

Meeting: LPPN Secretariat meeting
Date: 30 August 2021, 7-9pm
Venue: On-line meeting
Present: Noreen Stokes (NS) – Facilitator, Patrick Cummins (PC), Catherine Dalton (CD), Aidan Hogan (AH), Sean Kelly (SK)
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
CS&P = Community, Safety & Policing
MOU = Memorandum of Understanding

Agenda Item	Detail	Action	Who	When
1. Apologies	David O’Brien, Jack O’Connor, Michael Quilligan			
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 19 July 2021 The minutes were proposed by AH and seconded by PC 	<ol style="list-style-type: none"> Sign the agreed minutes Upload minutes to website 	<p>NS</p> <p>MC</p>	<p>ASAP</p> <p>ASAP</p>
4. Matters Arising	<ol style="list-style-type: none"> The following was noted: <ol style="list-style-type: none"> A webinar; Representation for the PPN – including Local Authority structures, was delivered to PPN members and potential members by Social Justice Ireland. Details of the PPN training sessions ‘Creating Capable Communities’ facilitated by WIT and SJI had been shared with all PPN Reps The draft Minutes from Aprils Plenary meeting are now posted on the LPPN website 			
5. Correspondence	<p>The following items of correspondence were noted:</p> <ol style="list-style-type: none"> DRCD, 26/0721 RE: Structural Review - Written Submission. The opportunity to make written submissions to the Mazars Structural Review of PPNs and been widely shared and publicised among all Limerick PPN stakeholders Susanne Rogers, SJI, 29/07/21 RE: PPN Annual Report. An omission in the LPPN submission to the PPN Annual Report has since been resubmitted. DRCD, 4/08/21 RE: Communications plan for PPNs nationally. This was a reply to the Secretariat query to view the Tender for the Comms campaign for PPNs nationally. It was further noted that since the Tender was not yet ready for distribution, it was highly unlikely that the Comms campaign would take place in 2021. Karina Murray, Community Development Worker GOSHH, 13/08/21 RE: LGBTI+ Support in Limerick. It was further noted that: 	<ol style="list-style-type: none"> Engage with PPN community group members with a 	<p>New RW with GOSHH</p>	<p>Once new RW is in place</p>

	<p>a) While LPPN recognized the fact that there was no group for LGBTI+ people in Limerick to share information and engage, it was not within the remit of the PPN to create community groups.</p> <p>b) LPPN could help with this by reaching out to existing community group members to highlight the matter and offer support to help initiate such a group</p> <p>c) LPPN was under-resourced to take on such a commitment currently and that this could be something for the new Resource Worker (RW) to look at with GOSHH</p> <p>5) DRCD, 16/08/21 RE: FW: FOI Guidance - FOI requests aimed at the FOI decision maker</p> <p>6) Sinead Jackson, Extinction Rebellion Limerick, 17/08/21 Re: Shannon Interpretation Center Organising Meeting. This had been shared with all LPPN members of the Environmental Pillar, CABE LG members and URBACT LG members.</p> <p>7) Shirley Johnstone, JPC Rep & LG facilitator, 26/08/21 10:12 RE: CS&P LG meeting. Query dealt with further down the Agenda.</p>	view to new LGBTI+ group		
6. Finance	<p>1. Status of 2021 Budget. A summary of the LPPN income and expenditure to date was reviewed. A substantial sum of money remains available and the following noted:</p> <p>a) Due to the ongoing RW vacancy there would be a large underspend in staff salaries</p> <p>b) Although LPPN has already held a number of training sessions this year, there was still a significant amount of money available under Training & Development - Capacity Building</p> <p>c) Projects/Activities/Events includes consultant costs for development of LPPN strategic plan – this was due to be undertaken later this year when a new RW was in place</p> <p>d) Projects/Activities/Events budget also includes development of Community Wellbeing Statement with consultant costs which would now happen next year as training for PPN staff had been deferred until 2022</p> <p>2. Underspend from 2020: €10,639.01. MC gave an update as follows:</p> <p>a) MQ had drawn up Tenders for the following</p> <ul style="list-style-type: none"> • A qualified consultant to develop & implement a strategy to increase membership among underrepresented groups. • To produce podcasts/projects that communicate the activities and objectives of LPPN to promote civic participation and the benefits of PPN membership <p>b) These had been agreed with the other members of the subcommittee</p> <p>c) The Tenders had been shared with Seamus O’Connor (SOC) Chief Officer of the LCDC and were awaiting feedback from him</p>	d) Follow up with SOC regarding the Tenders	MC	ASAP
7. Governance	<p>1. 2021 Workplan</p> <p>a) Development of strategic plan for LPPN was discussed and the following noted</p> <p>1) There would be a serious amount of work involved in this</p>	e) Hold off on Development of Strategic plan	LPPN	Until new RW appointed

	<p>2) It would require intensive consultation with the LPPN membership</p> <p>3) In view of this it would be best but on standby until the new RW is in place</p> <p>b) The Q4 Annual members meeting was discussed and it was agreed to hold it on Dec 2nd 2021.</p> <p>c) Re-registration of PPN membership. MC gave an update as follows:</p> <p>1) she had now received training on the re-registration process from South Dublin Volunteer Centre who give Salesforce support to PPNs nationally</p> <p>2) Although a certain volume of work was involved, it was manageable overall</p> <p>3) The process could commence in over the coming weeks</p> <p>2. Elections. A timetable for holding elections over Oct/Nov 2021 was discussed. By holding online elections in early November the names of the successful candidates could be submitted in time for ratification at the full meeting of LCCC on Nov 22. MC agreed that this was achievable and it was agreed to proceed.</p> <p>3. Staff liaison committee. The requirement for in the PPN Handbook for all Secretariats to have a Staff Liaison Committee was discussed. It was noted that the HR department LCCC (who host LPPN) manage all staffing issues as per the MOU with LCCC. It was agreed that further clarification should be sought on the matter.</p>	<p>f) Prepare to hold Annual Members meeting</p> <p>g) Commence the re-registration process</p> <p>h) Prepare Election documentation with a view to opening process Oct 4th</p> <p>i) Seek clarification re requirement of Staff Liaison committee</p>	<p>LPPN</p> <p>MC</p> <p>MC</p> <p>MC</p>	<p>02/12/21</p> <p>ASAP</p> <p>ASAP</p> <p>Before next Secretariat meeting</p>
8. Participation in decision-making and representation	<p>Update on Linkage Groups. Due to the summer period LG activity had been quiet with only one LG meeting taking place; CS&P. A letter received from the facilitator with regard to holding in-person meetings was discussed and the following noted:</p> <p>a) It would be best to continue online until government guidelines allowed for greater integration</p> <p>b) A majority of meetings via Zoom interspersed with in-person meetings would probably be the best approach</p> <p>c) Each individual LG should decide themselves how to proceed regarding meetings</p> <p>d) A Covid Officer would be required for in-person meetings and a protocol should be developed for the holding of such</p>			
9. Recruitment of PPN Resource Worker	<p>MC gave an update as follows:</p> <ul style="list-style-type: none"> • A shortlist of candidates has been formed from the applicants • Due to summer holidays it was proving difficult to form an interview panel so this was still a work in progress 			
10. Membership/ registrations	<p>MC updated as follows:</p> <p>1) There were two new registrations since the last Secretariat meeting</p> <p>2) Membership now stands at 157</p>			
11. Communications	No new updates			

12. AOB	None raised			
13.Next Meeting	Thursday October 7 th , 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 NOEEN STOKES Date: 17th December 2021