

Meeting: LPPN Secretariat meeting
Date: 31 January 2022, 7-9pm
Venue: On-line meeting
Present: Sean Kelly (SK) – Facilitator, Patrick Cummins (PC), Catherine Dalton (CD), Aidan Hogan (AH), David O’Brien (DOB), 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

LG = Linkage Group

CL&C = Community, Leisure & Culture

JPC = Joint Policing Committee

DEM = Directly Elected Mayor

DRBMP = Draft River Basin Management Plan

MOU = Memorandum of Understanding

Agenda Item	Detail	Action	Who	When
1. Apologies	None			
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 11 October 2021 2. The minutes were proposed by NS and seconded by PC	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) The successful candidates in the Nov LPPN elections were ratified by Plenary at the Dec 2 meeting and LPPN nominations for Council committees were ratified at the full meeting of LCCC on Nov 22 b) All LPPN seats on Council committees are currently filled with just one remaining vacancy on the Secretariat for a Social Inclusion member c) Submissions were made to the DRCD to carry funding over from the 2021 budget and to retain funding carried over from 2020 so the agreed project could be initiated in 2022 by the new RW – responses detailed in correspondence below d) 2 Presentations were delivered to LPPN members on <ul style="list-style-type: none"> • The Colbert Quarter Draft Spatial Framework by the Land Development Agency on Nov 16 at the Savoy Hotel organized by the CL&C LG • The Draft River Basin Management Plan by members of the Local Authority Waters Programme (LAWPRO) via Zoom, online on Nov 25 e) Details of the ‘Decarbonising Together’ project were shared with LPPN member organisations in the Limerick Metropolitan Municipal district 			

