

Meeting: LPPN Secretariat meeting
Date: 19 July 2021, 7-9pm
Venue: On-line meeting
Present: Noreen Stokes (NS) – Facilitator, Patrick Cummins (PC), Aidan Hogan (AH), David O’Brien (DOB), Jack O’Connor (JOC), Michael Quilligan (MQ)
In Attendance: Mary Casey (MC) LPPN Support Worker

LPPN = Limerick Public Participation Network
LCCC = Limerick City and County Council
DRCD = Department of Rural and Community Development
LG = Linkage Group
SPC = Strategic Policy Committee

SJI = Social Justice Ireland
CABE = Climate Action, Biodiversity & Environment
URCD&SI = Urban and Rural Community Development & Social Inclusion
CL&C = Community, Leisure & Culture
SOO = Statement of Outcomes

| Agenda Item | Detail | Action | Who | When |
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| 1. Apologies | Catherine Dalton, Sean Kelly | | | |
| 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 22 June 2021 2. The minutes were proposed by MQ and seconded by DOB | a) Sign the agreed minutes b) Upload minutes to website | NS MC | ASAP ASAP |
| 4. Matters Arising | 1. The following was noted: <ul style="list-style-type: none"> a) 2 online presentations on the Draft Limerick Development Plan 2022 -2028 had taken place with ISL interpretation provided at the 2nd one. There was good turnout for both presentations which were well received. b) The second in the series of workshops delivered by SJI took place on July 14. Although only 3 people out of 13 registrations attended, correspondence had been received indicating the value of the workshops. c) Seamus O’Connor of LCCC was contacted in relation to the timely circulation of SPC agendas as per 27/05 letter from CABE LG facilitator and will raise the matter with the meetings administrator. 2. With 5 existing vacancies across LPPN the decision to hold off on elections until the new Resource Worker is in place was queried. It was agreed that a time-frame for holding elections in the autumn should be looked at. | c) Produce a timeframe for elections & post on Chatter | MC | ASAP |
| 5. Correspondence | The following items of correspondence were noted: <ul style="list-style-type: none"> 1) Forward Planning Team, Limerick City and County Council, 25/06/21 RE: Notice that Draft Limerick Development Plan 2022 – 2028 is on display and open to submissions. This information has been widely shared. | | | |

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| | <p>2) Monica Verweijen, Irish Cancer Society, 29/06/21 RE Irish Cancer Society - vacancy for Advocacy Champion Volunteer. A further letter received said the vacancy had since been filled.</p> <p>3) DRCD, 29/06/21 RE Structural Review - Representatives Focus Group - Shared widely with the PPN membership and a list of people willing to partake returned to the DRCD.</p> <p>4) DRCD, 02/07/21 RE RW Network - PPN Annual Budget. This letter was issued following the PPN National RW (Resource Workers) meeting where RW's were invited to note the following with regard to PPN budgets and to share as appropriate: It is the Department's view that the functions of the PPNs are to:</p> <ol style="list-style-type: none"> 1. facilitate participation and representation, 2. build the capacity of member groups, and 3. and serve as a networking and information hub. <p>Ring-fenced funding is provided to the PPNs to support the functions outlined above and to develop and maintain the PPN itself to carry out these functions</p> <p>5) Elaine Barrett , SECAD Partnership CLG, 05/07/21 RE ESB Wind Farm Community Funds- Celebrating Community Achievements Webinar event – This has been shared with the relevant members.</p> <p>6) DRCD, 08/07/21 RE Well-being Framework for Ireland: first report published by Department of the Taoiseach. It was agreed that this should be shared with LPPN members as requested.</p> <p>7) Yvie Murphy, NCCWN Limerick Women's Network, 16/07/21 RE SJI Workshops. Her feedback that both workshops so far attended by her had been incredibly useful and well worth attending was noted.</p> <p>8) DRCD, 16/07/21 RE Submission of Annual Report 2020. Noted that this has been completed and submitted by LPPN.</p> <p>9) DRCD, 16/07/21 RE NOTICE - PPN Training Sessions Group H. NS, PC and MC who had attended the last training session expressed how useful they found the presentations, notes and resources provided and learning from members of other PPNs.</p> | <p>d) Share link to Taoiseach's report with PPN members</p> <p>e) Share details of PPN training sessions</p> | <p>MC</p> <p>MC</p> | <p>Next Newsletter</p> <p>Going forward</p> |
| <p>6. Governance</p> | <p>1. Plenary meeting draft minutes. It was agreed that the draft minutes from the April 15 Annual members' meeting should be posted on the LPPN website</p> <p>2. PPN Structural Review - Focus Groups. MQ and MC attended recent focus groups for Resource Workers and Secretariat members, facilitated by Mazars Consultants who are carrying out the structural review for the DRCD. It was noted:</p> <ol style="list-style-type: none"> a) A lot of PPNs nationally appear to have issues with how PPNs are functioning b) Many have issues with the current structures and do not have LGs in place | <p>f) Publish April 15 draft Plenary minutes on website</p> | <p>MC</p> | <p>ASAP</p> |

