

Meeting: LPPN Secretariat meeting

Date: 17 May 2021, 7-9pm

Venue: On-line meeting

Present: Michael Quilligan (MQ) – Facilitator, Patrick Cummins (PC), Catherine Dalton (CD), Aidan Hogan (AH), Sean Kelly (SK), David O’Brien (DOB), Jack O’Connor (JOC), Noreen Stokes (NS)

In Attendance: Seamus O’Connor (SOC) LPPN liaison person with LCCC and LCDC Chief Officer, Catherine Conroy (CC) of DRCD, Mo Foley Walsh (MFW) LPPN Resource Worker, Mary Casey (MC) LPPN Support Worker

LPPN = Limerick Public Participation Network

LCCC = Limerick City and County Council

DRCD = Department of Rural and Community Development

GPC = General Purposes Committee

SPC = Strategic Policy Committee

JPC = Joint Policing Committee

SJI = Social Justice Ireland

LG = Linkage Group

SOO = Statement of Outcomes

LCDC = Local Community Development Committee

PPNSN = National PPN Secretariat Network

Agenda Item	Detail	Action	Who	When
1. Introductions and welcomes For DRCD and LCCC staff	MQ welcomed the SOC and CC to the meeting. A round of introductions followed.			
2. Apologies	None noted			
3. Conflicts of interest	None noted			
4. Minutes of last meeting	1) The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 19 April 2021 2) The minutes were proposed by CD and seconded by JOC	a) Sign the agreed minutes b) Upload minutes to website	MQ MC	ASAP ASAP
5. Matters Arising	The following was noted: 1) All the agreed actions in the minutes were appropriately actioned 2) It was clarified that the time of the Online Training for Stakeholders of PPN’s offered by the DRCD is 1- 2:30pm on the given dates. This information was circulated. 4 of the 5 places available to LPPN are now filled. 3) Training with the National Environment Pillar for community groups with regard to fulfilling criteria to join the environmental college will place on June 10 th and is being promoted. 4) College Radio Station Wired FM was contacted as agreed. 5) The letter from the Secretariat to the PPN membership was circulated to all PPN members and a GPC was established to deal with responses, this is covered in a late agenda item. 6) Draft agenda items proposals template for LPPN was reviewed and finalised by the Secretariat on Chatter and subsequently published/circulated. 7) Elections opened for 4 vacant LPPN seats (2 SPC seats and 2 Secretariat seats) but no nominations were received.			

<p>6. Correspondence</p>	<p>The following items of correspondence were noted:</p> <ol style="list-style-type: none"> Michelle Hayes, Environmental Trust Ireland, 7/05/21, RE “Objectable and Harassing Post on Chatter and Email by Limerick PPN and Secretariat” DRCD, 17/05/21, Circular Letter CVSP 2/2021, RE PPN Annual Report 2020. It was further noted that most of information required is in the LPPN Annual Report launched by the Mayor of Limerick City and County at the April Plenary meeting. There are sections of the report that are for LCCC to complete also. 	<p>c) Complete and submit the relevant sections of the DRCD PPN Annual Report 2020 on behalf of LPPN</p>	<p>MQ, NS, MFW</p>	<p>By 21/05/21</p>
<p>7. Governance</p>	<p>1) Recent Limerick PPN elections. As noted under Matters Arising, no nominations were received so the following vacancies remain:</p> <ul style="list-style-type: none"> 1 vacant community pillar seat on the Home & Social Development SPC 1 vacant JPC seat 1 vacant Limerick Metropolitan seat on the Secretariat 1 vacant Social Inclusion seat on the Secretariat <p>It was further noted that despite the 2 vacancies remaining, 36 out of 38 LPPN seats on council committees are filled – compared to 4 at start of 2020</p> <p>2) Plenary meeting draft minutes. The draft minutes were presented to the Secretariat for review with a view to publishing them to the LPPN website. It was noted that due to the time-lapse between Plenary meetings, the practice has been for the LPPN Secretariat to review draft minutes of Plenary meetings before they are posted on the website in draft form.</p> <p>3) General Purpose Committee (GPC) report (with submissions) and decision based on submissions from PPN members. MQ thanked SK, DOB and JOC for coming together to form the GPC and outlined reasons that prompted its formulation at the last Secretariat meeting and how it was informed by the relevant provisions on the LPPN constitution. SK presented the GPC report which had the following recommendations:</p> <ol style="list-style-type: none"> Send a written reply to all members/member organisations who made submission (wording to be finalised in Chatter) Confirm that all elected PPN representatives and Secretariat members have signed the LPPN Code of Conduct. 	<p>e) Review the Plenary draft minutes before they are posted on the website</p>	<p>Secretariat members</p>	<p>ASAP</p>

