

## Record of Meeting

**Meeting:** LPPN Plenary meeting  
**Date:** 17<sup>th</sup> December 2020  
**Venue:** Virtual meeting on Zoom

**Those present:** List at end of the minutes  
**Apologies:** List at end of the minutes

LPPN = Limerick Public Participation Network  
 LCCC = Limerick City and County Council  
 SPC = Strategic Policy Committee  
 LG = Linkage Group

DCRD = Department of Community and Rural Development  
 IAG DEM = Implementation Advisory Group for Directly Elected Mayor  
 LCDC = Local Community Development Committee

Agenda item	Detail	Action	Who	When
<b>1. Welcome address by Facilitator</b>	LPPN Secretariat Facilitator, John Buttery (JB): a) Welcomed everyone and thanked them for attending b) Confirmed the meeting had at the quorum c) Stated that formal voting may not be possible during the meeting as some PPN members had more than one person attending the meeting d) Introduced himself and invited attendees to enter their names and organisations on their Zoom profiles e) Checked if everyone was okay with the agenda			
<b>2. Minutes of last Plenary meeting</b>	a) JB invited everyone to read through the minutes of the Plenary meeting on 10/02/20 b) It was agreed that they were a fair reflection of the discussions, ratification of the LPPN constitution and election of LPPN representative for the IAG DEM c) The minutes of the last Plenary meeting were proposed by Trish Forde Brennan, seconded by Edel Geraghty and adopted by the Plenary	a) Sign the agreed minutes b) Post minutes on website	JB  LPPN Staff	ASAP  ASAP
<b>3. Matters arising</b>	No matters arising			
<b>4. Presentation to Plenary on IAG for the DEM</b>	Tim O'Connor, Chairperson of the <a href="#">Implementation Advisory Group for the Directly Elected Mayor with Executive Functions</a> joined the meeting. JB welcomed him and introduced both Tim O'Connor (TOC) and Cillian Flynn (CF), LPPN representative on the IAG DEM, to the Plenary. Tim O'Connor: <ul style="list-style-type: none"> <li>• Introduced himself and thanked JB, CF and LPPN for their contribution to the work of the IAG DEM</li> <li>• Stressed the importance of the efforts of the LPPN Secretariat and LPPN membership in working with UL Engage in the roll out of the <a href="#">Your Mayor - Your Voice!</a> public consultation process, in particular, the series of 8 online public consultations organised by LPPN</li> <li>• Gave an overview of the background, discussions, case studies used and recommendations of the IAG DEM</li> </ul>			

	<ul style="list-style-type: none"> <li>Explained that the IAG's report with the recommendations is currently being reviewed by Government (thus the details are currently not for publication) with the view to legislation being drafted in early 2021 and elections for the DEM in the second half of the year</li> </ul> <p>Cillian Flynn (CF) then addressed the Plenary, speaking about LPPN's involvement, the public consultation process and his focus on social inclusion in the IAG discussions.</p> <p>Following the presentations, there was discussion with a number of questions. The feedback from those at the meeting was that the presentations and discussion were very informative and the general feeling was one of anticipation to see the Government decision and the ensuing legislation next year. CF's statements of outcomes can be found on <a href="#">the PPN website</a>.</p>			
<b>5. Progress and Financial reports for 2020</b>	<p>JB gave an overview of the Secretariat's report to the Plenary (the report was circulated in advance of the meeting and is at the end of the minutes).</p> <p>In his presentation, JB referred to the priorities agreed by Plenary in 2019 and the progress made in 2020. He went on to summarise the proposed priorities for 2021 – which include the strengthening of the Linkage Groups, which he said are the key structure to facilitate full and meaningful public participation within and through the PPN.</p>			
<b>6. Workplan and Budget for 2021</b>	<p>JB presented a draft workplan and budget for 2021 (subject to funding). JB explained the workplan would not be ratified at this meeting as all LPPN members should have the opportunity to feed into it. LPPN members were invited to make comments/suggestions by contacting the LPPN staff (details to be circulated to the LPPN membership). The Plenary meeting in spring 2021 will include the ratification of the workplan.</p> <p>It was noted that training delivered by Social Justice Ireland for current and potential Secretariat members is scheduled for early 2021 (Thursday 28<sup>th</sup> Jan and 4<sup>th</sup> Feb, 7.30-8.30pm). Three vacancies remain on the Secretariat, and it is hoped this training will give people more confidence to put themselves forward for the Secretariat next year (details to be circulated to the LPPN membership).</p>	<p>d) Invite LPPN members to contribute to 2021 draft workplan</p> <p>e) Circulate details of Secretariat training in January</p>	<p>LPPN staff</p> <p>LPPN staff</p>	<p>ASAP</p> <p>ASAP</p>
<b>7. Ratification of 2020 Linkage Group elections</b>	<p>JB presented the list of successful candidates in the five rounds of 2020 LPPN elections to external committees (listed in progress report) and requested that they be ratified.</p> <p>Ratification of the election results was proposed by Trish Forde Brennan, seconded by David O'Brien and adopted by Plenary.</p>			

