

**Meeting:** LPPN Secretariat meeting  
**Date:** 10 August 2020  
**Venue:** On-line meeting  
**Present:** John Buttery (JB) – Facilitator, Jack O’Connor (JOC), Michael Quilligan (MQ), Noreen Stokes (NS)  
**Apologies:** Patrick Fitzgerald (PF), Catherine Dalton (CD)  
**Absent:** Patrick Cummins (PC)  
**In Attendance:** LPPN 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

MOU = Memorandum of Understanding

IAG = Implementation Advisory Group

ISL = Irish Sign Language

Agenda Item	Detail	Action	Who	When
1. Apologies	Noted			
2. Conflicts of interest	None Noted			
3. Minutes of last 2 meetings	1. The minutes were reviewed and agreed to be satisfactory summaries of the meetings on 22 June 2020 and 9 July 2020 2. Minutes of 22 June 2020 were proposed by NS and seconded by JB 3. Minutes of 9 July 2020 were proposed by JB and seconded by NS 4. All the agreed actions in the minutes were appropriately actioned	a) Sign the agreed minutes b) Upload signed minutes to website	PF MC	ASAP ASAP
4. Matters Arising	The following was noted: 1. LCDC Chief Officer’s acknowledgement of the Secretariat’s facilitation of the election of representatives to the LCDC in advance of the July LCDC meeting 2. Zoom online meeting facility is working well 3. The 2019 annual report is published on the LPPN website 4. Promotion of the annual report with the membership has not happened yet due to the large amount of information being sent to members in recent times 5. MFW is to become full-time within the next two weeks	c) Promote annual report published on website	MC	TBC
5. Correspondence	The following items of correspondence were noted by the Secretariat: 1. Karen Burke, Forward/Strategic Planning, Limerick City and County Council (10/07/20) – <i>has been acknowledged and acted upon (later on agenda)</i> 2. Caillum Hedderman, Ballybricken 46th Scout Group (28/07/20) – <i>has been acknowledged</i> 3. Jim Prior, Southill Family Resource Centre re withdrawal of candidacy for Home and Social Development SPC (27/07/20) – <i>has been acknowledged</i>	d) Acknowledge Maura Adshead’s correspondence	MFW MC	ASAP ASAP

	<p>4. N/M20 Project Office (N/M20 Cork to Limerick Road Improvement Scheme) (04/08/20) – <i>information already shared on social media</i></p> <p>5. Maura Adshead, Head of UL Engagement (04/08/20)</p> <p>6. Frank Heffernan, Environmental Trust Ireland re his relinquishing of all seats he is automatically elected to (due to being sole candidate) on SPC’s and LCDC so as to take seat Travel &amp; Transportation SPC (05/08/20) – <i>has been acknowledged</i></p> <p>7. Correspondence from DRCD on 060820 re Saolta, a programme that provides training and education on linking the UN’s Sustainable Development Goals to local groups in Ireland</p>	<p>e) Publicise Saolta programme on social media</p>		
<p>6. Participation in decision-making and representation</p>	<p><b>a) Elections report</b>          The Elections report generated through MyPoint was reviewed and it was noted:</p> <ol style="list-style-type: none"> <li>1. The elections outcomes are clear particularly when the correspondence of two of the candidates are taken into consideration</li> <li>2. There remain a number of vacant seats, in particular:             <ol style="list-style-type: none"> <li>a) Only 1 seat filled on the JPC out of a total of 7</li> <li>b) All the PPN seats are vacant on the Home &amp; Social Development SPC</li> </ol> </li> </ol> <p>The Secretariat agreed that:</p> <ol style="list-style-type: none"> <li>1. All candidates should be contacted and informed of the elections outcome</li> <li>2. Following this, the results of the election should be publicised</li> <li>3. Nominations should be opened for all vacant seats as soon as possible with the view to having names of PPN representatives for the scheduled meeting of LCCC on 28/09/20</li> <li>4. Current and potential PPN members should be briefed on the Home &amp; Social Development SPC to encourage engagement</li> </ol> <p><b>b) Learning arising from electronic voting process</b>          The Secretariat considered the recent elections and the use of electronic voting through MyPoint. The following was noted:</p> <ol style="list-style-type: none"> <li>1. The electronic voting on MyPoint is secure, efficient, transparent and effective</li> <li>2. Many people have learnt a lot about Linkage Groups through this process</li> </ol>	<p>f) Contact election candidates</p> <p>g) Publicise election results</p> <p>h) Open new elections to fill all vacant seats</p> <p>i) Arrange webinar with LCCC on Home and Social Development SPC</p> <p>j) Secretariat elections will be prioritised in the Autumn in advance of/as part of the planning for the annual members meeting</p> <p>k) Arrange for CiviQ staff to present to Secretariat on preferential voting</p>	<p>MFW</p> <p>MC</p> <p>MFW</p> <p>MFW</p> <p>Secretariat</p> <p>MFW</p>	<p>ASAP</p> <p>Once candidates are informed</p> <p>ASAP</p> <p>ASAP</p> <p>Autumn 2020</p> <p>Next Secretariat meeting</p>

