

**Meeting:** LPPN Secretariat meeting  
**Date:** 09 November 2020, 7.00-9pm  
**Venue:** On-line meeting  
**Present:** John Buttery (JB) – Facilitator, Catherine Dalton (CD), Patrick Fitzgerald (PF), Jack O’Connor (JOC), Michael Quilligan (MQ), Noreen Stokes (NS) *(joined 7.55pm)*  
**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**

**MOU = Memorandum of Understanding**

**CABE = Climate Action, Biodiversity & Environment**

**JPC = Joint Policing Committee**

**LSMATS = Limerick Shannon Metropolitan Area Transport Strategy**

**IAG DEM = Implementation Advisory Group for the Directly Elected Mayor**

**ULG = URBACT Local Group**

**SDGs= Sustainable Development Goals**

Agenda Item	Detail	Action	Who	When
Information sharing & communications (agenda item 9)	A brief rundown of the upcoming PPN events was viewed. Details of same are on PPN website and publicised regularly on social media			
1. Apologies	None			
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 12 October 2020 2) All the agreed actions in the minutes were appropriately actioned 3) The minutes were proposed by CD and seconded by JOC	a) Sign the agreed minutes b) Upload minutes to website	JB  MC	ASAP  ASAP
4. Matters Arising	The following was noted: a) Following the recent nominations and elections process, 6 new PPN representatives were automatically elected (reviewed by Secretariat at the time). They will be ratified at the next LCCC meeting. It was further noted with some disappointment that no nominations were received for the vacant Secretariat seats. b) LG meetings: one meeting of the EDEP LG and 2 meetings of Travel & Transportation LG took place. First meetings of remaining LG’s are scheduled to take place in Nov/Dec with meetings of Travel & Transportation and EDEP also planned. c) As per the proposal from the national Environment Pillar, 2 workshops about the SDG’s are scheduled for early Dec. and publicised. d) Progress on the draft 2021 workplan did not take place. It was discussed whether this should be done following the publication of the new national PPN handbook and when there is clarity on the 2021 budget; nonetheless, it was agreed that this should be a Plenary agenda item (see later agenda item).			

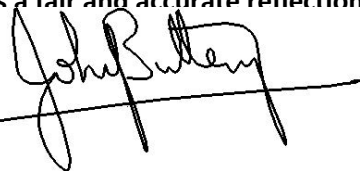
<p>5. Correspondence</p>	<p>The following items of correspondence were noted by the Secretariat:</p> <ul style="list-style-type: none"> <li>a) DRCD re Minister’s non-availability to attend LPPN plenary (16/10/20). It was then agreed to invite the Chair of the IAG for the DEM and LPPN representative on the IAG to address the Plenary.</li> <li>b) Social Justice Ireland offering training for PPN Secretariat members (19/10/20). This proposal was welcomed by the Secretariat members. It was also seen as a good opportunity to make available to others in the Plenary who might be interested in going forward for the Secretariat if they had more knowledge about it.</li> <li>c) Invitation from LCCC to provide 2 LPPN representatives for URBACT (Health and Greenspace) Local Group (ULG) (22/10/20). It was queried whether this could come under the remit of the CABE LG – or indeed the LG attached to the LCDC. As the CABE LG is aligned to the CABE SPC and the ULG is independent of this SPC it was agreed that a new LG be established as per the LPPN constitution and a nominations/elections process begin immediately. This situation highlights the potential for ending up with a growing number of LG’s whenever the PPN is contacted for representatives. It was agreed that there should be a review of LGs as part of a review of the Constitution.</li> <li>d) Doras confirming that their nominee to the Community, Leisure &amp; Culture SPC had stepped down from this position (27/10/20). It was further noted that as this left 2 vacant Social Inclusion seats on the SPC, both nominees in recent elections were automatically elected without the need for a formal election.</li> <li>e) Michelle Hayes of Environmental Trust Ireland with regard to LSMATS submission from the Travel &amp; Transportation LG (30/10/20 on Chatter)</li> </ul>	<ul style="list-style-type: none"> <li>c) Invite Tim O’Connor and Cillian Flynn to address the Plenary</li> <li>d) Check if SJI Secretariat training can be availed of by others in the PPN who are not Secretariat members and book training</li> <li>e) Create new LG, invite LPPN members and open elections</li> <li>f) Review LGs as part of a review of the Constitution</li> </ul>	<p>MFW</p> <p>MFW</p> <p>PPN Staff</p> <p>PPN Secretariat /Plenary</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>early 2021</p>
<p>6. Participation in decision-making and representation</p>	<p>1. <b>Implementation Advisory Group for the DEM:</b> It was noted that the IAG has completed its term and a final report has been sent to the Department of Housing, Planning and Local Government and that a press release had been issued by the Department with regard to this. Final Statements of Outcomes from the IAG DEM rep posted in the LG Chattergroup and on the LPPN website.</p>			