<p><b>8. Terms of Reference for LPPN Linkage Groups</b></p>	<p>JB, on behalf of the Secretariat, presented a draft Terms of Reference for LPPN LG's for consideration and agreement by the Plenary. He explained that while the constitution will be reviewed as a whole next year, it was seen as necessary to have a terms of reference in place as soon as possible, now that LGs are up and going.</p> <p>There was some discussion on the Linkage Groups and them being to support and work with the PPN representatives on the various committees. It was noted:</p> <ul style="list-style-type: none"> <li>a) That while PPN representatives do draw their mandate from LG's they must have freedom to respond to what emerges during committee meetings</li> <li>b) At the same time, items being proposed by PPN representatives to LCCC for formal inclusion on meeting agendas do need to be considered and agreed by the respective LG</li> <li>c) The LPPN <a href="#">constitution</a> provides for a process to work with elected reps who do not fulfil their obligations as per the constitution and as they agreed to when they signed the <a href="#">code of conduct</a></li> </ul> <p>The terms of reference as presented by the Secretariat were proposed by Vidette Ryan Molyneux, seconded by Trish Forde Brennan and unanimously adopted by the Plenary.</p> <p>(a number of people left the meeting during and following this agenda item, as the meeting continued past 9pm)</p>	<p>f) Publish/ circulate the agreed terms of reference for LGs</p>	<p>LPPN staff</p>	<p>ASAP</p>
<p><b>9. Proposal from Community, Leisure &amp; Culture LG</b></p>	<p>Trish Forde Brennan, on behalf of the Community, Leisure and Culture LG and with the backing of the Climate Action, Biodiversity and Environment LG, presented to the Plenary the following recommendation which was supported on the night by Tracy McElligott based on her experience in the Home and Social Development LG:</p> <p>That the following be agreed by Plenary and communicated, with the recommendation that it be reported at a Limerick City and County Council meeting, to the Chairs of SPC's and Joint Policing Committee: <b><i>Limerick PPN requires a minimum of 10 working days for receipt of Agenda, Minutes and relevant documentation for meetings of SPCs and Committees on which PPN Members sit.</i></b></p> <p><i>Rationale: 1) The PPN has broad representation and requires a realistic and workable lead-in time to convene linkage group meetings; 2) To best serve Limerick's interests, informed decisions, opinions, actions and policy development by the PPN and on behalf of the PPN needs to be informed. This requires consideration and where appropriate, discussion of documentation and actions relating to SPCs/Committees and other relevant material.</i></p>	<p>g) Action this recommendation</p>	<p>LPPN Secretariat</p>	<p>ASAP</p>

