

Meeting: LPPN Secretariat meeting
Date: 9 July 2020
Venue: On-line meeting
Present: Patrick Fitzgerald (PF) – Facilitator, Patrick Cummins (PC), Noreen Stokes (NS), John Buttery (JB), Jack O’Connor (JOC)
Absent: Catherine Dalton (CD), Michael Quilligan (MQ)
In Attendance: LPPN Interim Resource Worker, Mo Foley Walsh (MFW), LPPN Support Worker, Mary Casey (MC)

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
As the meeting started late, it was agreed that the elections should be the focus of the meeting as they are of immediate priority.				
	Re agenda item 7a (2019 annual report), it was noted that the annual report just needs to be reviewed by Secretariat members who have not read it yet. It was generally agreed that the draft report is a fair reflection of LPPN in 2019, should be signed off on asap and posted on the website. It was agreed that the option for comments from Secretariat members should be open for a week and then the report is to be finalised and published – proposed by JB and seconded by NS.	a) Email all Secretariat members to invite final comments b) Finalise and publish the report	MFW Facilitator/ PPN staff	Asap Asap
It was noted that MFW is still working as Resource Worker in a part-time capacity				
1. Minutes of last meeting	Not discussed	c) Minutes of this & last meeting for agenda of next meeting	Facilitator	Next meeting
2. Correspondence	Not discussed. Nonetheless, all correspondence was circulated in advance of meeting and was noted by the Secretariat via email: a) DRCD re Good Governance Awards (24/06/20) b) LCCC re ratification of PPN representatives to SPC’s (29/06/20) c) DRCD re National PPN 2021 conference (03/07/20) d) Irish Environmental Network re updated criteria and eligibility form for Environmental College (07/07/20)			

<p>3. Participation in decision-making and representation</p>	<p>1. Upcoming elections for LCDC, SPC's and JPC: The Secretariat reviewed the:</p> <ul style="list-style-type: none"> a. nominations received for the elections b. membership of Linkage Groups – these groups vote for and support the representatives to the respective committees <p>a) It was agreed that where nominations do not have signatures of proposer and/or seconder, emails from them must be in by close of business Monday 13/07/20. Otherwise the nominations are not valid.</p> <p>b) The following was noted:</p> <ul style="list-style-type: none"> 1) LCDC – 3 seats: 2 Social Inclusion; 1 Environment - ELECTION REQUIRED FOR 2 SOCIAL INCUSION SEATS (4 CANDIDATES) 2) JPC – 7 seats 3) Community, Leisure and Culture SPC – 2 seats: 1 community/voluntary; 1 social inclusion ELECTION REQUIRED FOR 1 COMMUNITY SEAT (2 CANDIDATES) 4) Home and Social Development SPC – 5 seats: 4 community/voluntary; 1 social inclusion 5) Economic Development, Enterprise and Planning SPC – 1 seat: 1 environment 6) Climate Action, Biodiversity and Environment SPC – 2 seats: 1 environment; 1 community/voluntary - ELECTION REQUIRED FOR 1 COMMUNITY SEAT (3 CANDIDATES) 7) Travel and Transport SPC – 4 seats: 1 environment; 2 community/ voluntary; 1 social inclusion - ELECTION REQUIRED FOR 1 SOCIAL INCUSION SEAT (2 CANDIDATES) <p>c) It was noted that there are no community pillar seats on the LCDC, therefore the two LCDC nominations from two groups in this pillar are not valid and the names of the candidates cannot go forward for election.</p> <p>d) It was noted that only one nomination was received for the JPC which has 7 seats. It was agreed that elections for this committee should be held as soon as possible, particularly with the option of electronic voting now in place</p> <p>e) It was noted that a person can only hold one PPN representational role on an external committee. Where a candidate is successful in the election processes for more than one seat, s/he will be asked to indicate which seat they wish to take when the elections conclude.</p> <p>f) It was noted that the Home and Social Development SPC has no Environment Pillar</p>	<p>d) Contact all nominating groups where signatures are missing to request emails by COB Monday 13/07/20</p> <p>e) Contact the two community pillar groups who nominated people for the LCDC to confirm their ineligibility at this time</p> <p>f) Proceed with arranging the e-voting with the aim of having an elections outcome report for the Secretariat for its next meeting</p> <p>g) Remind PPN members to join the Linkage Groups they are interested in</p>	<p>MC</p> <p>MFW</p> <p>MFW</p> <p>MFW</p>	<p>Asap</p> <p>Asap</p> <p>Next Secretariat meeting</p> <p>Asap</p>
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	<p>seat, therefore the nomination for an environment seat on this SPC is not valid.</p> <p>g) It was noted that one of the candidates will not be 18 until early September. The Secretariat were of the view that every effort should be made to facilitate youth representation in local democratic structures and if the candidate were successful in the election for a seat, the Secretariat would only be asking LCCC to ratify a candidate who will have turned 18 before they take their SPC seat. Secretariat members recognized that:</p> <ul style="list-style-type: none"> • the Constitution makes one reference to having representatives over 18 years (<i>At least one (1) representative aged 18 years or over from each registered member group/organisation holding full membership will be entitled to attend and will have one (1) vote on behalf of their group/organisation. (section 7.1.3)</i>) • the safeguarding of children and young people must be prioritised <p>h) It was noted that the scheduled LCCC meeting on 27/07/20 is no longer in the calendar (MFW did check with LCCC to confirm the meeting was happening prior to the nominations process opening). This means:</p> <ul style="list-style-type: none"> • there is no LCCC meeting scheduled until September • the planned timeframe for the PPN elections is not as tight <p>i) It was nonetheless agreed that the elections should be completed as soon as possible</p> <p>Voting:</p> <ol style="list-style-type: none"> a) The 3 voting options were discussed and it was agreed that only electronic voting should be used: it is confidential, secure, efficient and accessible, it protects people from the risk of Covid, uses people’s time well, lessens bureaucracy/ complicatedness and should increase community participation and engagement. b) Every PPN member group has at least one email address on the database and every member group registered on-line – this means they can access e-voting. c) An elections outcome report can be easily generated and will make the elections process as transparent and efficient as possible d) It was noted that membership of Linkage Groups will remain open as long as possible and as near as possible to the time the link to the online voting platform is sent to Linkage Group members <p>2. Statement of Outcomes – IAG for DEM: not discussed</p> <p>3. Statement of Outcomes – Covid Community Response Forum: not discussed</p>			
4. Governance	Not discussed			

5. Membership/ Registrations	Not discussed			
6. Information sharing and communications	Not discussed			
7. Next Meeting	Monday 10 th August 7.00pm – Online Facilitator: Patrick Fitzgerald	h) The next Facilitator needs to be agreed at the next meeting i) Arrange Zoom meeting j) Send reminder to Secretariat the day of the meeting	Secretariat MFW MFW	10/08/20 Asap 10/08/20

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