

**Meeting:** LPPN Secretariat meeting  
**Date:** 22 June 2020  
**Venue:** On-line meeting  
**Present:** Patrick Fitzgerald (PF) – Facilitator, Patrick Cummins (PC), Noreen Stokes (NS), John Buttery (JB), Jack O’Connor (JOC)  
**Apologies:** LPPN Support Worker, Mary Casey (MC), Michael Quilligan (MQ)  
**Absent:** Catherine Dalton (CD)  
**In Attendance:** LPPN Interim Resource Worker, Mo Foley Walsh (MFW)

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
1. Conflicts of interest	None Noted			
2. Minutes of last meeting	1. The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 8 June 2020 2. All the agreed actions in the minutes were appropriately actioned 3. Minutes were proposed by PC and seconded by PF	a) Sign the agreed minutes b) Upload minutes to website	PF MC	ASAP ASAP
3. Matters Arising	It was noted that following the recent NAG meeting, the DRCRD are working with their own Data Protection Officer to map the Data Protection requirements for all PPNs (local authority hosted, other hosted, and those that have a support company) and consider any protocols that need to be put in place. They will then prepare a paper to bring back to the NAG. No timeframe has been indicated. It was agreed by the Secretariat that the issue is now in the right forum	c) Keeping a watching brief on how this national discussion progresses	Secretariat	Ongoing
4. Correspondence	The following items of correspondence were noted by the Secretariat: 1. DRCRD to acknowledge receipt of update on PPN (12/06/20) 2. Social Justice Ireland re research on the participation level of Public Participation Networks in local government decision-making (16/06/20) 3. Environmental Trust Ireland re JPC elections and nominations information/process (On both 12/06/20 and 16/06/20) 4. South Dublin Volunteer Centre stating they are going to develop PPN e-voting over the next few months. At this stage, they do not know how long it will take but are aiming for a go-live date in early October. They also requested if LPPN would agree to be a pilot site for the system (22/06/20)  It was further noted that the efforts in developing and agreeing the Constitution	d) Confirm that LPPN would like to a pilot site for the e-voting project	MFW	ASAP

	were very worthwhile and now greatly help the Secretariat and staff.			
5. Participation in decision-making and representation	<p><b>1. Draft Statement of Outcomes template for use by elected PPN representatives on external committees</b></p> <p>a) This draft document was reviewed by the Secretariat and agreed to be a practical and useful document. Proposed by JB and seconded by NS.</p> <p>b) It was agreed that all newly-elected PPN representatives be contacted requesting the signed code of conduct.</p> <p>c) It was queried whether new representatives will receive any induction training (this was a unanimously-agreed action at the September Plenary meeting) – to be discussed at a later Secretariat meeting.</p> <p><b>2. Implementation Advisory Group for Directly Elected Mayor</b> Receipt of Statement of Outcomes from the PPN representative on this external committee was noted. It was agreed to include this on the agenda of the next meeting as not all the Secretariat members had read it.</p> <p><b>3. Limerick COVID 19 Community Response Forum</b> PF stated that the next meeting is next Thursday. He will submit a Statement of Outcomes after this meeting</p> <p><b>4. LCDC</b> The Secretariat noted that the PPN representatives on LCDC need a Linkage Group to work with, their organisations need to join the relevant linkage group, they need to start submitting statements of outcomes and 3 reps have stepped down in past 12 months and 1 finishing this month after being valuable and engaged LCDC members.</p> <p><b>5. On-line meeting options</b></p> <p>a) It was noted that LPPN needs an online meeting option for Plenary, Linkage Group, Secretariat and other meetings for the coming 12 months.</p> <p>b) Currently, Secretariat meetings are being hosted through Limerick Mental Health Association’s own online meeting platform thanks to PF – this was acknowledged and appreciated by the Secretariat.</p> <p>c) A number of options were considered by the Secretariat in terms of cost, accessibility, simplicity, security and meeting the needs of the PPN over the next 12 months. The best option was deemed to be Zoom Pro. Proposed by JOC, seconded by NS and agreed by all.</p>	<p>e) Publish agreed Statement of Outcomes template on the website</p> <p>f) Circulate the template to all elected PPN representatives going forward</p> <p>g) All newly-elected PPN representatives to be contacted asking them for a signed code of conduct in advance of starting on their respective committees</p> <p>h) Induction training for new PPN reps to be included on agenda of next meeting</p> <p>i) Statement of Outcomes from PPN rep on IAG to be included on agenda of next meeting</p> <p>j) Statement of Outcomes for next Limerick COVID 19 Community Response Forum meeting to be submitted</p> <p>k) Purchase Zoom Pro for 12 months</p>	<p>MC</p> <p>PPN staff</p> <p>MFW</p> <p>Facilitator</p> <p>Facilitator</p> <p>PF</p> <p>MFW (to claim back through expenses)</p>	<p>ASAP</p> <p>ASAP/ongoing</p> <p>ASAP</p> <p>Next Secretariat meeting</p> <p>Next Secretariat meeting</p> <p>ASAP</p> <p>ASAP</p>