	<p>3 Strengthen and support the role of the Facilitator during all future Plenary meetings.</p> <p>4 The Facilitator shall briefly outline the ground rules for the meeting; All attendees shall respect the Constitution and each other, all attendees shall be muted by the administrator.</p> <p>5 Inform all members that a Standing Orders Committee (SOC) of 3 (persons) shall be elected from the attending members of the Secretariat.</p> <p>6 The role of the SOC shall be to implement the principles of good governance at Plenary meetings.</p> <p>7 The Facilitator shall explain that all members who wish to speak shall raise their hand, have their camera on and be asked to speak by the facilitator. They shall introduce themselves and their representative organisation.</p> <p>8 The Plenary shall allow a speaker on a motion (a maximum of) 3 minutes to speak to the motion. Responders shall be allowed (a maximum of) 2 minutes to respond and the original speaker will be allowed to respond for an additional (maximum of) 2 minutes.</p> <p>9 If a motion cannot be adopted, the SOC can suspend the Standing Orders of the Meeting or request that the member organisation submit in writing their motion to the Secretariat for full consideration. The purpose of this role is to allow the business of the Plenary be conducted in an efficient and effective manner within the allotted time frame.</p> <p>10 The SOC shall take accurate notes of speaking time</p> <p>11 The administrator shall run a speaking clock and notify speakers when 30 seconds remain.</p> <p><u>It was noted that:</u></p> <p>1) The PPN constitution does allow for a simple majority vote at Plenary meetings and the vote on the updated constitution could have taken place at the last online Plenary meeting</p> <p>2) The standing orders for Plenary meetings will need to be updated to incorporate the GPC recommendations and adopted by the Plenary</p> <p>3) The GPC is now in place and should be used where necessary going forward</p> <p>4) The Secretariat has an obligation to all PPN members and LPPN business needs to be able to progress</p>	<p>f) Finalise letter from Secretariat to groups that made submissions before it is sent</p> <p>g) Update Plenary meeting standing orders to reflect GPC recommendations and present to Plenary</p>	<p>ASAP</p> <p>Secretariat /LPPN staff</p> <p>Secretariat /LPPN staff</p> <p>For next Plenary meeting</p>
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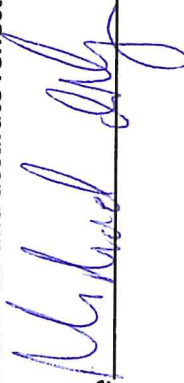
<p>8. Participation in decision-making and representation</p>	<p>Update on Linkage Groups:</p> <ol style="list-style-type: none"> 1) An update was given of Linkage group activity since the last meeting 2) It was noted: <ol style="list-style-type: none"> a) There are some concerns among PPN reps and Linkage Groups that council committee meeting documentation is not being circulated ten days in advance of a meeting to allow PPN representatives an opportunity to consult with Linkage Groups. This is being monitored by Reps, Linkage Groups and the Secretariat. b) PPN representatives have their mandate and support through their Linkage Groups and items for inclusion on committee meeting agendas do need some debate and consensus within the Linkage Group. c) Previously, some PPN reps and linkage group members requested clarity on how to propose items for inclusion on council committee meeting agendas. MFW clarified that this information was shared with Reps and Linkage Groups once the new Standing Orders were adopted at the full meeting of LCCC in March and is included in the LPPN agenda items proposals template. d) The language around PPNs remains complicated, the template ideally should be shorter (1 page), and the template should better clarify who are the signatories. 3) There was some discussion on whether correspondence from a Linkage Group(s) constitutes correspondence from the PPN. It was suggested that the DRCD and the National PPN Resource Workers Network should be consulted on this matter (see <i>note¹</i>) 	<p>h) Amend Agenda Items Proposal template to better clarify the signatories</p> <p>i) Consult with DRCD and National PPN Resource Workers Network to find out about good practice in PPN communications</p>	<p>PPN Staff</p> <p>18/05/21</p> <p>PPN Secretariat and staff</p> <p>ASAP</p>
<p>9. Finance</p>	<ol style="list-style-type: none"> 1) Zoom licences for coming 12 months. The two current Zoom licences for LPPN end on 22/06/21. It was agreed that these should be renewed for another 12 months at the cost of €280 to ensure continuity of the online meetings facility for LPPN. It was noted that Zoom does not have a purchase order option for low value licences and that the LPPN staff pay for the licence(s) and recoup the cost through expenses. Proposed by JOC and seconded by Michael Quilligan 2) Underspend from 2020: €10,639.01. There is an underspend from 2020 of €10,639.01 which the DRCD has asked LPPN to make a case for. Additionally, a condition for the receipt of the first tranche of DRCD funding for 2021 is that a case 	<p>i) Renew the two Zoom licences for LPPN</p> <p>j) Meet with SOC, to discuss proposals to bring to LCDC for overspend</p>	<p>PPN staff</p> <p>Before 22/06/21</p> <p>Secretariat members TBC and PPN staff</p> <p>ASAP</p>

