

Meeting: LPPN Secretariat meeting
Date: 07 September 2020, 7.30-9.15pm
Venue: On-line meeting
Present: John Buttery (JB) – Facilitator, Patrick Cummins (PC), Catherine Dalton (CD), Jack O’Connor (JOC), Michael Quilligan (MQ), Noreen Stokes (NS) *(joined at 8.15pm)*
Apologies: Patrick Fitzgerald (PF)
In Attendance: LPPN Interim Resource Worker, Mo Foley Walsh (MFW), LPPN Support Worker, Mary Casey (MC), Vanessa Liston (VL) of CiviQ *(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

IAG DEM = Implementation Advisory Group for the Directly Elected Mayor

SDGs= Sustainable Development Goals

Agenda Item	Detail	Action	Who	When
1. Apologies	Patrick Fitzgerald			
2. Conflicts of interest	None noted			
	It was agreed to take the presentation from VL at the beginning of the meeting			
3. Governance: Presentation from CiviQ	<p>VL from CiviQ joined the meeting, introductions were made and JB thanked her for her work on the recent LPPN online elections which was a very positive experience that allowed the PPN to continue to fulfil its core objectives.</p> <p>VL gave a presentation on preferential voting/decision-making which can be done through MyPoint, although this has not yet been enabled on the platform. VL advised:</p> <ul style="list-style-type: none"> a) This consensus voting approach has been used nationally and internationally. More information available on debordavote.org b) It produces a fairer, more representative outcome than simple majority voting c) It encourages voters to engage more thoroughly with the process and the options, as they rank each candidate/choice in order of preference – and to think in terms of what they ‘can live with’ and not just what they want d) It is important for voters to assign a score/preference to <u>all</u> the options. All the preferences cast by all the voters are taken into account. Every 1st preference gets 4 points, every 2nd gets 3 points, and so on. The option(s) with the overall highest score(s) is the successful candidate(s). e) The option to experiment with the decision-maker is available debordavote.org and Secretariat members were invited to try it out before a sample ballot closed on 30/09/20 			

	<p>The Secretariat thanked VL for her presentation and noted:</p> <ul style="list-style-type: none"> a) The situation of a tie between candidates is far less likely to occur b) To use this voting approach would require doing only electronic voting c) It really would only work where there are 3 or more candidates/ options d) This option should be evaluated and considered further – for instance, could mobile phones be used in a physical meeting e) This type of voting and the sole use of electronic voting would require constitutional amendments by the PPN Plenary 			
<p>4. Minutes of last meeting</p>	<ul style="list-style-type: none"> 1) The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 10 August 2020 2) All the agreed actions in the minutes were appropriately actioned 3) The minutes were proposed by JOC and seconded by MQ 	<ul style="list-style-type: none"> a) Sign the agreed minutes b) Upload minutes to website 	<p>JB</p> <p>MC</p>	<p>ASAP</p> <p>ASAP</p>
<p>5. Matters Arising</p>	<p>The following was noted:</p> <ul style="list-style-type: none"> a) Results of last election published b) The current election process is well underway and the deadline for nominations closed on 06/09/20 (later agenda item) c) Details of all successful candidates from the two elections will be communicated to LCCC in advance of their meeting on 28/09/20 d) A webinar was held on the Home & Social Development SPC delivered by LCCC's Director of Service. 18 registered, 10 attended. The feedback was very positive. The webinar was very useful in building the relationship between LCCC and the PPN through its Linkage Group structure – which seems to be making more sense to people e) Further such webinars with LCCC should be arranged to support PPN members to understand and engage with LCCC policy-making f) A number of the PPN reps on LCCC committees have indicated their concern at not knowing how to report back/engage with the PPN and even at now knowing the other reps on their committee. In response to these concerns, MFW had a meeting with reps on Economic Development, Enterprise and Planning SPC, and further meetings are arranged with reps on LCDC and Community, Culture and Leisure SPC. The purpose is to let reps meet each other and to go through the different supports outlined in the 2-page information sheet on Linkage Groups. Linkage Groups is a later – and very important – agenda item for this meeting. g) LPPN staff completed their first of 2 WordPress training sessions, which have already resulted in significant improvements to the website and 	<ul style="list-style-type: none"> c) Set up further webinars on the other SPC's in partnership with LCCC d) MFW to recoup costs of WordPress page building package 	<p>MFW</p> <p>MFW</p>	<p>Going Forward</p> <p>ASAP</p>

