

Meeting: LPPN Secretariat meeting
Date: 08 June 2020
Venue: On-line meeting
Present: Patrick Fitzgerald (PF) – Facilitator, Patrick Cummins (PC), Catherine Dalton (CD), Michael Quilligan (MQ), Noreen Stokes (NS)
Apologies received after the meeting: John Buttery (JB), Jack O’Connor (JOC)
In Attendance: LPPN Interim Resource Worker, Mo Foley Walsh (MFW), LPPN Support Worker, Mary Casey (MC)
 Seamus O’Connor (SOC) of LCCC (part of meeting)

LPPN = Limerick Public Participation Network

LCCC = Limerick City and County Council

SPC = Strategic Policy Committee

LCDC = Local Community Development Committee

JPC = Joint Policing Committee

DCRD = Department of Rural and Community Development

NAG = National Advisory Group (for PPN’s)

MOU = Memorandum of Understanding

IAG = Implementation Advisory Group

| Agenda Item | Detail | Action | Who | When |
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| 1. Conflicts of interest | None Noted | | | |
| 2. 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 11 May 2020 2. All the agreed actions in the minutes were appropriately actioned 3. Minutes were proposed by CD and seconded by MQ | <ol style="list-style-type: none"> a) Sign the agreed minutes b) Upload minutes to website | <p>PF</p> <p>MC</p> | <p>ASAP</p> <p>ASAP</p> |
| 3. Matters Arising | <p>It was noted:</p> <ol style="list-style-type: none"> 1. The signed off 2019 Annual Report was submitted to the DRCDC. 2. A meeting between PF, SOC, MFW and the Data Protection Officer of LCCC with respect to the Secretariat’s position on the Data Controller for the PPN recently took place. PF updated the Secretariat on this meeting: <ol style="list-style-type: none"> a) The Secretariat’s understanding of the GDPR legislation is that it/the PPN is not the Data Controller and that the LCCC is. Additionally, the Secretariat does not have the capacity or expertise to hold Data Protection Officer responsibilities. b) While LCCC appreciates the Secretariat’s position, its understanding of the definitions means that it cannot be the Data Controller. c) There seems to be a lack of consistency nationally with respect PPNs and GDPR responsibilities and this should be raised with the PPN National Advisory Group (NAG) d) At the meeting it was agreed that SOC would bring this up nationally from the perspective of LCCC and PF would raise it from the perspective of the PPN/Secretariat | | | |

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| <p>3. Governance: Draft MOU</p> | <p>PF welcomed SOC who joined the meeting. Both PF and SOC mutually acknowledged their respective efforts to progress the MOU. SOC advised:</p> <p>a) MFW will be assigned to work as full-time resource worker with LPPN within 1-2 weeks</p> <p>b) In order to be considered Data Controller, LCCC would need to have full control over all data of LPPN. As LPPN is an independent entity, LCCC cannot be Data Controller. However, no party should take on a role they feel unable to fulfil in an MOU.</p> <p>c) He wrote to the DRCD to request that this be looked at nationally. He was advised that the issue was on the agenda for the June 10 meeting of the NAG. It was agreed that all other items were satisfactorily covered in the MOU and, with a provisory note regarding clarification from the DRCD surrounding Data Controller and Data Processor responsibilities, the MOU could be signed and forwarded to the DRCD.</p> <p>SOC left the meeting.</p> <p>It was then agreed:</p> <p>a) correspondence be sent in advance of the NAG meeting detailing the Secretariat's position and requesting clarification on Data Controller and Data Processor responsibilities for PPN's</p> <p>b) In the near future, there is to be publicity around the signing of the MOU</p> | <p>c) Make available final draft of MOU to Secretariat</p> <p>d) MOU agreed</p> <p>e) MOU signed</p> <p>f) Signed MOU forwarded to DRCD</p> <p>g) Send correspondence re LPPN Secretariat position for attention of the NAG</p> <p>h) Publicity around the MOU to happen</p> | <p>MFW</p> <p>Secretariat & SOC</p> <p>PF, SOC</p> <p>MFW</p> <p>PF</p> <p>TBC</p> | <p>ASAP</p> <p>June 11</p> <p>June 12</p> <p>June 12</p> <p>June 9</p> <p>TBC</p> |
| <p>4. Correspondence</p> | <p>The following correspondence was noted:</p> <p>a) An email from DRCD dated 15/05/20 re postponement of 2020 PPN annual conference</p> <p>b) Letter from DRCD dated 15/05/20 re Public Participation Network – Annual Report 2019. This was submitted, as noted under Matters Arising</p> <p>c) Letter from DRCD dated 28/05/20 re Public Participation Network – MOU & SLA. It was further noted that although late, it will be submitted on June 12 as per previous discussion</p> <p>d) Email from DRCD dated 02/06/20 re PPN activity going forward. A response was discussed and agreed</p> <p>e) DRCD Circular dated 04/06/20 re travel and subsistence for PPN's and that there are no issues in Limerick with regard to this.</p> | <p>i) Agreed response to DRCD re PPN activity going forward to be sent</p> | <p>MFW</p> | <p>ASAP</p> |
| <p>5. Participation in decision making and</p> | <p>1. Limerick COVID 19 Community Response Forum In PF's update and the discussion, the following was covered:</p> | | | |