	<p>It was noted during the discussion that:</p> <ul style="list-style-type: none"> <li>d) 10 working days allows reasonable time for volunteers and community representatives to consider LCCC committees' deliberations</li> <li>e) There a balancing for the LG's in terms of if they have the agenda, they cannot propose items to include on it and if they do not have the agenda, they cannot discuss what is coming up at the next LCCC committee meeting</li> <li>f) The Salesforce Chatter facility provides a useful and transparent way for PPN representatives and LG members to discuss possible LCCC committee meeting agenda items in between LG meetings. Additionally, the AOB agenda item for LCCC committee meetings provides some scope for inclusion of new items as agreed by the LG</li> </ul> <p>Following the discussion, it was unanimously agreed by all present that this recommendation be actioned. The groups listed below noted their agreement in the Chat with no objections by anyone – the recommendation was thus deemed by the Facilitator as adopted by Plenary</p>			
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<ol style="list-style-type: none"> <li>1. Abbeyfeale Community Council</li> <li>2. BGM Community Council</li> <li>3. Birdwatch Ireland – Limerick Branch</li> <li>4. Down Syndrome Limerick</li> <li>5. Environmental Trust Ireland</li> <li>6. Extinction Rebellion</li> <li>7. GROW in Ireland – Limerick Branch</li> </ol>	<ol style="list-style-type: none"> <li>8. Kantoher Development Group</li> <li>9. Kilmurry Arts and Heritage Centre</li> <li>10. Limerick Civic Trust</li> <li>11. Limerick Dragons</li> <li>12. Limerick Pedestrian Network</li> <li>13. Limerick Suicide Watch</li> <li>14. Maigne Rivers Trust</li> </ol>	<ol style="list-style-type: none"> <li>15. Moyross Residents Forum</li> <li>16. NCBI</li> <li>17. NCCWN Limerick Women's Network</li> <li>18. Pallas United Soccer Club</li> <li>19. St. Marys Adult Education Group</li> <li>20. Tait House Community Enterpris</li> </ol>
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<b>10. Closing remarks</b>	JB thanked everyone and the meeting concluded at 9.27pm
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PPN member group/organisation	Pillar	Municipal District	Name of representative(s) who attended
1. Abbeyfeale Community Council	Community	Newcastle West	Maurice O'Connell
2. Ballinacurra Gaels GAA	Community	Limerick Metropolitan	Eoin Buckley
3. BGM Community Council CLG	Community	Cappamore-Kilmallock	Brigid Hayes      Declan Hehir
4. Down Syndrome Limerick	Social Inclusion	Limerick Metropolitan	Paul Burkley
5. Environmental Trust Ireland	Environment	Limerick Metropolitan	Josephine Butler
6. Extinction Rebellion Limerick	Environment	Limerick Metropolitan	Sinead Jackson
7. Garryowen CDP	Social Inclusion	Limerick Metropolitan	John Buttery
8. Glin Going Strong Club	Community	Newcastle West	Patrick Cummins
9. GOSHH	Social Inclusion	Limerick Metropolitan	Cillian Flynn

