

**Meeting:** LPPN Secretariat meeting  
**Date:** 12 October 2020, 7.30-9pm  
**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 7.45pm*)  
**Apologies:** Patrick Fitzgerald (PF)  
**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

LG = Linkage Group

LCDC = Local Community Development Committee

DRCD = Department of Rural and Community Development

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			
3. Minutes of last meeting	1) The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 09 September 2020 2) All the agreed actions in the minutes were appropriately actioned 3) The minutes were proposed by JOC and seconded by MQ	a) Sign the agreed minutes b) Upload minutes to website	JB  MC	ASAP  ASAP
4. Matters Arising	The following was noted: a) Most PPN reps have received induction training and are up to speed with the supports available to them. This will continue as required. b) SPC information webinars with LCCC staff are being combined with LG meetings c) Meeting of LG aligned to LCDC took place last week and 2 further LG meetings planned for this week with the meeting of the Travel & Transportation LG being additional to those agreed at last meeting (due to query arising from a PPN member in relation to the public consultation on Limerick Shannon Metropolitan Area Transport Strategy) d) JB contacted the group whose registration was discussed at last meeting and they are currently working on a constitution for their group			
5. Correspondence	The following items of correspondence were noted by the Secretariat: a) Letter from DRCD re remote working and plenaries for PPNs nationally (10/09/20) which emphasises that PPNs will need to adjust to current conditions in order to continue their core work. b) Letter from DRCD re Vision for Community Wellbeing (11/09/20). It was further noted that LPPN has a wellbeing statement included in its constitution. c) Southill Hub requesting change from Community Pillar to Social Inclusion Pillar (17/09/20). This change was recently made following agreement from Secretariat via Chatter as social inclusion better reflects the group’s activities. d) Proposal from IEN on SDG workshops for LPPN members (12/10/20) – discussed under item 8 (capacity-building)			

<p>6. Participation in decision-making and representation</p>	<ol style="list-style-type: none"> <li>1. <b>Implementation Advisory Group for the DEM:</b> It was noted the IAG DEM rep has posted 3 Statements of Outcomes on the LG Chatter. The IAG is due to finish its term in the coming weeks with a final report being sent to the Department of Housing, Planning and Local Government.</li> <li>2. <b>Limerick COVID 19 Community Response Forum:</b> Written report from the recent Forum briefing meeting held on 03/09/20 was shared with Secretariat members on Chatter (JB, as Facilitator, sits on this Forum)</li> <li>3. <b>Linkage Groups:</b> The following was noted with respect to Linkage Groups:             <ol style="list-style-type: none"> <li>a) All 7 Linkage Groups are established to some extent with communications continuing with their members and to encourage new members</li> <li>b) Invitations to join Salesforce Chatter have been issued to members of all LG's</li> <li>c) The first meeting of the Urban and Rural Community Development &amp; Social Inclusion LG took place on 8 October and facilitated by MQ. It was noted:                 <ol style="list-style-type: none"> <li>1) There was a good turnout with over 2 thirds of the membership participating</li> <li>2) Members were given a rundown of the LG structures and supports</li> <li>3) Seamus O'Connor from LCCC presented on the LCDC and its functions</li> <li>4) 2 members volunteered to draft a Terms of Reference for the LG going forward</li> </ol> </li> <li>d) Two meetings are scheduled this week for the Economic Development, Enterprise &amp; Planning LG and Travel &amp; Transportation LG</li> </ol> </li> </ol>	<p>f) Upload IAG Statements of Outcome to website</p>	<p>MC</p>	<p>ASAP</p>
<p>7. Governance</p>	<ol style="list-style-type: none"> <li>1. <b>Elections:</b> The following was noted:             <ol style="list-style-type: none"> <li>a) The recent LPPN elections concluded successfully with a further 7 representatives to LCCC committees elected</li> <li>b) These, along with 8 previously elected representatives, were ratified at the LCCC meeting held on 28 September</li> <li>c) Elections are open for the 9 remaining seats and 3 Secretariat vacancies</li> <li>d) PPN staff are contacting members to encourage nominations</li> </ol> </li> <li>2. <b>Plenary/annual members meeting:</b> <ol style="list-style-type: none"> <li>a) In light of current circumstances the Plenary meeting should be a wholly online event</li> </ol> </li> </ol>			

	<p>b) Agenda will follow the order of business given in the constitution, and meeting suggested to last no more than an hour</p> <p>c) Secretariat elections are taking place online via MyPoint and successful candidates will be ratified at Plenary</p> <p>d) All successful candidates in all the elections this year (except the IAG for DEM PPN representative) will be ratified at the Plenary meeting</p> <p>e) Work plan for 2020-2021 to be brought to the Plenary also</p> <p>f) As the work of IAG DEM will be concluded, a summary of outcomes should be presented to Plenary by the PPN Rep</p> <p>g) It was agreed to invite Minister Heather Humphreys or her nominee to address the Plenary – date to be determined (late Nov/early Dec) by Minister’s availability.</p> <p>3. <b>Finance:</b> The budget and expenditure to date was reviewed. The remaining 2020 LPPN budget is for core staff costs and should also be used for capacity-building/training for PPN members (next agenda item)</p>	<p>h) Contact DRCD to invite the Minister</p> <p>i) Plan Plenary meeting in light of discussion tonight</p>	<p>MFW</p> <p>Facilitator /PPN staff</p>	<p>ASAP</p> <p>In advance of next Secretariat meeting</p>
<p>8. Capacity-building</p>	<p>1. Draft workplan discussed – mainly capacity-building/training for PPN members some of which have happened, are planned or are proposed. The short timeframe to year-end means only so much can be done this year. Suggested future training: Public Sector Duty; SDG’s; making the most of Zoom meetings; MyPoint; LCCC &amp; PPN structures (agreed action from Sept 2019 Plenary);</p> <p>2. The proposal from the national Environment Pillar (IEN – Irish Environmental Network) on workshops about the SDG’s was agreed to an important area of capacity-building and should be actioned this year and into 2021. LPPN working with the national pillar is a very welcome development.</p>	<p>j) Set up short-term working group to draft workplan content on training/capacity-building for PPN members</p> <p>k) Organise a number of workshops on the SDGs with the national Environment Pillar with at least one this year</p>	<p>MFW, NS, MQ, JB</p> <p>PPN staff</p>	<p>ASAP</p> <p>By year-end and into 2021</p>
<p>9. Membership/ registrations – Not discussed</p> <p>10. Information sharing &amp; communications – Not discussed</p> <p>11. AOB - None</p>				
<p>12. Next Meeting</p>	<p><i>9<sup>th</sup> November 7.30-9pm (set after the meeting) on Zoom</i></p> <p>Facilitator: John Buttery</p>			

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: \_\_13/11/2020\_\_\_\_\_