	<p>2. <b>Linkage Groups:</b> The following was noted with respect to Linkage Groups:</p> <ul style="list-style-type: none"> <li>a) Three LG’s have met at least once</li> <li>b) First meetings have been scheduled for the following LG’s:           <ul style="list-style-type: none"> <li>1) Community, Leisure &amp; Culture: Nov 25, Facilitator JB</li> <li>2) Climate Action, Biodiversity &amp; Environment: Nov 26, Facilitator CD</li> <li>3) Joint Policing Committee: Dec 3, Facilitator NS</li> <li>4) Home &amp; Social Development: Dec 8, Facilitator MQ</li> </ul> </li> <li>c) First meeting of the Travel &amp; Transportation LG took place on 15 October, facilitated by PF, a summary of which is on the LG page on the LPPN website. As Oct 30 was the closing date for submissions on the draft LSMATS, a further LG meeting was held to consider this. From this second meeting, a submission was prepared and submitted on Oct 30 after being 1) shared on Chatter with LG members for review/comment and 2) then reviewed and agreed to by the Secretariat. It was acknowledged that the submission was done particularly quickly, but it was also acknowledged that this was an important consultation to participate in.</li> <li>d) First meeting of Economic Development, Enterprise &amp; Planning LG took place on Oct 13, facilitated by JOC, a summary of which is available on the LPPN website LG page. Noted: Issue raised re receipt by PPN reps of supporting documentation, including agenda for SPC meeting in advance of meetings (see next item)</li> <li>e) It was agreed that a terms of reference for all LG’s is needed as a matter of priority and should be included on the agenda for the upcoming Plenary meeting.</li> <li>f) Satisfaction was expressed at having all LG’s up and running as they are core to the PPN role and functions</li> </ul> <p>3. <b>Feedback from PPN representatives:</b> The following was discussed:</p> <ul style="list-style-type: none"> <li>a) JOC informed the Secretariat of an issue raised with regard to PPN reps receiving agendas and supporting documentation very close to SPC meeting dates leaving little time to consult with LG or each other.</li> <li>b) It was agreed that JB should write to Seamus O’Connor of LCCC on behalf of the Secretariat, highlighting the <i>Rights and Responsibilities of a Committee with PPN Representation</i> (i.e. PPN Representatives Charter) from the National PPN user guide and the LPPN constitution.</li> </ul>	<ul style="list-style-type: none"> <li>g) Prepare draft LG terms of reference which should be included on the Plenary meeting agenda</li> <li>h) Write to Seamus O’Connor</li> </ul>	<p>MFW to circulate draft to Secretariat to review and feedback on</p> <p>Facilitator</p>	<p>ASAP</p> <p>ASAP</p>
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<p>7. Governance</p>	<p>1. <b>New National PPN Handbook:</b> The following was noted:</p> <ul style="list-style-type: none"> <li>a) Invitations to the handbook launch on Nov 19 were sent by DRCD to JB as Secretariat Facilitator, LCCC PPN liaison person, Seamus O'Connor and the PPN staff (standard for all PPNs)</li> <li>b) The handbook will include some mandatory items for all PPNs</li> <li>c) The 2019 annual report for PPNs nationally will be published on the same day with Limerick PPN input included</li> </ul> <p>2. <b>Draft LPPN finance protocol:</b> It was agreed that the draft finance protocol (an outcome of the MOU discussions with LCCC earlier this year) for LPPN should be incorporated into the MOU between LCCC and LPPN.</p> <p>3. <b>Annual members meeting:</b> The draft agenda and arrangements for the annual members meeting were discussed and the following agreed:</p> <ul style="list-style-type: none"> <li>a) Date of the meeting TBC pending confirmation from Chair of IAG DEM of availability to speak at Plenary</li> <li>b) IAG DEM presentation to take place after Matters Arising</li> <li>c) 2021 workplan overview to be presented to Plenary</li> <li>d) As the meeting will take place online and the Secretariat is keen not to restrict participation, this means voting cannot take place (if the attendance was kept to one person per PPN member group, Zoom polling could be used)</li> <li>e) A standard Terms of Reference for LGs to be brought by the Secretariat to Plenary and then voted on afterwards (need to confirm with LCCC can this be done on MyPoint, otherwise an alternative method will be required)</li> <li>f) As no nominations were received for the vacant Secretariat seats in the recent elections and in view of the upcoming Social Justice Ireland training, it will be proposed that the required stepping-down of 3 Secretariat members at the annual meeting be postponed until next Plenary meeting in Feb/March 2021</li> <li>g) Members of the Plenary should be invited to put forward items to include on the agenda. Items relating to the LPPN constitution should be held until early 2021 when the constitution will be fully reviewed by the Secretariat and Plenary. While items relating to LCCC policy/LCCC committees are for discussion at LG level.</li> </ul>	<ul style="list-style-type: none"> <li>i) Publish handbook and annual report on LPPN website</li> <li>j) Forward finance protocol to LCCC confirming that this should form part of the MOU going forward</li> <li>k) Progress actions as per the discussion on the Plenary meeting</li> </ul>	<p>MC</p> <p>Facilitator /MFW</p> <p>Secretariat /PPN staff</p>	<p>Once available</p> <p>ASAP</p> <p>ASAP</p>
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	<p>4. <b>Office/administration:</b> The following was noted with regard to LPPN staff laptops: The two laptops used by the PPN staff belong to separate initiatives to the PPN. The old PPN laptops cannot be used to access LCCC systems (due to IT security concerns) such as for raising purchase orders or accessing limerick.ie emails. There was some discussion on using LPPN funding for two new laptops in terms of environmental impact, ownership of assets and sound financial management. At the same time, it was recognised that the staff cannot do their work effectively without new laptops. It was therefore agreed that 2 new laptops be purchased for the staff through LCCC IT dept. and these will only be for LPPN staff use going forward – proposed by CD and seconded by JOC. It was further agreed to retain the old PPN laptops to loan out where needed to LG Facilitators or Secretariat members for PPN business.</p>	<p>I) Purchase 2 laptops through LCCC IT Dept.</p>	<p>MC</p>	<p>ASAP</p>
<p>8. Membership/ registrations – Membership currently stands at 131 groups 9. Information sharing &amp; communications – Discussed at beginning of meeting 10. AOB – None</p>				
<p>11. Next Meeting</p>	<p>Plenary/annual members meeting on Zoom, date TBC 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: Signatu  \_ Print name John Buttery Date: 30/01/2021