

Meeting: LPPN Secretariat meeting
Date: 28 February 2022, 7-9pm
Venue: On-line meeting
Present: Sean Kelly (SK) – Facilitator, Patrick Cummins (PC), Catherine Dalton (CD), Jack O’Connor (JOC), Vidette Ryan Molyneaux (VRM), Michael Quilligan (MQ), Noreen Stokes (NS).

In Attendance: Lorraine Broderick (LB) 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

RW = Resource Worker

NAG = National Advisory Group

LG = Linkage Group

EDEP = Economic Development, Enterprise & Planning

SPC = Strategic Policy Committee

DEM = Directly Elected Mayor

H&SD = Home & Social Development

CABE = Climate Action, Biodiversity & Environment

T&T = Travel & Transportation

MOU = Memorandum of Understanding


Agenda Item	Detail	Action	Who	When
1. Apologies	David O’Brien; Aidan Hogan			
2. Conflicts of interest	Non Noted			
3. Minutes of last meeting	<ol style="list-style-type: none"> 1. The minutes were reviewed and agreed to be a satisfactory summary of the meeting on 31 January 2022 2. The minutes were proposed by VRM and seconded by PC 	<ol style="list-style-type: none"> a) Sign the agreed minutes b) Upload minutes to website 	<p>SK</p> <p>MC</p>	<p>ASAP</p> <p>ASAP</p>
4. Matters Arising	<p>The following was noted:</p> <ol style="list-style-type: none"> a) The updated constitution with agreed tabled amendments adopted by Plenary on Dec 2 2021 was now published on the LPPN website b) An invitation for submissions for the 2022 workplan was issued to all LPPN members c) No further updates on training for the Community Wellbeing Consultation were received 			
5. Correspondence	<p>The following items of correspondence were noted:</p> <ol style="list-style-type: none"> 1) Patricia Duffe, RW Carlow PPN 14/02/22 RE: DRCD request for nominees for a NAG subgroup in relation to support project tendered to provide advisory services for PPNs in relation to HR, governance, workplace mediation, etc. 2) Sarah O’Malley, LCCC EU Project Officer, 16/02/22 RE: URBACT Linkage Group. It was noted that the consultation process was complete with a first draft of the Integrated Action Plan for URBACT Health&Greenspace now submitted. It was agreed: <ol style="list-style-type: none"> a) There was no further requirement for this LG to meet as the work was completed b) The LG should be paused until the final draft of the plan is published which would then be shared with the members c) The LG members should be advised of this. 	<ol style="list-style-type: none"> c) Update all LG members on URBACT status 	<p>LB</p>	<p>ASAP</p>

	<p>3) Declan Hehir, LPPN Rep on EDEP SPC, 21/02/22 RE: Question submitted to the SPC with regard to the DEM. It was noted:</p> <ul style="list-style-type: none"> a) The implementation of the DEM was dependent on the adoption of the appropriate legislation by Government and was outside the remit of LCCC b) Responsibility for this lay with the Dept. of Housing, Local Government & Heritage and Peter Burke, Minister of State with responsibility for Local Government and Planning. c) The General Scheme of the Local Government (DEM with executive functions for Limerick City and County) Bill 2021 was published in April 2021 d) The Joint Committee on Housing, Local Government and heritage published the report on Pre-legislative Scrutiny of this in November 2021 e) The matter was now with Minister Burke who is considering how best to incorporate the recommendations of the committee's report f) There is understandable frustration amongst the LPPN membership with the pace of this process and the lack of a completion date <p>It was agreed that a letter should be sent to the Minister to request an update on the status of the process</p> <p>4) Hyperlink t/a Activelink, 08/12/21 RE: Confirmation of cost and publication of LPPN Tenders for a Communications Strategy and a Strategy for Inclusion of under-represented groups.</p> <p>5) DRCD, 23/02/22 RE: CVSP 1 2022 Update to PPN Handbook with respect to quorums for Plenary meetings. It was further noted that the DRCD requested that every PPN must amend their Constitution to accommodate this change and that this would have to be adopted by Plenary</p>	<p>d) Draft a letter and send to Minister Burke</p> <p>e) Bring amendment to Plenary for adoption</p>	<p>SK</p> <p>Secretariat</p>	<p>ASAP</p> <p>Next Plenary meeting</p>
<p>6. Finance</p>	<p>Underspend from 2020: €10,639.01.</p> <ul style="list-style-type: none"> 1) The LPPN Tenders for a Communications Strategy and a Strategy for Inclusion of under-represented groups had been reviewed and updated. 2) They were now published on active link at a cost of €360 3) April 6th is the closing date for receipt of submissions . 			
<p>7. Governance</p>	<ul style="list-style-type: none"> 1. 2022 MOU with LCCC. The 2022 MOU had been updated and agreed with Seamus O'Connor(SOC) of LCCC. It was agreed that this should be signed by SOC and SK asap and then published on the LPPN website. 2. 2022 LPPN Workplan. A number of items had been submitted by members for inclusion in the 2022 workplan. These would continue to be reviewed in advance of finalising the workplan for adoption at the upcoming Plenary. 3. Plenary Meeting. It was agreed: <ul style="list-style-type: none"> 1) Plenary would take place after the Easter break on Thursday April 28th 	<ul style="list-style-type: none"> f) Sign the 2022 MOU g) Publish signed MOU on website h) review submissions for workplan i) Survey members re Plenary 	<p>SK & SOC</p> <p>MC</p> <p>LB/ Secretariat</p> <p>LB</p>	<p>ASAP</p> <p>Once signed In advance of Plenary</p> <p>ASAP</p>