10.	Great Southern Trail	Community	Newcastle West	Denis Mc Auliff
11.	GROW in Ireland	Social Inclusion	Limerick Metropolitan	Rob stephen
12.	Kantoher Development Group	Community	Newcastle West	Jack O'Connor
13.	Kilmurry Arts & Heritage Centre	Community	Limerick Metropolitan	Marian Hurley
14.	Limerick Autism Group	Social Inclusion	Limerick Metropolitan	Keith Enright
15.	Limerick Branch of Birdwatch Ireland	Environment	Limerick Metropolitan	Tom Tarpey
16.	Limerick Civic Trust	Community	Limerick Metropolitan	David O'Brien
17.	Limerick Cycling Campaign	Community	Limerick Metropolitan	Anne Cronin     Bruce Harper
18.	Limerick Dragons	Social Inclusion	Limerick Metropolitan	Vidette Ryan Molyneaux
19.	Limerick Grow it Yourself	Environment	Limerick Metropolitan	Trish Forde-Brennan
20.	Limerick Mental Health Association	Social Inclusion	Limerick Metropolitan	Patrick Fitzgerald
21.	Limerick Pedestrian Network	Environment	Limerick Metropolitan	David Tobin     Madeleine Lyes
22.	Limerick Suicide Watch	Community	Limerick Metropolitan	Shirley Johnston     Stacey Markham
23.	Maigue Rivers Trust	Environment	Cappamore-Kilmallock	Catherine Dalton     Liz Gabbett
24.	Monaleen Park Residents Association	Community	Limerick Metropolitan	Kevin Haugh
25.	Moyross Residents Forum CLG	Community	Limerick Metropolitan	Tracy McElligott
26.	NCBI Limerick	Social Inclusion	Limerick Metropolitan	Maura Meaney
27.	NCCWN Limerick Womens Network	Social Inclusion	Limerick Metropolitan	Edel Geraghty     Yvie Murphy
28.	Northstar Family Support Project	Social Inclusion	Limerick Metropolitan	Joe Slattery
29.	Novas	Social Inclusion	Limerick Metropolitan	Una Burns
30.	Oola Tidy Towns	Community	Cappamore-Kilmallock	Padraig Lohan
31.	Ormston House	Community	Limerick Metropolitan	Mary Conlon
32.	Pallas United Soccer Club	Community	Cappamore-Kilmallock	Noreen Stokes
33.	Southill Hub	Social Inclusion	Limerick Metropolitan	Karen O' Donnell O' Connor
34.	St. Mary's Adult Education Group	Community	Limerick Metropolitan	Brian Thompson
35.	Step Forward Disability Group	Social Inclusion	Cappamore-Kilmallock	Maureen Browne
36.	Tait House Community Enterprise CLG	Social Inclusion	Limerick Metropolitan	Michael Quilligan
<b>Apologies</b>				
	ALONE (Limerick Branch)	Social Inclusion	Limerick Metropolitan	Martina Kinane
	Fresh Film	Community	Limerick Metropolitan	Ciarra Tobin
	Garryowen Residents Association	Community	Limerick Metropolitan	Tom O'Brien
	Limerick Civic Trust	Community	Limerick Metropolitan	Elenora Hogan
	Limerick Seniors Forum	Community	Limerick Metropolitan	Noreen Waters

## Secretariat Report to Annual General Meeting of Limerick PPN, 17<sup>th</sup> December 2020

### PPN Plenary Meetings to Date

- 26<sup>th</sup> September 2019 - to get the PPN reactivated
- 30<sup>th</sup> October 2019 – to elect a new Secretariat
- 10<sup>th</sup> February 2020 – to ratify constitution

### Priorities

#### 3 priority actions agreed at 26<sup>th</sup> September Plenary meeting

- Election of new Secretariat
- Nominations and elections for vacant seats on all Council committees
- Briefing on PPN and Local Authority structures

### Achievements

The following are the main achievements of the PPN since September/October 2019.

#### Membership

Currently there are 132 members. Breakdown of membership is:

Municipal District	Number	Pillar	Number
Adare Rathkeale	9	Social Inclusion	47
Newcastle West	11	Community	75
Metropolitan	89	Environment	10
Cappamore-Kilmallock	23		
<b>Total</b>	<b>132</b>		<b>132</b>

#### Secretariat

A new Secretariat was elected at the Plenary on 30<sup>th</sup> October 2019. It continues to function well and is meeting regularly with 16 meetings since being elected. We are greatly indebted to the support provided by Mary Casey, Mo Foley Walsh and Seamus O'Connor. Three Secretariat members resigned. Elections for replacements opened in October 2020 – no nominations were received.

#### Constitution

The PPN constitution was ratified by the Plenary in February 2020 giving clarity on how the PPN should operate. In view of 1) the recent publication by Government of the new Handbook for PPNs and 2) Limerick PPN's experiences of electing and supporting representatives onto local structures, the Secretariat recommends a review of the constitution take place in early 2021 where the Plenary will review, discuss and potentially make changes to the current constitution.

## 2019 Annual Report

The 2019 Annual Report was prepared by the Secretariat and shared with PPN members and the Department of Rural and Community Development (DRCD). Its content is included in the national PPN annual report which was published by the DRCD in November 2020. The Limerick PPN annual report gives a clear baseline to show where Limerick PPN is coming from and gives a direction on what needs to be done going forward. It is on the website.

### Nomination to the Implementation Advisory Group (IAG) for the Directly Elected Mayor

At the request of the Department of Housing, Planning and Local Government in November 2019, a representative was elected by the Plenary in February 2020 onto the IAG. In the absence of an agreed constitution, the Secretariat acted as a Linkage Group. The IAG has now completed its business and the Plenary members will be updated on this under a separate meeting agenda item.