	<p>efficiencies in updating the website. It was further noted that it came to light in the course of training that the WordPress page building package had expired and MFW paid for it online to renew the necessary package.</p> <p>h) JB indicated that the drafting of a formal workplan did not progress since last Secretariat meeting as the focus remains on delivering what would be the essential components of such a workplan: the mandate from the Plenary remains filling the vacant seats on LCCC committees and building the support structures for the elected reps and Linkage Group members.</p>			
<p>6. Correspondence</p>	<p>The following items of correspondence were noted by the Secretariat:</p> <p>a) Letter from Rose Anne White resigning her position as LPPN representative from Community Pillar on the Climate Action, Biodiversity & Environment SPC (24/08/20) – subject to LCCC ratification. This change is reflected in the recent call for nominations.</p> <p>b) Letter from James O’Donoghue (01/09/20)</p> <p>c) Email from the Irish Environmental Network (02/09/20) re UN SDG’s being central to post Covid recovery plans with letter template to send to councilors in this regard. It was agreed that this should be shared with PPN members</p> <p>d) Email from Irish Environmental Network (03/09/20) with invitation to webinar on Wellbeing Statements for PPN’s. It was noted that Limerick PPN already had a Wellbeing Statement in its constitution and currently there are no plans for LPPN to develop a wellbeing statement such as proposed nationally supported by Social Justice Ireland/DRCD. Nonetheless, it may be useful for LPPN Secretariat/staff members to attend this event to get a greater insight into what is happening nationally.</p>	<p>e) Circulate IEN (02/09/20) correspondence to LPPN membership</p>	<p>MFW</p>	<p>ASAP</p>
<p>7. Participation in decision-making and representation</p>	<p>Elections: The Secretariat reviewed the nominations received for the upcoming elections. The following was noted:</p> <p>a) LCDC – 1 vacant seat: 1 environment – no nominations received</p> <p>b) JPC – 6 vacant seats – 1 candidate</p> <p>c) Climate Action, Biodiversity and Environment SPC – 2 vacant seats: 1 environment; 1 community/voluntary - ELECTION REQUIRED FOR 1 ENVIRONMENT SEAT (2 CANDIDATES)</p> <p>d) Community, Leisure and Culture SPC – 1 vacant seat: 1 social inclusion – 2 community pillar nominations received but no seats vacant for this pillar so no valid nominations received</p>			

	<p>e) Economic Development, Enterprise and Planning SPC – 1 vacant seat: 1 environment - ELECTION REQUIRED FOR 1 ENVIRONMENT SEAT (2 CANDIDATES)</p> <p>f) Home and Social Development SPC – 5 vacant seats: 4 community/voluntary; 1 social inclusion – 3 nominations received Disappointment was expressed that there was only 1 nomination for the JPC and no nomination for the LCDC. It was agreed:</p> <p>a) Election candidate profiles should be circulated to the relevant Linkage group members, uploaded to website and publicised</p> <p>b) Once the current elections have concluded, a further round of elections should be run with a view to filling as many seats as possible in time for the LCCC meeting at the end of November – this election should also include an election to fill the vacant Secretariat seats</p> <p>c) To encourage participation in webinars on the various SPC’s and the JPC</p> <p>d) Linkage groups need to be up and running – to enable the PPN membership to support their reps and to engage with LCCC policy-making structures</p> <p>Implementation Advisory Group for the DEM: It was noted that no Statement of Outcomes had been received and agreed that MFW should contact the LPPN representative for an update.</p> <p>Limerick COVID 19 Community Response Forum: Current Facilitator JB is now sitting on the forum on behalf of the LPPN. He briefed the Secretariat on the key items from the meeting:</p> <p>a) There has been notable rise in Limerick cases</p> <p>b) Incidence in younger people is rising</p> <p>c) Positive rate in the older population is dropping</p> <p>d) There has been a significant increase in poor mental health reported amongst the older population</p> <p>Local Community Development Committee: A Statement of Outcomes from the 01/09/20 LCDC meeting was sent to the Secretariat. It was noted:</p> <p>a) This is the second Statement of Outcomes from the LCDC Reps</p> <p>b) It is positive to see LPPN representatives feeding back so effectively into the PPN</p>	<p>f) Circulate candidate profiles and publicised</p> <p>g) Progress with these elections and notify Linkage Groups</p> <p>h) Plan next round of elections for remaining vacant seats on LCCC committees and on the Secretariat</p> <p>i) Follow up with PPN rep on the IAG</p> <p>j) Upload the 01/09/20 LCDC Statement of Outcomes to LPPN website</p> <p>k) Future Statements of Outcomes can</p>	<p>PPN staff</p> <p>PPN staff</p> <p>Secretariat</p> <p>MFW</p> <p>MC</p> <p>MFW</p>	<p>ASAP</p> <p>ASAP</p> <p>Next meeting</p> <p>ASAP</p> <p>ASAP</p> <p>Going forward</p>
--	--	--	---	---

