LPPN Interim Resource Worker, Mo Foley Walsh (MFW), LPPN Support Worker, Mary Casey (MC) Cillian Flynn (CF) LPPN representative on IAG for DEM (part of the meeting)

LPPN = Limerick Public Participation Network
 LCCC = Limerick City and County Council

IAG for DEM = Implementation Advisory Group for Directly Elected Mayor
 DCRD = Department of Rural and Community Development

Agenda Item	Detail	Action	Who	When
1. Conflicts of interest	It was noted that PF was recently appointed to work for the Limerick Community Education Network – JB is Chair of its Board.			
2. Participation in Decision Making: a) IAG for DEM	<p>CF joined the meeting. Introductions were made and PF congratulated CF on his election success. It was noted:</p> <ul style="list-style-type: none"> • The Secretariat is the Linkage Group for the IAG for DEM representative • The Secretariat is there to support CF as necessary and appropriate • CF will keep the Secretariat updated after each meeting – this will be more than just circulating minutes <p>CF advised:</p> <ul style="list-style-type: none"> • He was unable to attend the first meeting on 18th February as he has a prior commitment. He did send apologies to the IAG • Change of venue from City to Newcastle West on day before meeting 11th March caused scheduling conflicts for CF and apologies were sent • Due to COVID-19, further meetings have been suspended indefinitely • The IAG for DEM would now run until the end of the year • CF would consult with his manager with regard to the extension of his role (he put his name forward for election on the understanding that the position/the IAG was up to end of June 2020) • Digital Team at LCCC were looking into possibility of supporting the public consultation process on the DEM • Members of the IAG for DEM were looking at the international experience with respect to DEM’s 			

	<p>It was noted the international experience of DEM's would differ greatly to Ireland due to differences in autonomy of Local Governments – CF agreed to bring this observation to the IAG discussions</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • CF would update the Secretariat at their meeting that follows next IAG for DEM and would forward relevant correspondence/documentation for the Secretariat's attention. CF left the meeting. • If CF is unable to attend any DEM meeting the acting facilitator or their nominee from the Secretariat would attend instead. This was proposed by JOC and seconded by JB. 	<p>a) CF to meet Secretariat after IAG meetings and keep them updated over and above circulating minutes of meetings</p> <p>b) Secretariat, as the Linkage Group, to provide ongoing support to CF</p> <p>c) Where CF is unable to attend IAG meeting, the Facilitator or other will attend</p>	CF/ Secretariat	Going forward
3. 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 23rd March 2020 2. As PC was unable to sign off on minutes of 020320 due to current restrictions it was agreed that PF would sign off on them instead, 3. All other agreed actions in the minutes were appropriately actioned 4. Minutes were proposed by PC and seconded by JB 	<p>d) PF to sign the minutes of March 2nd and 23rd</p> <p>e) staff to upload minutes to website</p>	PF MC	ASAP ASAP
4. Matters Arising	<ol style="list-style-type: none"> 1. Community Finance Ireland were contacted. They did not wish to host a webinar in current situation but will update LPPN when their new website is launched. 2. The Forward Planning Department of LCCC were contacted. At this time, they are not in a position to do a webinar/blog. 3. As the Secretariat cannot meet face-to-face at this time, it was agreed that the code of conduct would be signed at the next physical meeting. 4. Insurance – It seems that PPN's who are hosted by a Local Authority are covered under the insurance held by the local Authority. It agreed that the same should apply to LPPN and be included in the MOU. 5. There is still no clarity with respect to the Data Controller for LPPN and no reply has been received from the Data Protection Commissioner to date. It was agreed that GDPR should be included in the MOU and that LCCC should be named as the Data Controller for LPPN 6. Seamus O'Connor offered to be available to attend this meeting. But PF felt it was better for the Secretariat to discuss a number of issues at this meeting first. 	<p>f) Code of Conduct to be signed</p>	Secretariat	Next physical meeting
5. Correspondence	<ol style="list-style-type: none"> 1. CVSP4/2020 From DRCD: Update on PPN Funding for 2020. <p>The following was noted with respect to this correspondence:</p> <ul style="list-style-type: none"> • The initial payment for 2020 from the DRCD has been received 			

	<ul style="list-style-type: none"> The deadline for receipt of the MOU/SLA between LPPN and LCCC is May 29th and that an MOU has been drafted (discussed below) The completion of an Expenditure Account for 2019 which is dealt with below <p>2. A letter from Limerick Seniors Forum regarding the recent online information session on the Limerick broadband and CCTV plans was noted and it was agreed that it was great to receive such positive feedback.</p>			
6. Finance	<p>The LPPN end of year Expenditure Report for 2019 was discussed. It was noted:</p> <ul style="list-style-type: none"> The current Secretariat are only responsible for approved expenditure from after their election on October 30th 2019. Expenditure prior to October 30th 2019 was approved by members of the previous Secretariat and LCCC That in signing the Expenditure Report the Secretariat are agreeing that this was the expenditure for 2019. This does not mean they are approving the 2019 expenditure. That in the interests of transparency and good governance, the Expenditure Report should go up on the website once signed PC and PF will sign the report The excess budget is the unspent funding received specifically for the Support Worker position (received in December 2018). This position was not filled until November 2019. This funding is to continue to be used for the Support Worker position in 2020. At the next meeting, the Secretariat will consider the 2020 funding allocated to the full-time Resource Worker position 	<p>g) Upload Expenditure Report to LPPN website</p> <p>h) Sign off on LPPN 2019 Expenditure Report</p>	<p>MC</p> <p>PC and PF</p>	<p>When signed</p> <p>ASAP</p>
7. Governance	<p>(PF noted it was after 8:30 and it was agreed to carry on until 9pm.)</p> <p>The draft MOU was discussed. It was agreed that the updated draft MOU following tonight's discussion would be circulated to the Secretariat with all comments and proposed amendments returned by March 23rd.</p>	<p>i) Circulated draft MOU for review and feedback</p> <p>j) Return amendments to MOU</p> <p>k) Once the draft has been agreed by the Facilitator, draft MOU to be sent by PF to Seamus O'Connor</p>	<p>MFW</p> <p>Secretariat</p> <p>PF/MFW</p>	<p>21/03</p> <p>23/03</p> <p>Asap</p>
8. Participation in decision making 9. Membership/	Not Covered.			

10.Registrations 11.Information Sharing /Communications				
12.AOB	<ul style="list-style-type: none"> It was noted that the PPN resource worker has been re-allocated by LCCC to work on the Covid 19 Limerick Community Response Helpline. PF had been informed in advance about this change. The Secretariat agreed that they should be consulted in advance about any changes to positions or work activity of LPPN staff, even in situations such as the current Covid crisis. It was agreed that PF should continue as Facilitator since meetings continue online 	l) Secretariat to be informed in advance of any change of position or work activity for LPPN Staff	LCCC	Going forward
13.Next Meeting	<p>May 11th 7.00pm-8.30pm Online (arranged by PF) Facilitator: Patrick Fitzgerald</p> <p>Agenda to include:</p> <ul style="list-style-type: none"> Funding for full-time Resource Worker position MOU 	m) Seamus O'Connor to be invited to attend next meeting to discuss draft MOU	MFW	ASAP

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 Fitzgerald

Date: 25/05/2020