

Meeting: LPPN Secretariat meeting
Date: 15 March 2021, 7-9pm
Venue: On-line meeting
Present: Michael Quilligan (MQ) (Facilitator), John Buttery (JB) (left 7.45pm), Patrick Cummins (PC), Patrick Fitzgerald (PF), Noreen Stokes (NS), Jack O'Connor (JO'C)
 (joined 7.45pm)
Apologies: Catherine Dalton (CD),
In Attendance: LPPN Resource Worker, Mo Foley Walsh (MFW), LPPN Support Worker, Mary Casey (MC), Colette Bennett and Susanne Rogers of SJI joined for part of the meeting

CABE = Climate Action, Biodiversity & Environment
CL&C = Community, Leisure & Culture
DECC = Department of Environment, Climate & Communications
DRCD = Department of Rural and Community Development
JPC = Joint Policing Committee
LCCC = Limerick City and County Council
LDC = Local Development Company

LG = Linkage Group
LPPN = Limerick Public Participation Network
MOU = Memorandum of Understanding
SDGs = Sustainable Development Goals
SJI = Social Justice Ireland
SPC = Strategic Policy Committee
ULG = URBACT Local Group


Agenda Item	Detail	Action	Who	When
1. Apologies	None noted			
2. Conflicts of interest	None noted			
3. Minutes of last meeting	<ol style="list-style-type: none"> The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 15 February 2021 All the agreed actions in the minutes were appropriately actioned The minutes were proposed by PF and seconded by NS 	<ol style="list-style-type: none"> Sign agreed minutes Upload minutes to website 	MQ MC	ASAP ASAP
4. Matters Arising	<p>The following was noted:</p> <ol style="list-style-type: none"> Seamus O'Connor (SOC) of LCCC responded (17/02/21) re the MOU with one suggested amendment and the MOU was reviewed by Secretariat on Chatter. MOU-signing with SOC an agenda item for this meeting SO'C also said that this is the wording agreed by the Management Team for the Council meetings standing orders: <i>In so far as practical meeting documentation should be circulated ten days in advance of a meeting to allow sectoral representatives an opportunity to consult within their sector in relation to same.</i> MFW contacted the LG Facilitators to ask what SJI training would be desired. CL&C LG members have so far indicated preferences on Chatter. MFW contacted the LG Facilitators to clarify how the Secretariat can be contacted and confirmed that the Secretariat is fully supportive of LGs' actions and decisions that are in line with role and functions of PPN 			