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| | <p>c) Many feel their representatives have no say or input at SPC meetings – it was noted that LPPN LG’s can add to SPC agendas, this is included in LCCC SPC Standing Orders</p> <p>d) Many feel they are not properly recognised by their Local Authorities</p> <p>It was further noted:</p> <ul style="list-style-type: none"> a) LGs and the structures currently in place were working well for LPPN b) LPPN has a good working relationship with LCCC and the PPN Liaison officer c) That a national approach to issues like PPN promotion and a sense that they PPNs are supported by the DRCD and not left to deal in isolation with potential complications would be welcomed. | | | |
| <p>7. Participation in decision-making and representation</p> | <p>Update on Linkage Groups</p> <p>An update was given on Linkage group activity since the last meeting. It was noted:</p> <ul style="list-style-type: none"> a) 2 LG meetings had taken place since the last Secretariat meeting being, URCD & SI on June 23 and CL & C on July 5 b) The URCD & SI meeting included a Presentation by Susan O’Neill on the Limerick City Community Development Project and a proposal for the development of a Equality and Human Rights Statement for LCCC c) At the CL&C LG, Deirdre Lewis from SLR consulting gave a presentation on the Mague Rivers Trust / Recreation & Amenity Study | | | |
| <p>8. Finance</p> | <p>Underspend from 2020: €10,639.01. MQ gave an update as follows:</p> <ul style="list-style-type: none"> a) It was decided to meet the requirements set out in the proposal accepted by the DRCD by dividing the funds evenly as follows: <ul style="list-style-type: none"> 1. Identify and address LPPN membership imbalance by appointing a qualified consultant to develop & implement a strategy to increase membership among underrepresented groups specifically from a Social Inclusion and rural background. 2. Initiate projects that will communicate the activities and objectives of LPPN, promote civic participation and the benefits of PPN membership to such groups b) It was decided to tender for suitable candidates to fulfil these requirements and that the tenders should be overseen by the LCDC in the interests of impartiality c) MQ was in the process of drawing up draft tenders to be agreed by the other subcommittee members and present to Seamus O’Connor(SOC), LCDC Chief Officer d) A Salesforce Chatter group had been set up for the subcommittee in order to share and comment on documentation | <p>g) Subcommittee to agree tenders templates and submit to SOC</p> | <p>PC, MQ, NS</p> | <p>ASAP</p> |

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| 9. National PPN Secretariat Network | MQ gave an update of the National PPN Secretariat Network meeting, which took place on July 8. It was attended by two members of the DRCD who gave updates on a number of developments in relation to PPNs and answered queries from the Secretariat Network. There was a preparatory discussion to agree the main issues and points to be raised at the Secretariat focus group meeting with Mazars for the PPN Structural Review. | | | |
| 10. National Resource Worker's Meeting | MC gave an update on the National Resource Worker's Meeting held on July 1 st a) 28 out of 31 PPNs had returned their annual reports to date b) Strong emphasis from the DRCD that PPNs ' <i>are not grant awarding organisations</i> ' c) DRCD is setting up additional resources to help with issues common to PPNs nationally such as; HR management, governance, relationships management, dispute resolution. d) The Tender for the National PPN communications campaign is just out It was agreed to enquire of the DRCD if it was possible to get a copy of the tender for the campaign | h) Email DRCD re Comms Tender | MC | ASAP |
| 11. Recruitment of PPN Resource Worker | MQ gave an update of the status of the recruitment of the new PPN Resource Worker: a) 29 applications received for the position which all agreed was a very positive response b) LCCC HR department was in the process of putting together an interview panel c) It was anticipated that interviews may take place mid August d) In the meantime work would take place shortlisting the 29 applicants | | | |
| 12. Membership/registrations | MC updated as follows: 1) There were three new registrations since the last Secretariat meeting 2) Membership now stands at 155 | | | |
| 11. Communications | No new updates | | | |
| 12. AOB | 1. Continue future meetings online or in person. It was agreed in view of current government restrictions and the spread of the Covid-19 Delta variant, the next meeting would take place online and the situation be reviewed then. 2. Inclusion of discussion on LPPN funds at August meeting. It was agreed to include this at next meeting with relevant information including PPN spend to date shared in advance on Chatter | i) Correlate info on PPN budget and spend to date | MC | ASAP |
| 13. Next Meeting | Monday August 30, 7- 9pm on Zoom Facilitator: Noreen Stokes | | | |

Record of meeting taken as a fair and accurate reflection of the discussion and was proposed and seconded at subsequent Secretariat meeting

FACILITATOR: Signature *Noreen Stokes* Print name NOREEN STOKES Date: 6th September 2021