

**Meeting:** LPPN Secretariat meeting  
**Date:** 18 January 2021, 7.00-9pm  
**Venue:** On-line meeting  
**Present:** John Buttery (JB) – Facilitator, Patrick Cummins (PC), Patrick Fitzgerald (PF), Jack O’Connor (JOC), Michael Quilligan (MQ), Noreen Stokes (NS) *(joined 8pm)*  
**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**  
**DRCD = Department of Rural and Community Development**  
**LDC = Local Development Company**  
**MOU = Memorandum of Understanding**

**LG = Linkage Group**  
**CABE = Climate Action, Biodiversity & Environment**  
**ULG = URBACT Local Group**  
**SOO = Statement of Outcomes**  
**IAG DEM = Implementation Advisory Group for the Directly Elected Mayor**  
**ISL = Irish Sign Language**


Agenda Item	Detail	Action	Who	When
1. Apologies	None noted			
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 9 November 2020 2) All the agreed actions in the minutes were appropriately actioned 3) The minutes were proposed by MQ and seconded by PC	a) Sign the agreed minutes b) Upload minutes to website	JB MC	ASAP ASAP
4. Matters Arising	The following was noted: a) 6 new PPN representatives were ratified at the LCCC meeting on Dec 3 2020, a new LG (The Limerick URBACT Health & Greenspace LG) was formed and following nomination/election process, a LPPN representative was automatically elected to sit on the URBACT (Health and Greenspace) Local Group (ULG) b) Registration for Secretariat training delivered by Social Justice Ireland on Jan 28 and Feb 4 is now open and available to Secretariat and PPN members. This has been widely publicized and Secretariat members were reminded to register for the training. It was seen as welcome that most of those registered to date are not current Secretariat members. c) The Public Sector Duty training delivered by Community Law and Mediation on Jan 26 is also open for registration and has been publicized d) Seamus O’Connor of LCCC was made aware of the issues raised with regard to PPN reps receiving agendas and supporting documentation in advance of SPC/JPC meetings in an email from MFW that JB was copied in.			
5. Secretariat Facilitator Role	1) It was noted that JB has served his maximum 4 month term as Facilitator 2) It was agreed that MQ would take up the role for up to 4 months (as per constitution) 3) This was proposed by JB and seconded by PF			
6. Draft Minutes of December Plenary Session	1) The minutes of the Annual Members Meeting were reviewed and agreed to be a satisfactory summary of the Plenary on 17 December 2020 2) All the agreed actions in the minutes were appropriately actioned 3) The draft minutes will be reviewed and agreed at next Plenary meeting			

7. Matters Arising	<p>The following was noted:</p> <ul style="list-style-type: none"> <li>a) The Plenary meeting went very well and had a good turnout. JB thanked Secretariat members and staff.</li> <li>b) The presentation on the IAG DEM was well received and very informative</li> <li>c) Feedback from the meeting was very good and general consensus amongst members is that they are happy with the progress of LPPN</li> <li>d) Draft minutes of the meeting have been uploaded to the <a href="#">Plenary page</a> of the LPPN website</li> </ul>			
8. Correspondence	<p>The following items of correspondence were noted:</p> <ul style="list-style-type: none"> <li>a) <b>NCCWN-Limerick Women’s Network, 17/11/20 RE: 2021 workplan</b></li> <li>b) <b>Michelle Hayes, Two emails on 25/11/20</b> – seen as relevant to the proposed review of LPPN Constitution</li> <li>c) <b>Trish Forde Brennan, 27/11/20 &amp; 04/12/20 RE: proposal for Plenary meeting</b> – covered in later agenda item</li> <li>d) <b>DRCD, 17/12/20 RE: CVSP 7 2020 PPN Handbook and key financial information/ PPN Financial Controls Document.</b> It was noted that Financial Controls Document focuses on good financial governance &amp; transparency and that the main spend for PPN’s should be on the core PPN functions. It was agreed that current LPPN practices align with the document and the clarification on PPN finances is welcome. These documents are on the <a href="#">Governance page</a> of the LPPN website</li> <li>e) <b>DRCD, 18/12/20 RE: New Climate Action Plan in 2021</b> and notice of pending request from Dept of Environment, Climate and Communications to PPN’s re support for training of local moderators to facilitate consultations at a local level. It was agreed that this should be brought to the attention of Catherine Dalton, current facilitator of the CABA LG, for inclusion on the next CABA LG meeting agenda. It was suggested that the invitation for moderators should extend beyond membership of CABA LG.</li> </ul>	<ul style="list-style-type: none"> <li>f) Write to NCCWN-Limerick Women’s Network confirming inclusion of capacity building on policy development/ analysis and explaining that strategic planning would not be within PPN remit</li> <li>g) CABA LG to consider proposal</li> </ul>	<p>MFW</p> <p>CD</p>	<p>ASAP</p> <p>Next CABA LG meeting</p>
9. Participation in decision-making and representation	<ul style="list-style-type: none"> <li>1) Action agreed by Plenary to support representatives to be able to participate effectively on Council committees. <ul style="list-style-type: none"> <li>a) It was noted that this is for discussion at the scheduled meeting between Seamus O’Connor of LCCC and Secretariat members on January 22</li> <li>b) It was agreed that Seamus O’Connor be written to in advance of the meeting to advise him of the Plenary decision</li> <li>c) It was agreed that Trish Forde Brennan, the LG’s and the Plenary should be advised of the outcome of this process</li> </ul> </li> <li>2) Update on Linkage Groups and PPN representation on various LCCC committees. The following was noted:</li> </ul>	<ul style="list-style-type: none"> <li>h) Write to Seamus O’Connor</li> <li>i) Advise Trish Forde Brennan, the LG’s and the Plenary</li> </ul>	<p>MQ</p> <p>Secretariat</p>	<p>In advance of meeting 22/01/21</p> <p>When details are available</p>