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| <p>representation</p> | <p>a) As the current Facilitator PF was invited by LCCC, alongside other community representatives, to sit on the Forum representing the PPN</p> <p>b) LPPN’s involvement in the Community Response is different to that of some other PPN’s but can be seen as due to the unique approach adopted in Limerick</p> <p>c) The Forum is primarily an information–sharing space where the Gardaí and LCCC give updates. It does not have a decision/policy-making or advisory role.</p> <p>d) The PPN resource worker was temporarily assigned by LCCC to work in the Covid 19 Limerick Community Response Centre in April</p> <p>e) LPPN, through its website and social media platforms, shares all information issued via the Forum. The focus is to signpost to reliable information and sources of same, rather than making the PPN website the go-to site for information. MC’s valuable work in circulating reliable and useful information was noted.</p> <p>f) The Community Response Centre and its Forum will continue until LCCC is directed to do otherwise by Government</p> <p>2. Vacancies on SPC’s, JPC and LCDC It was noted that:</p> <p>a) Following the nominations and elections processes of PPN representatives to three of the five Council SPC’s, some vacancies still exist on these SPC’s.</p> <p>b) Due to Covid-19 there were no meetings of LCCC so the PPN representatives have not yet been ratified. This will now take place on June 30 when the Council meets.</p> <p>c) Elected PPN representatives on SPC’s cannot participate in these committees until ratified</p> <p>d) In order to progress this core PPN function, the Secretariat agreed to:</p> <ol style="list-style-type: none"> 1. immediately begin the process of inviting PPN members to nominate people for election to two SPCs, the JPC and the LCDC 2. meet in 2 weeks' time to progress this decision - particularly in terms of determining how to hold elections <p>This decision was proposed by CD and seconded by MQ</p> <p>3. IAG MQ noted that a virtual meeting of the Implementation Advisory Group (IAG) on</p> | <p>j) Open nominations for 2 SPC’s, JPC and LCDC</p> <p>k) Follow up with elected PPN</p> | <p>MFW</p> <p>MFW</p> | <p>ASAP</p> <p>ASAP</p> |
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| | the Establishment of a Directly Elected Mayor with Executive Functions for Limerick is scheduled for June 16. In response to his query, the PPN resource worker stated staff were not aware of this but would follow up with the elected PPN representative. | rep on IAG | | |
| 6. Finance | Review of Income and Expenditure for 2020: Not discussed | | | |
| 7. Governance (contd) | | | | |
| a) Facilitator Position | <ul style="list-style-type: none"> a) It was noted that the Constitution states that the Secretariat “Appoints a Facilitator of Secretariat meetings with a term agreed by the Secretariat, but of no more than four (4) months” b) It was agreed that the matter would be deferred to the next meeting and that PF would continue as Facilitator in light of the 2-week turnaround. | l) Facilitator position to be on agenda of next meeting | PF/MFW | Next Secretariat meeting |
| b) Draft 2019 Annual report for PPN members | Not discussed | | | |
| c) 2020 Workplan | <p>Following a brief discussion, it was agreed:</p> <ul style="list-style-type: none"> a) That a 2020 workplan – informed by the experiences of 2019, the MOU with LCCC, the Government Roadmap and the likelihood of long-term physical distancing measures – is an immediate priority for the Secretariat b) The workplan will concentrate on the core PPN functions and that holding elections and supporting elected PPN representatives are the priorities c) It is necessary to examine options around on-line platforms for potentially holding elections and Plenary and Linkage Group meetings | m) Workplan to be the focus of the next meeting | PF/Secretariat | Next Secretariat meeting |
| 8. Membership/Registrations – Not discussed | | | | |
| 9. Information Sharing/Communications – Not discussed | | | | |
| 10. AOB | None Noted | | | |
| 11. Next Meeting | June 22 7.00pm – Online (arranged by PF) Facilitator: Patrick Fitzgerald | | | |

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: 18/8/2020