### Nomination and Election of PPN Representatives to Local Structures

Following the election to the DEM IAG and the adoption of the PPN constitution, elections to Council committees commenced in February 2020. Due to the Covid pandemic, the successful nominees in these elections were not ratified by Limerick City and County Council until its deferred meeting in late June 2020. Three further rounds of PPN elections were held in July, September and October. These were facilitated by having access to Limerick City and County Council's MyPoint platform – giving the PPN a secure platform for online elections to take place. A fourth election took place in November for two seats on a new group for the URBACT Health and Greenspace project. One of these seats was filled. The current breakdown of the representation across the various Council committees is as follows:

	Committee	No. of seats	No. of PPN Reps		Total occupied seats	% occupied seats	No. of empty seats	No. of Community & Voluntary Pillar Reps	No. of Social Inclusion Pillar Reps	No. of Environmental Pillar Reps
			Male	Female						
1	Joint Policing Committee	7	2	3	5	71%	2	1	3	1
2	Local Community Development Committee	5	1	4	5	100%	0	2	2	1
3	Travel & Transportation SPC	4	2	2	4	100%	0	2	1	1
4	Climate Action, Biodiversity & Environment SPC	4	2	2	4	100%	0	2	0	2
5	Community, Leisure & Culture SPC	7	3	4	7	100%	0	4	2	1
6	Home and Social Development SPC	5	0	3	3	60%	2	2	1	0
7	Economic Development, Enterprise & Planning SPC	4	3	1	4	100%	0	2	1	1
8	Limerick URBACT Health & Greenspace local group	2	1		1	50%	1	1	0	0
		38	14	19	33		5	16	10	7
			33					33		

## Linkage Groups

- a) Eight linkage groups have been established to support the PPN representatives on the various committees and discuss matters relevant to their respective committees.
- b) An online communication space (Salesforce Chatter) for each of the Linkage Groups has been established, meaning that members can communicate directly in a secure and transparent manner.
- c) All but one Linkage Group have met online at least once this year. These meetings have initially been supported by Secretariat members. In future, it is anticipated that Linkage Groups will be self-managing.
- d) Statements of Outcomes from Council committee meetings have generally been prepared by the PPN representatives on all the external committees. These are jointly-prepared between the representatives on a given committee and then communicated directly with the Linkage Group members via Chatter. The agreed Statements of Outcomes are also published on the website on their respective Linkage Group pages.
- e) Where Linkage Groups have access to both the PPN representatives' Statement(s) of Outcomes and Council committee meeting documentation, the Linkage Group meetings are particularly productive.
- f) Based on experience to date, the Secretariat recommends the Plenary adopt a standard terms of reference for all PPN Linkage Groups for all Linkage Group meetings.
- g) Overview of Linkage Group meetings which started in October 2020:
  1. Travel and Transportation Linkage Group:
    - i. Met three times
    - ii. At first meeting: presentation by the SPC meetings administrator from the Council
    - iii. Prepared and made a submission on the Limerick Shannon Metropolitan Area Transport Strategy (LSMATS)
    - iv. Discussed a presentation made by one of the PPN members on the Schoolgate Project which was on an upcoming SPC meeting
    - v. A member of the group will facilitate the next Linkage Group meeting in 2021
  2. Economic Development, Enterprise and Planning Linkage Group:
    - i. Met twice
    - ii. At first meeting: presentation by the SPC meetings administrator from the Council
    - iii. The four PPN representatives on this SPC have been making direct contact with Linkage Group members to encourage and facilitate engagement in the discussions around what is being discussed by the SPC
    - iv. There have been robust discussions and significant sharing of information at both meetings
    - v. The four representatives will initially rotate the role of Facilitator of the Linkage Group in 2021
  3. Climate Action, Biodiversity and Environment Linkage Group:
    - i. Met once
    - ii. At first meeting: presentation by the SPC meetings administrator from the Council
    - iii. The representatives on this SPC are actively sharing information and receiving feedback from Linkage Group members on Chatter on items relating to the SPC meeting agendas
  4. Community, Leisure and Culture Linkage Group:
    - i. Met once