¹ NOTE: FROM DRAFT CONSTITUTION PREPARED BY THE SECRETARIAT Agreed policy positions of the Linkage Group are not deemed adopted positions of the PPN unless this is agreed at a Plenary meeting. External communications on behalf of the PPN are issued through the Secretariat or the PPN staff acting on behalf of the Secretariat.

	<p>for the underspend is submitted. One option considered at this meeting was to work with LCCC/LCDC to use LPPN funding for initiatives to support public participation of often-underrepresented groups/communities. It was agreed by all present that the LPPN should not become a funding body and if funding was to be made available to groups in Limerick, this would need to be managed on behalf of LPPN by a suitable entity like the LCDC - it was agreed that this was worth exploring further.</p>		
<p>10. Secretariat recruitment subcommittee update re PPN Resource Worker post</p>	<p>Those present at the meeting acknowledged MFW's contribution to the revitalisation of LPPN and wished her the best for future. It was noted:</p> <ol style="list-style-type: none"> 1) The Secretariat recruitment subcommittee members are MQ, CD and SK 2) LCCC will externally recruit a LPPN resource worker on behalf of the LPPN. The LPPN resource worker will be employed by LCCC but will be employed specifically for LPPN 3) The draft job spec is now available for the Secretariat to review 4) The contract will be for 5 years 5) The post will be advertised as widely as possible, including on LPPN website and <u>ActiveLink</u> 6) The recruitment process will take a number of weeks (eg. to allow for advertising, interviews, reference-checking, people giving notice if currently employed etc) 7) The interview board will have 1 LPPN Secretariat nominee – i.e. one of the three members of the recruitment subcommittee 8) The interview will be competency-based (see the draft job spec for the proposed competencies) 	<p>k) Circulate draft job spec to Secretariat</p> <p>l) Secretariat recruitment subcommittee to liaise with SOC on the job spec and the recruitment process</p>	<p>PPN Staff MQ, CD and SK</p> <p>17/05/21 ASAP</p>
<p>11. Facilitator role</p>	<ol style="list-style-type: none"> 1) MQ's term of four months as Secretariat Facilitator comes to an end and NS agreed to take on the role. She was proposed by CD and seconded by JOC. 2) MQ was acknowledged and thanked for successfully holding the role these past four months. 		
<p>12. National PPN Secretariat Network (PPNSN)</p>	<ol style="list-style-type: none"> 1) MQ gave an overview of the PPNSN which meets approx. 6 times per year. 2) To date MQ has been the only LPPN Secretariat Facilitator to attend the PPNSN meetings (LPPN was not included in the communications up to recent months) 3) MQ suggested that to maintain continuity, one person should continue to attend the meetings and update the LPPN Secretariat as necessary. This was agreed to be appropriate and MQ was proposed by JOC and seconded by NS 	<p>m) Outgoing Secretariat Facilitator to remain on PPNSN</p> <p>MQ</p>	<p>Going forward</p>

<p>13. Membership/registrations</p>	<p>An overview of how LPPN membership registrations are done was given by MFW It was noted that:</p> <ol style="list-style-type: none"> 1) LPPN membership is lower in comparison to other PPNs nationally because it is not a LCCC requirement that groups be LPPN members to apply for funding through LCCC 2) There was one registration since the last Secretariat meeting 3) Membership stands at 149
<p>14. Communications</p>	<p>MC continues to manage the LPPN communications through the website and social media. She highlighted a new webpage on the website dedicated to capacity-building/ training. The April-May LPPN newsletter was circulated and was published on the website</p>
<p>15. LCCC'S amended operating model</p>	<p>The updated operating model for LCCC was recently announced. The graphic has been circulated to Linkage Group members and PPN reps. SOC explained that there is no expected impact on the PPN membership or representatives and that the change was primarily to simplify LCCC housing services and supports and put a stronger focus on the Regeneration programme</p>
<p>16. AOB</p>	<p>The Secretariat thanked Catherine and Seamus for attending the meeting and acknowledged the active support of the DRCD and LCCC both at this meeting and on an ongoing basis.</p>
<p>17. Next Meeting</p>	<p>Tuesday June 22, 7- 9pm on Zoom Facilitator: Noreen Stokes</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: 22/6/21