<p>3. Preferential voting where members rank order the candidates would be interesting to learn more about – particularly if electronic voting were to become the voting mechanism going forward.</p> <p>4. The collaboration between Limerick PPN and Limerick City and County Council to enable the PPN to access such a quality online voting platform with independent and technical expertise</p> <p><b>c) Linkage Groups</b>          Linkage Groups were discussed, a draft information document was considered and a number of actions to support Linkage Groups were noted or agreed.</p> <ol style="list-style-type: none"> <li>1. <a href="#">Linkage Groups</a> structure established</li> <li>2. <a href="#">Representatives Charter</a> in place</li> <li>3. <a href="#">Statements of Outcomes template</a> for elected PPN representatives</li> <li>4. <a href="#">Code of conduct</a> signed by all elected PPN representatives</li> <li>5. Dedicated webpages on the <a href="#">Limerick PPN website</a> that are regularly updated</li> <li>6. Limerick PPN professional online meetings Zoom package available</li> <li>7. Online communications group for PPN representatives on the same external committee (on Salesforce)</li> <li>8. Online communications group for all members of each Linkage Group (on Salesforce)</li> <li>9. A facilitator for each Linkage Group – initially in Autumn 2020 Secretariat members will facilitate online meetings with a view to support the Linkage Groups and to help their members find their own facilitators as soon as possible</li> </ol> <p><b>d) Implementation Advisory Group for Directly Elected Mayor</b>          It was noted:</p> <ol style="list-style-type: none"> <li>1. The PPN representative was not able to attend most recent meeting so no statement of outcomes available</li> <li>2. The summary of the recent linkage group meeting was reviewed and agreed to be a satisfactory reflection of the meeting.</li> </ol> <p><b>e) Limerick COVID 19 Community Response Forum</b>          It was noted that there was no update from PF as no meeting took place</p>	<p>l) Add emphasis in draft document on Statement of Outcomes template</p> <p>m) Secretariat to review draft information document on Linkage Groups and feed back to MFW</p> <p>n) Information document on Linkage Groups to be published and circulated as appropriate</p> <p>o) Actions listed in details column</p> <p>p) Publish summary of meeting on website</p>	<p>MFW</p> <p>Secretariat members</p> <p>PPN staff</p> <p>Secretariat &amp; staff</p> <p>MC</p>	<p>Asap</p> <p>20/08/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Asap</p>
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	<p><b>f) Your Mayor – Your Voice campaign</b> The following was noted that this was a very successful collaboration with UL Engage. There were 8 online consultation sessions over 4 days with 61 people registered</p> <p><b>g) Upcoming information events on Development Plan</b> Two online sessions have been arranged for Aug 12 and 13 in response to correspondence from LCCC on 10/07/20. It was agreed to provide Irish Sign Language interpretation for this.</p> <p>It was agreed that having an ISL interpretation service at PPN events is important to facilitate participation of all PPN members. A named local interpreter has been identified with the help of the ISL Hub who can be available for future PPN meetings and events. In the future, where there are several similar events, one will have ISL interpretation and this will be advertised. Where there is one event, ISL interpretation will be organised. The provision of the ISL interpretation service is subject to the named interpreter’s availability.</p>			
7. Governance	<p><b>a) Facilitator position</b> It was unanimously agreed that JB would assume the role of Facilitator for next four months. This is with the proviso that he does not have to take a Linkage Group Facilitator role as well.</p> <p><b>b) Workplan</b> It was agreed that JB and MFW would prepare a draft workplan up to year-end for consideration by the Secretariat</p>	<p>r) JB to assume role of Facilitator</p> <p>s) Draft workplan up to year-end</p>	<p>JB</p> <p>JB &amp; MFW</p>	<p>For next four months</p> <p>Next Secretariat meeting</p>
8. Membership/ Registrations	No issues raised			
9. Information sharing and communications	It was agreed that the PPN staff should have WordPress training in order to better manage the website which is important to facilitate communications	t) Book LPPN staff WordPress Training	MFW	ASAP
10.AOB	None			
11.Next Meeting	Monday Sep 7 <sup>th</sup> 7.00pm – Online Facilitator: JB	u) Arrange zoom online meeting	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** John Buttery **Date:** 21/09/20