- ii. At first meeting: presentation by the SPC meetings administrator from the Council
  - iii. All seven PPN seats on this SPC are now filled and the PPN representatives have all attended at least 1 SPC meeting
  - iv. Agreed to make recommendation for consideration by Plenary to have Council committee meetings' documentation enough in time to facilitate meaningful discussion within the Linkage Group
  - v. One of the PPN representatives will facilitate the next Linkage Group meeting in 2021
5. Home and Social Development Linkage Group:
- i. Met once
  - ii. Webinar held in September with Limerick City and County Council Director of Service to explain this SPC
  - iii. There was a robust discussion about the Regeneration Programme which helped inform the PPN representatives before an SPC meeting
  - iv. The three PPN representatives on the SPC (2 seats on the SPC remain vacant) will initially rotate the role of Facilitator of the Linkage Group in 2021
6. Community Safety and Policing Linkage Group:
- i. Met once
  - ii. At first meeting: presentation by the SPC meetings administrator from the Council
  - iii. Five of the seven PPN seats on this committee are now filled

h) List of all the PPN representatives:

<b>Limerick PPN Representatives on Local Community Development Committee (LCDC)</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Edel Geraghty	Social Inclusion	Limerick Women's Network
Tony Lynch	Community	Moyross Residents Forum
Susan O'Neill	Community	Limerick City CDP
Jim Prior	Social Inclusion	Southill Family Resource Centre
David Tobin	Environment	Limerick Pedestrian Network
<b>Limerick PPN Representatives on Joint Policing Committee (JPC)</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Denise Dunne	Social Inclusion	ADAPT Domestic Abuse Services
Cillian Flynn	Social Inclusion	GOSHH
Dr Breda Hayes	Environment	Environmental Trust Ireland
Shirley Johnston	Community	Limerick Suicide Watch
Joe Slattery	Social Inclusion	Northstar Family Support Project
<b>Limerick PPN Representatives on Travel and Transportation SPC</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Maureen Browne	Social Inclusion	Step Forward Disability Group
Ailish Drake	Community	Limerick Chapter of the Irish Georgian Society
Bruce Harper	Community	Limerick Cycling Campaign
Frank Heffernan	Environment	Environmental Trust Ireland

<b>Limerick PPN Representatives on Home and Social Development SPC</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Una Burns	Social Inclusion	Novas
Anne Cronin	Community	Limerick Cycling Campaign
Tracy McElligott	Community	Moyross Residents Forum
<b>Limerick PPN Representatives on Community, Leisure and Culture SPC</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Josephine Butler	Environment	Environmental Trust Ireland
Mary Conlon	Community	Ormston House
Oliver Creighton	Community	Limerick Seniors Forum
Padraig Lohan	Community	Oola Tidy Towns
Karen O'Donnell O'Connor	Social Inclusion	Southill Hub
Maura Meaney	Social Inclusion	NCBI Limerick
Keith Pigott	Community	Limerick Food Group
<b>Limerick PPN Representatives on Climate Action, Biodiversity and Environment SPC</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Liz Gabbett	Environment	Maigue Rivers Trust
Michelle Hayes	Environment	Environmental Trust Ireland
Caillum Hedderman	Community	Limerick 46th Ballybricken Scout Group
Denis Mc Auliffe	Community	Great Southern Trail
<b>Limerick PPN Representatives on Economic Development, Enterprise and Planning SPC</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Declan Hehir	Community	BGM Community Council
Madeleine Lyes	Environment	Limerick Pedestrian Network
Brian Thompson	Community	St. Mary's Adult Education Group
Brian Vandamme	Social Inclusion	Doras Luimní
<b>Limerick PPN Representatives on URBACT Health &amp; Greenspace Local Group</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Kevin Haugh	Community	Monaleen Park Residents Association

## PPN events

A number of events in line with the core role and functions of the PPN were held in 2020.