5. Correspondence	<p>The following items of correspondence were discussed:</p> <ol style="list-style-type: none"> PPN Secretariat Network (PPNSN) Facilitator Stephen Rourke, 04/03/21 RE PPNSN meeting on 11/03/21 (with agenda) – MQ attended the National PPN Secretariat Network meeting on 11/03/21. Agenda and MQ's notes from meeting shared with Secretariat at this evening's meeting and in Chatter. It was noted that the LPPN Secretariat does receive all DRCD correspondence (particularly in relation to finances) through the LPPN staff. DRCD, 17/02/21 RE Postponement of Community Wellbeing Training for PPNs – noted DRCD, 24/02/21 RE Southern Region focus group to examine the current guidelines on Local Economic and Community Plans – no update on whether the 2 LPPN expressions of interest were accepted by DRCD (a PPN rep from LCDC and the EDEP SPC agreed to go forward) Veronica Walsh of LIT, 27/02/21 RE <u>Certificate in Local Government Engagement programme</u> - noted Sarah Wetherald, Sligo PPN, 08/03/21 RE Call of support from Alliance for Insurance Reform – LPPN staff to post 	<p>c) Follow up to see if LPPN reps attended LECP focus group session</p> <p>d) Share information with PPN members who may wish to follow up themselves on the correspondence re insurance reform.</p>	MFW	Asap								
6. Participation in decision-making & representation	<p>1. PPN Elections – the elections outcomes report for the 3 contested elections and the automatically-elected candidates were noted. The PPN nominations for the Council committees were sent on 15/03/21 to LCCC Corporate Services in advance of the next Council meeting.</p> <p>2. Linkage Groups update – all the LGs are active and for the most part, the PPN reps are sharing statements of outcomes with their LGs. All statements of outcomes are published on the PPN website. Most of the published 2020 statements of outcomes were used for the part of the 2020 annual report (later agenda item) on the influence of PPN representation on council committees. The headings in the statement of outcomes template were noted as being about giving concise and particular information:</p> <table border="1" data-bbox="1077 647 1220 1910"> <thead> <tr> <th>Agenda item relevant for discussion</th> <th>Discussion</th> <th>Action</th> <th>Specific input/influence of PPN representative(s)</th> </tr> </thead> <tbody> <tr> <td></td> <td>please give brief outline of the discussion in <i>bullet points</i> – being mindful of any confidentiality requirements</td> <td>please give brief details of actions agreed or outcomes – being mindful of any confidentiality requirements</td> <td>Give brief details of proposals or outcomes from PPN representation in the meeting</td> </tr> </tbody> </table> <p>3. Community Conversations on Climate Action Plan (CABE LG) – date changed to 30/03/21. LPPN staff and the 2 moderators did the training with DECC</p>	Agenda item relevant for discussion	Discussion	Action	Specific input/influence of PPN representative(s)		please give brief outline of the discussion in <i>bullet points</i> – being mindful of any confidentiality requirements	please give brief details of actions agreed or outcomes – being mindful of any confidentiality requirements	Give brief details of proposals or outcomes from PPN representation in the meeting	<p>e) Publish outcomes of all elections</p>	MC	Asap
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<p>7. Governance</p>	<p>1. Secretariat elections – it was noted: a) Sean Kelly - Adare Rathkeale - unopposed b) David O'Brien - Community - unopposed and unsuccessful with his other nominations c) Aidan Hogan - elected</p> <p>2. 2020 annual report – the draft in Chatter for review</p> <p>3. 2021 Workplan – the draft is ready following discussion at previous Secretariat meetings. This needs to be ratified by Plenary</p> <p>4. Plenary meeting – agenda to include: a) Address by the Mayor b) 2021 workplan for ratification c) Constitution d) Ratification of newly-elected PPN reps e) Items and Motions submitted for discussion and decision f) Launch of 2020 annual report by Mayor g) Matters arising from last Plenary meeting</p> <p>5. 2021 MOU with LCCC (<i>covered earlier in the meeting</i>) – unfortunately SO'C was unable to access the meeting on Zoom. MQ and SO'C to sign MOU after the meeting.</p> <p>6. Review of LPPN Constitution with Social Justice Ireland (<i>covered at start of meeting</i>) – Colette Bennett and Susanne Rogers of SJI joined the first part of the meeting to discuss the Secretariat's expectations for updates to the LPPN constitution so as: to simplify it, to reflect PPN Secretariat and members' learning arising from the past year of activity and to reflect the requirements of the recently published <u>national handbook for PPNs</u>. The key tasks for this piece of work: a) Meeting with Limerick PPN Secretariat to discuss requirements on 15/03/21 b) Update current Constitution c) Present first draft to Secretariat by close of business on Monday 22nd March d) Incorporate any necessary changes to prepare final documents which should be completed by 31st March 2021 e) Work with the Secretariat to present the draft Constitution to the PPN members on 15th April</p>	<p>f) Induction training for new Secretariat members</p> <p>g) Review and feedback to LPPN staff on draft annual report</p> <p>h) Contact PPN members to invite agenda items for Plenary meeting</p> <p>i) Publish MOU on website and send to DRCD</p> <p>j) Feedback to SJI staff on issues to cover in constitution (survey monkey link in Chatter from 15/03/21)</p>	<p>MO/MFW</p> <p>Secretariat members</p> <p>LPPN staff</p> <p>MC</p> <p>Secretariat members</p> <p>Asap</p> <p>29/03/21</p> <p>Asap</p> <p>Asap</p> <p>18/03/21</p>
<p>8. Finance</p>	<p>2020 financial report is being prepared. MFW waiting for information from LCCC finance department (delayed due to the LCCC email outage the past week). This financial report needs to be signed off by the Secretariat and LCCC staff and submitted to the DRCD by 31/03/21</p>	<p>Prepare 2020 financial report for Secretariat review/signing off and send to DRCD</p>	<p>MO/MFW</p> <p>By 31/03/21</p>

9. Membership/registrations	Membership currently stands at 145 groups. The five new members since last meeting were noted.			
10. Information sharing & communications	<p>The following was noted:</p> <ul style="list-style-type: none"> a) Social media sites are regularly updated and social media followers continue to grow b) A newsletter will be published and circulated amongst members with LPPN updates including plenary meeting details, elections outcomes and MOU signing c) The communications policy and/or subgroup remains a gap – may be addressed through the constitution review and tied in with the planned national campaign led by the DRCD to promote PPNs 			
11. AOB:	<ul style="list-style-type: none"> • LPPN laptops – the old laptops are in Merchant’s Quay 			
12. Next Meeting	<p>Monday April 19th, 7 – 9pm on Zoom (if necessary a meeting before the Plenary meeting can be arranged) Facilitator: Michael Quilligan</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 MICHAEL QUILLIGAN Date: 19/4/21