	<ol style="list-style-type: none"> 2) The members should be surveyed as to their preference for meeting in person or online 3) As it is set up for hosting Hybrid meetings, check with LCCC if the Council Chamber in Dooradoyle could be available to host the Plenary 4) Establish cost and availability of other potential venues re hosting a Hybrid meeting 5) Begin drafting an Agenda including the update to the constitution to reflect the DRCD update to the PPN Handbook 6) Look into potential presentations that would be work for the Plenary 7) Hold elections for vacant LPPN seats in advance of Plenary 	<ol style="list-style-type: none"> j) Check availability of LCCC Chamber /other venues k) Draft Plenary Agenda l) Ideas for Plenary Presentation m) Hold Elections 	<p>LB</p> <p>LB</p> <p>Secretariat /LB, MC</p> <p>MC/LB</p>	<p>ASAP</p> <p>ASAP</p> <p>Before next Secretariat meeting</p> <p>Before Plenary</p>
8. Participation in decision-making and representation	<p>1. Update on Linkage Groups. The following was noted:</p> <ol style="list-style-type: none"> 1) 3 PPN Linkage Group meetings took place; EDEP, H&SD and CABE. 2) There was no meeting of the T&T LG in advance of the SPC meeting 3) Agenda items had been submitted for SPC meetings that didn't come under their remit 4) Work on guidelines for LGs based on the LPPN Constitution and the PPN Handbook was ongoing 5) MC was still working on getting a calendar for the PPN website to note all future meetings <p>It was agreed:</p> <ol style="list-style-type: none"> 1) Work on draft guidelines for LGs should continue 2) A recommendation that LG meeting dates should be set for the year ahead with Facilitators and notetakes chosen in advance should be included 3) These would be included in the PPN Calendar once it has been added to the website 4) PPN staff should be copied in on all submissions for SPC Agendas 5) LCCC should copy PPN staff in on submission of Agendas to SPC representatives <p>2. Resignation of T&T Rep. The Secretariat were informed of the resignation of Alish Drake from the T&T SPC and her contribution as a PPN representative was noted. It was agreed to include this vacancy in the upcoming elections</p> <p>3. Urbact Linkage group - dissolution. (Already discussed under correspondence)</p>	<ol style="list-style-type: none"> n) Draft guidelines for LGs o) Include LG & SPC meetings for year ahead in PPN Calendar p) CC PPN staff on submissions to SPCs & to Reps q) Include T&T vacant seat in elections 	<p>LB</p> <p>MC</p> <p>Reps/LCCC</p> <p>LB/MC</p>	<p>Going forward</p> <p>ASAP</p> <p>Going Forward</p> <p>ASAP</p>
9. Membership/registrations	<p>Membership/registrations. It was noted:</p> <ol style="list-style-type: none"> 1) Current membership stands at 177 groups 2) There was 1 new registration since the last Secretariat meeting. 			
10. Communications	<p>Communications. It was noted that establishment of an LPPN Instagram account was on hold pending permissions from the LCCC IT department. It was clarified that this was an internal security issue with regard to laptops linked into the Council's system.</p>			
11. AOB	None noted			

12. Next Meeting	Monday, March 28 th 7-9pm Facilitator: Sean Kelly It was agreed to continue on Zoom for the next meeting.			
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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: Sean Kelly _____ Date: 12/04/2022