Session/ event/ meeting	Presenter/ partner	When	Approx. no. of participants	Other details	Relationship to PPN objectives
1 <b>Consultations on Directly Elected Mayor X8</b>	UL	27-30 July	60	Part of the public consultation on the DEM for Limerick. PPN rep on the advisory group on the DEM	Participation in decision-making and representation; capacity-building; information-sharing;
2 <b>Briefing on Home and Social Development SPC</b>	Aoife Duke, Director of Service, LCCC	Sep-20	10	Powerpoint presentation shared with PPN members; this session was organised because up to September there had been nominations for this SPC	Participation in decision-making and representation; capacity-building; information-sharing;
3 <b>Development Plan Issues paper webinar X 2</b>	Karen Burke, Planning team, LCCC	Aug-20	35	Powerpoint presentation shared with PPN members	Participation in decision-making and representation; capacity-building; information-sharing;
4 <b>Information session on MyPoint X 2</b>	James McCarthy, Business Improvement, LCCC	Nov-20	25	MyPoint is LCCC's online consultation platform; powerpoint presentation to be shared with members; session can be run again in 2021 if there is interest	Participation in decision-making and representation; capacity-building; information-sharing;
5 <b>Introduction to PPN and LCCC structures</b>	PPN staff	Nov 2020 & as required by members	25	This action was unanimously agreed upon by the Plenary at the Sept 2019 meeting; Powerpoint presentation will be shared with PPN members; this was delivered to a number of PPN members separately to the scheduled Nov session	Participation in decision-making and representation; capacity-building; information-sharing;
6 <b>Sustainable Development Goals two-workshop training</b>	National Environmental Pillar	Dec-20	12	Addresses one of the needs identified in the 2019 annual report; gives support to the Environmental Pillar members; in PPN constitution: <i>Committed to the Sustainable Development Goals: Limerick PPN is committed in its practices to implementing the Sustainable Development Goals.</i>	Participation in decision-making and representation; capacity-building; information-sharing;
7 <b>Briefing on Public Sector Duty</b>	Community Mediation Service	Nov-20	10	Addresses one of the needs identified in the 2019 annual report; gives support to the Social Inclusion Pillar members; significant piece of legislation that public bodies are required to follow and that civil society's awareness is growing on	Participation in decision-making and representation; capacity-building; information-sharing;
8 <b>Induction training with elected PPN reps on the different committees</b>	PPN staff	Sept-Dec 2020	29	To support PPN reps in their representation role;	Participation in decision-making and representation; capacity-building
9 <b>Inaugural meetings of all Linkage Groups to include introduction to PPN support structures and the committee the Linkage Group is linked X 7</b>	Secretariat members initially facilitate; include input from LCCC staff about the committee and PPN staff on PPN structures	Oct-Nov 2020			Participation in decision-making and representation; capacity-building
10 <b>Briefing session on the URBACT Health and Greenspaces project</b>	Anne Goggin, Physical Development Directorate, LCCC	Nov-20	8	This session was organised to give a background on this new project and stakeholder group hosted by LCCC and in advance of the elections for two PPN reps onto this group	Participation in decision-making and representation; capacity-building; information-sharing;

### Covid response

- 1) Limerick PPN has maintained a dedicated section on its website with links to reliable information and resources in response to the pandemic. Eight information emails from national Covid-19 Health Communications Stakeholder Support and eleven other related information emails were sent to PPN members during the early weeks of the pandemic.
- 2) The Secretariat Facilitator attended the Covid Community Response Forum meetings where briefings were provided by Limerick City and County Council staff on the local response to Covid-19 in Limerick.