	d) The Resource Worker will act as Zoom host and will facilitate the access of the Secretariat, Linkage Groups and potentially PPN member groups to use Zoom for their meetings.			
6. Governance	<p><b>a) Elections for LCDC, SPC's and JPC</b>  It was noted that the nominations process is open since 11/06/20 following the Secretariat's decision at the last meeting. Closing date for nominations is 05/07/20.</p> <p><b>b) Elections processes</b>  It was noted that:</p> <ul style="list-style-type: none"> <li>a) The e-voting option through Salesforce is not available yet (noted under Correspondence item)</li> <li>b) The Constitution requires voting to be by secret ballot – so PPN members should be able to have that possibility in whatever approach is taken</li> <li>c) A combination of postal, electronic <u>and</u> in-person voting is the best option.</li> <li>d) If electronic voting is possible in this short timeframe, this should be through a secure and tested platform. If LCCC's MyPoint platform can be used, this should happen - if it cannot, postal and in-person voting should only be used. Survey Monkey was not agreed to.</li> <li>e) At least four sites where people can come to vote – one for each Municipal District – to be organised.</li> </ul> <p><b>c) Facilitator position</b>  It was noted that the Facilitator position needs to rotate at least every four months. It was agreed that PF would continue as Facilitator up to end July 2020 to finish his four-month term.</p> <p><b>d) Draft 2019 annual report</b>  It was agreed that the opening remarks be signed by the Facilitator and that it should be published after review and agreement on content at next Secretariat meeting.</p>	<p>l) Follow up on three voting options and at least postal and in-person options</p> <p>m) Subgroup of Secretariat to be established at next meeting to oversee the counting of votes</p> <p>n) If any Secretariat member wishes to join this subgroup, they advise of same</p> <p>o) PF to stay as Facilitator until end July 2020</p> <p>p) Annual report to be included on agenda of next Secretariat meeting</p>	<p>MFW</p> <p>Secretariat</p> <p>Secretariat</p> <p>PF</p> <p>Facilitator</p>	<p>ASAP</p> <p>Next Secretariat meeting</p> <p>Next Secretariat meeting</p> <p>Up to end July 2020</p> <p>Next Secretariat meeting</p>
7. Membership/ Registrations	The Disability Federation of Ireland's registration for Associate Membership was agreed to by the Secretariat as it met all the eligibility criteria.	q) DFI registration for Associate Membership to be completed	MFW	ASAP

8. Information sharing and communications	<ol style="list-style-type: none"> <li>1. Promotion around signed MOU – press release with photo of Secretariat and Seamus O’Connor/LCCC reps – using an online meeting image taken at next Secretariat meeting</li> <li>2. Annual report – finalise and publish on website – after next Secretariat meeting</li> <li>3. Elections open: press release and radio coverage to encourage new membership and nominations</li> <li>4. Ratification by LCCC of 10 PPN reps to SPC’s – press release with photos after their ratification at upcoming LCCC meeting</li> <li>5. MC doing on-going social media work, emails and website updates</li> </ol>	<p>r) Invite SOC to next meeting for online photo</p> <p>s) Draft press release and circulate to Secretariat. Once agreed, this to be sent out through LCCC Communications</p> <p>t) Do radio interview, especially on Live 95fm</p>	<p>MFW</p> <p>MFW</p> <p>JB and one other TBC from Secretariat</p>	<p>For next Secretariat meeting</p> <p>ASAP</p> <p>ASAP after press release circulated</p>
9. AOB	It was noted that MFW is still working as Resource Worker in a part-time capacity	u) Follow up with LCCC if not addressed by next Secretariat meeting	Secretariat	Next Secretariat meeting
10. Next Meeting	Thursday July 9 <sup>th</sup> 7.00pm – Online Facilitator: Patrick Fitzgerald	v) Arrange meeting using new online platform	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: 18/8/2020