	<ul style="list-style-type: none"> <li>a) The LGs and the support systems are working well and the level of achievement/ progress over the past year is very positive</li> <li>b) The calendar of Council committee meetings dates and corresponding LG meeting dates with known details (Facilitator, SOO available, agenda/supporting documentation available) is useful to plan and see what is happening</li> <li>c) Some LG’s have begun to select facilitators from within their membership and develop their own agendas and priorities</li> <li>d) Most LPPN Reps are returning completed SOOs for their respective committee meetings – some need to be encouraged to do so</li> <li>e) Training to support effective representation on and engagement in decision-making structures would be valuable for PPN representatives, Linkage Group members and Linkage Group Facilitators</li> </ul> <p>3) ISL interpretation services for LPPN. It was agreed that:</p> <ul style="list-style-type: none"> <li>a) A procurement process needs to be completed for ISL interpretation services for LPPN</li> <li>b) The ISL Hub in Limerick is to be contacted to ask for guidance on both the procurement process and on how best to support engagement of members from the Deaf Community apart from the provision of ISL interpretation (eg. training on LCCC and PPN structures)</li> </ul>	<ul style="list-style-type: none"> <li>j) Contact LDC’s to explore capacity-building options for PPN member groups/ organisations</li> <li>k) Contact ISL Hub</li> </ul>	<ul style="list-style-type: none"> <li>MFW</li> <li>MFW</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> <li>ASAP</li> </ul>
<p>10. Governance</p>	<ul style="list-style-type: none"> <li>1) <b>2021 MOU with Limerick City and County Council.</b> The draft MOU was discussed and it was agreed that it should be recirculated to the Secretariat for feedback to be provided by Thursday January 21 in advance of meeting on Friday 22 with Seamus O’Connor of LCCC.</li> <li>2) <b>2021 Workplan.</b> The draft LPPN 2021 workplan with indicators, indicative timelines and budget breakdown was reviewed. It was noted:             <ul style="list-style-type: none"> <li>a) The workplan will need to be formally approved by Plenary although Plenary members seemed satisfied with the draft presented in December and with only one submission on it</li> <li>b) Some actions need to be progressed before the Plenary:                 <ul style="list-style-type: none"> <li>a) Review of the LPPN constitution by Social Justice Ireland (SJI) in order to present at March Plenary. SJI are considered in the best position to do this as they drafted the new PPN Handbook for the DRCD</li> <li>b) Procure and organise Zoom training for LPPN Secretariat and members in view of current needs</li> <li>c) Hold elections for vacant seats on Secretariat (after the Secretariat training is underway) and external committees in advance of March Plenary and the full LCCC meeting on 22 March</li> </ul> </li> </ul> </li> <li>3) <b>2020 Annual Report.</b> The annual report template details are expected from DRCD this quarter. This will be signed off on by the Secretariat and LCCC.</li> </ul>	<ul style="list-style-type: none"> <li>l) Post MOU on Secretariat Charter for review and feedback</li> <li>m) Contact SJI re review of LPPN constitution</li> <li>n) Procure Zoom training</li> <li>o) Initiate LPPN elections</li> </ul>	<ul style="list-style-type: none"> <li>MFW/ Secretariat</li> <li>MFW</li> <li>PPN staff</li> <li>PPN staff</li> </ul>	<ul style="list-style-type: none"> <li>Jan 21</li> <li>ASAP</li> <li>ASAP</li> <li>Feb/Mar</li> </ul>

	It was noted that the MOU, draft 2021 workplan and 2020 Secretariat report to Plenary are also on the agenda of the scheduled meeting with Seamus O'Connor on Jan 22			
11. Finance	The 2020 income and expenditure report was reviewed and it was noted that any underspent DRCD funding would be carried over into the 2021 budget. This will form part of the 2020 annual report for the DRCD and the Plenary.			
12. Membership/ registrations – Membership currently stands at 134 groups				
13. Information sharing & communications – LPPN website and social media sites are regularly updated and social media followers continue to grow				
14. AOB – None				
15. Next Meeting	It was agreed that 2 further meetings should be held in advance of a March Plenary with the first of these: 7-9pm, Monday February 15th on Zoom Facilitator: Michael Quilligan			

**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:** 17/02/2021