	<p>c) The LCDC Reps should be reporting directly to the Linkage Group going forward and they now have the option of uploading the Statement of Outcomes directly to the Urban and Rural Community Development & Social Inclusion Linkage Group Salesforce Chatter Group</p> <p>Linkage Groups: There was some discussion on the current Linkage Groups and the following was noted:</p> <ul style="list-style-type: none"> a) Salesforce Chatter Groups have been set up for all Linkage Groups and invites to join issued to all members b) Separate Chatter Groups have been set up for each set of PPN reps on the various committees c) MFW has started meeting the reps on the different committees to deal with practical issues. The feedback has been that people find it useful and appreciate the supports that are available. <p>The following was then agreed:</p> <ul style="list-style-type: none"> a) Initiating Linkage Group meetings is a priority b) Secretariat members would act as facilitators initially but would enable Linkage Groups to find their own facilitator as soon as possible c) That initial meetings could be structured as follows: <ul style="list-style-type: none"> 1) Introductions 2) Presentation on PPN structures and supports 3) Presentation on the relevant LCCC committee (with LCCC input) 4) Plan to go forward for the Linkage Group d) Start off with 2 Linkage Groups so as to learn from how things go e) The initial Linkage Groups and facilitators would be: <ul style="list-style-type: none"> 1) Urban and Rural Community Development & Social Inclusion Facilitator: MQ 2) Economic Development, Enterprise and Planning Facilitator: JOC f) In response to queries from the Secretariat, MFW clarified: <ul style="list-style-type: none"> 1) Individuals join Linkage Groups on Salesforce Chatter after receiving an email invitation from LPPN staff. They are contacted because they are either the named primary contact on our database for their LPPN member group or they have already indicated they wished to join a given Linkage Group. 	<p>be communicated directly to Linkage Group</p> <p>i) Continue Zoom introduction meetings with PPN reps on the different committees</p> <p>m) Set up Initial Linkage Group meetings for the 2 named Linkage Groups</p>	<p>MFW</p> <p>MQ/ JOC/ PPN staff</p>	<p>Sept-Oct</p> <p>ASAP</p>
--	--	---	--------------------------------------	-----------------------------

	<p>2) The above is separate to the setting up of the database of individuals voting on behalf of LPPN member groups.</p> <p>3) Only one person can have access to a formal vote on behalf of a LPPN member group, but more than one person from a LPPN member group can be part of a Linkage Group.</p> <p>4) To join a Linkage Group is easy – the LPPN member group contacts the LPPN staff by email to request same. This process is temporarily closed during the elections process but will reopen after the elections.</p> <p>5) If individual members of the Secretariat are having issues with Salesforce Chatter, they can also contact MFW directly. MFW to issue password reset email for 2/3 Secretariat members or as requested.</p>			
8. Membership/Registrations	<p>MFW raised a query with the Secretariat regarding a recent registration form received. After a review of the registration details, it was agreed that the group should be contacted and informed that the Secretariat are very much in favour of helping the group to meet the LPPN membership criteria.</p> <p>It was noted that current membership of LPPN stands at 126 members</p>	n) Contact Group and offer informal support	MFW/JB	ASAP
9. Information sharing and communications	MC advised the Secretariat that the website continued to be updated regularly and that the reach on social media was growing steadily.			
10. AOB	<p>It was agreed that the following items should be included in the next agenda:</p> <p>a) Secretariat Elections</p> <p>b) Next Plenary meeting (annual members meeting)</p>	o) Include items on Agenda	JB/MFW	Next Secretariat Meeting
11. Next Meeting	<p>Monday Oct 12th 7.00pm – Online</p> <p>Facilitator: John BATTERY</p>	p) 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 BATTERY Date: 12/10/20