

Meeting: LPPN Secretariat meeting
Date: 11 May 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)

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

LCDC = Local Community Development Committee
DCRD = Department of Rural and Community Development

Agenda Item	Detail	Action	Who	When
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 20 April 2020 2. All the agreed actions in the minutes were appropriately actioned 3. Minutes were proposed by NS and seconded by CD 	<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 PPN resource worker was no longer working on the Covid-19 Limerick Community Response Helpline. 2. The signed off 2019 income and expenditure report was submitted to the DRCD. 3. The suggestion that the Secretariat be part of any discussions on the changes in how staff are working should be included in the MOU 4. 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. 			
5. Correspondence	<ol style="list-style-type: none"> 1. Circular CVSP 5/2020: 2019 Annual Report: <ol style="list-style-type: none"> a) 2019 Annual Report online form was viewed. While it makes for stark reading for 2019, it does give a good baseline to judge progress and useful information to inform the 2020 workplan. b) All the Secretariat have the link to the on-line form and can input their views directly into the form. This should be done before 19th May. c) PF to meet with Limerick City and County Council staff and the Resource Worker to prepare the final draft by 22 May. The final report should be reviewed by the Secretariat before submission. 2. Response from Data Protection Commissioner to recent query from the Secretariat: 	<ol style="list-style-type: none"> c) Additions/ amendments to online form d) Make available final draft report to Secretariat after discussions with Limerick City and County Council e) Final report agreed f) Final report submitted 	<p>Secretariat</p> <p>PF</p> <p>Secretariat MFW</p>	<p>By 19 May</p> <p>By 22 May</p> <p>By 29 May By 29 May</p>

	Correspondence noted and it was agreed to deal with this under the next agenda item			
6. Governance	<p>1. Draft MOU with LCCC amendments discussed. It was noted:</p> <p>a) the process of agreeing the MOU with LCCC is progressing well with good engagement between the parties.</p> <p>b) insurance and staffing for LPPN were now satisfactorily covered in the MOU. The GDPR question remains outstanding.</p> <p>c) More detail is needed in the MOU on how LCCC actively supports PPN representation on Council committees. This should be informed by the feedback from PPN representatives who sat on LCCC committees prior to the 2019 local elections and the content of appendix 2 of the PPN constitution (rights and responsibilities of committees with PPN representation). This is based on the understanding that the way in which a committee conducts its business has a significant impact on the effectiveness of PPN representation.</p> <p>d) It was agreed that the updated draft MOU following tonight’s discussion would be sent to Seamus O’Connor with an email from the Facilitator detailing the Secretariat’s position on the Data Controller for the PPN.</p> <p>2. Facilitator: It was agreed that PF would remain as Facilitator for the time being. This was proposed by JOC and seconded by NS.</p>	g) Send updated MOU with email to Seamus O’Connor detailing the Secretariat’s position on the Data Controller for the PPN	PF	ASAP
7. Participation in decision making – Not covered				
8. Membership/Registrations – Now stands at 108 (noted in discussion re 2019 Annual Report)				
9. Information Sharing/Communications – Not covered (written update was circulated in advance of meeting)				
10. AOB	None Noted			
11. Next Meeting	June 8 th 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