### 2021 Workplan

The proposed workplan is broken down into the key areas of PPN activity and is subject to funding from DRCD and Limerick City and County Council:

#### Participation in decision-making and representation

1. Further elections (and elections as required) to fill vacant seats on Council or other committees
2. Regular meetings of and ongoing support for the various Linkage Groups
3. Ongoing support for the elected PPN representatives on various committees
4. Working with Limerick City and County Council where appropriate to help PPN members have access to information or opportunities that may present over the year

#### Capacity building

1. Training for Secretariat members and people who are interested in learning more about the Secretariat (with Social Justice Ireland)
2. Training for PPN representatives, Linkage Group members and Linkage Group Facilitators (with Social Justice Ireland)
3. Getting the most from Zoom training for PPN Secretariat, members and staff
4. Public Sector Duty training for PPN members (with Community Law and Mediation)
5. Working with Social Justice Ireland, Department of Rural and Community Development, Limerick City and County Council, national Environmental Pillar and other relevant partners to help PPN members have access to capacity-building opportunities that may present over the year and that are relevant to the role and functions of the PPN

#### Information sharing and communication

1. Continue to keep the PPN Twitter and Facebook pages and website up to date
2. Ongoing publication and sharing of FundingPoint (done with Limerick City and County Council and The Wheel)
3. Continued use of Zoom professional package to support the PPN Secretariat and membership
4. Working with DRCD in the planned national communications plan for PPNs
5. Ongoing sharing of information on opportunities relevant to PPN members through social media and through Salesforce Chatter

#### Development of a Community Wellbeing Statement for Limerick PPN

A requirement for 2021 is that Limerick PPN develop a Community Wellbeing Statement following a comprehensive consultation process with members. *Each PPN is charged with developing a Community Wellbeing Statement at both Municipal District and County level. A wellbeing statement looks at what is required for the wellbeing of individuals and communities, now and for the generations to come.*

## Governance, support and administration

1. Two Plenary meetings – in Spring and Autumn
2. Secretariat elections
3. Review of the PPN constitution
4. Ongoing promotion to encourage new members and reregistration of all members in advance of the 2021 Annual General Plenary meeting. *(Membership is renewed every two (2) years. It runs from initial registration to the Annual General Plenary Meeting during the second 24 months of membership (i.e. Once a group/organisation has become a member of the*

*PPN it will need to reregister after 24 months membership, but if the Annual General Plenary Meeting in that year is before the 24 months membership is reached, reregistration needs to be done before this meeting.)*

5. Ongoing engagement of two full-time support staff employed by Limerick City and County Council
6. Completion of the 2020 annual report
7. 2020 Memorandum of Understanding with Limerick City and County Council

## Finance

### LPPN FINANCES FOR 2020 UP TO 11/12/20

Expenditure			
Expenditure item	Expenditure	% of total expenditure	% of total 2020 budget*
<i>Commitments (approx) (to be reclassified when paid)</i>	€ 1,600.00	2.1%	1.69%
Office Supplies/Stationery/Printing/FundingPoint	€ 735.85	1.0%	0.78%
Projects/Activities /Events	€ 2,503.73	3.3%	2.64%
Room Hire/Refreshments	€ 536.40	0.7%	0.57%
Salary Resource Worker incl. PRSI	€ 37,843.10	50.0%	39.96%
Salary Support Worker incl. PRSI	€ 27,451.83	36.3%	28.99%
Secretariat Travel & Subsistence paid for by PPN	€ 1,640.84	2.2%	1.73%
Training & Development - staff	€ 900.00	1.2%	0.95%
Training & Development - capacity building	€ 1,500.00	1.98%	2%
Travel & Subsistence Resource Worker	€ 283.88	0.4%	0.30%
Travel & Subsistence Support Worker	€ 113.65	0.2%	0.12%
Website/Hosting Fees/Online meetings platform	€ 555.36	0.7%	0.59%
<b>TOTAL EXPENDITURE</b>	<b>€ 75,664.64</b>	<b>100.00%</b>	<b>79.90%</b>
Adopted estimate for 2020**	€ 110,700.00		
Adopted estimate for 2020 less approx ringfenced costs*	€ 94,700.00		
Remaining budget (budget less unspent staff costs)	€ 19,035.36		
<i>Unspent 2020 Resource Worker costs - approx</i>	€ 16,000.00		
** Income			
DRCD	€ 75,700.00	<i>Unspent DRCD funding to be carried over and put towards 2021 budget/ unspent LCCC funding not carried over</i>	
LCCC	€ 35,000.00		
	€ 110,700.00		

Record of the meeting taken as a fair and accurate reflection of the discussion and adopted at subsequent Plenary meeting:

FACILITATOR: Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_