<p>5. Correspondence</p>	<p>The following items of correspondence were noted:</p> <ol style="list-style-type: none"> 1) DRCD, 15/11/21 RE: Limerick PPN - 2020 underspend, confirmation of approval to carry over to 2022 – discussed further down the Agenda. 2) Denise Dunne, LPPN JPC Representative, 15/11/21 RE: Link to Community, Safety & Policing LG meeting taking place this Wed November 17th at 7:30pm. 3) Kevin Haugh, LPPN Rep Limerick URBACT Local Group, 03/12/21 RE: Congratulations and well done on Plenary meeting 4) DRCD, 08/12/21 RE: PPN Stakeholder Training - January to April 2022. All 5 spots allocated to LPPN had been filled with one person having to withdraw due to clashing commitments 5) DRCD, 09/12/21 RE: PPN Funding 2022. Confirmation from the DRCD that there would be no change PPN funding in 2022, including ring-fenced Support Worker funding. 6) DRCD, 20/12/21 RE: Carryover of 2021 funding to 2022. Confirmation from the DRCD that funding in the amount of €14,484 could be carried over to cover In Person Linkage Group and Municipal district meetings, publicity for meetings and additional resources, supports and training for the new LPPN RW IN 2022 7) Eoghan Glynn, Student on Public Management course at Institute of Public Administration, 05/01/2022 RE: Public Participation Networks Research Project: Request for Online Interview 8) Phelim Macken, Coordinator Limerick Sports Partnership, 06/01/22 RE: Request for PPN candidate for the ‘Active Cities’ steering committee. The Secretariat were pleased that LPPN would have a seat on the steering committee and agreed that the candidate should come from, and report to, the CL&C LG. It was agreed to contact the LG in order to facilitate the process. 9) DRCD, 12/01/22 RE: PPN Communications campaign RFT published – confirmation that the Request for Tender for PPN National Communications Campaign is published deadline, Feb 11 10) Dara O’Brien, LCCC, 13/01/2022 RE: Launch of new app to support persons experiencing Domestic abuse. It was agreed that the Community Alert Development Officer should be assisted in any way possible. 11) DRCD, 19/01/22 RE: PPN Support Services Request For Tender published, deadline Feb 25. The additional support services the DRCD wish to cover for PPNs nationally were also noted: <ol style="list-style-type: none"> 1) Capacity and Governance advice 2) HR/Staff Support advice 3) Workplace and organisational mediation advice 4) National-level PPN coordination support 12) Collette Bennett, Social Justice Ireland (SJI), 20/01/22 RE: Vision for Community Wellbeing Supports, continuation of process Q1 2022. It was further noted: <ol style="list-style-type: none"> 1) This had formed part of the LPPN workplan for the past 2 years 2) Training for the process had been deferred for the past 2 years due to Covid restrictions 	<p>c) Liaise with CL&C LG to get suitable candidate for committee</p> <p>d) Link in with Community Alert Development Officer re roll-out of App</p> <p>e) Undergo Training for Community</p>	<p>LB</p> <p>LB</p> <p>LB & MC</p>	<p>In advance of next CL&G LG meeting</p> <p>Going forward</p> <p>When available</p>
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	<p>3) As such LPPN has not yet begun to implement the consultation</p> <p>4) It is already included in the Draft 2022 workplan</p>	Wellbeing Consultation		
6. Finance	<p>1. 2021 LPPN financial report. It was noted:</p> <ol style="list-style-type: none"> 1) Submissions would be due to the DRCD by May 2022 2) The DRCD had noted this at both the recent National Resource Workers’ and Secretariat Network meetings <p>It was agreed that MC should begin work on this in advance of a deadline being proposed.</p> <p>2. Underspend from 2020: €10,639.01.</p> <ol style="list-style-type: none"> 1) As noted in correspondence the DRCD had approved carry-over of this funding to 2022. 2) The DRCD stressed that the approved activity must take place in 2022 as a further carry over to 2023 would not be facilitated. 3) Tenders for the two projects were already drawn up and just required updating. <p>It was agreed to proceed with getting the process underway by updating the Tenders and advertising them on ActiveLink.</p>	<p>f) Begin work on 2021 financial report</p> <p>g) Review and update Tender docs and publish Requests for Tender</p>	<p>MC</p> <p>LB</p>	<p>ASAP</p> <p>ASAP</p>
7. Governance	<p>1. December 2021 Plenary meeting. The secretariat expressed satisfaction with the turnout and the positive feedback from attendees at the Dec 2 Plenary. The following was noted:</p> <ol style="list-style-type: none"> 1) PC had produced Draft notes for the Plenary and these needed to be formally drawn up and agreed on before being published on the PPN website 2) The presentations on Community Funding which were really well received have been shared with all PPN members and published on the PPN website 3) The proposed updated LPPN constitution was adopted by Plenary with all tabled amendments agreed to by Plenary on the night. 4) The newly adopted constitution with the agreed tabled amendments should now be published on the PPN website, replacing the previous constitution 5) Certain concerns had been raised by PPN members on the night as follows: <ol style="list-style-type: none"> a) Rejuvenation of LGs with greater participation and consistency across all LGs b) Consistent method of operation and approach across all LGs c) Sharing of experience & knowledge across LGs to support and improve LG effectiveness d) How to come together get behind a particular issue such as the DEM or DRBMP <p>The Secretariat agreed that these issues needed to be understood and addressed appropriately and noted that some were up for discussion in the next Agenda item</p> <p>2. 2022 LPPN Workplan. The draft workplan was reviewed. It was agreed to invite all PPN members to submit items for inclusion in the workplan to be reviewed at the next meeting</p> <p>3. 2022 MOU with LCCC. Having reviewed the 2021 MOU it was agreed that once updated for the current year and agreed with Seamus O’Connor(SOC) of LCCC it should be signed asap pending no major changes</p>	<p>h) Draft plenary minutes to be available for next Secretariat meeting</p> <p>i) Publish newly adopted constitution with agreed tabled amendments on LPPN website</p> <p>j) Invite submissions from members for 2022 workplan</p> <p>k) Update and sign MOU</p>	<p>MC</p> <p>MC</p> <p>LB</p> <p>LB/SK/SOC</p>	<p>Next Secretariat meeting</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

	<p>4. Strategic Plan for LPPN. The following was noted:</p> <ol style="list-style-type: none"> 1) This requirement for all PPNs is included in the LPPN Draft Workplan for 2022 2) LB had noted different approaches by other PPNs nationally 3) Work should commence on this with LB liaising with other RWs, SJI and the DRCD to determine the best approach to action this requirement. <p>5. Vision for Community Wellbeing in Limerick. – Discussed under correspondence</p> <p>6. 2021 LPPN Annual report.</p> <ol style="list-style-type: none"> 1) The DRCD had issued a reminder at the National Resource Workers’ and Secretariat Network meeting that this would be due in Q2 of this year 2) MC should begin work on this asap 3) LGs should be invited to make submissions relating to their activities over the past year for inclusion in the annual report <p>7. Secretariat/ staff liaison group. It was agreed:</p> <ol style="list-style-type: none"> 1) AH, SK and VRM would be the members of the subcommittee 2) LB would liaise with other SJI and PPN RWs to source suitable training to be undertaken by the members going forward <p>8. Plenary Meeting. It was agreed:</p> <ol style="list-style-type: none"> 1) March 31 be pencilled in as the proposed date for the next plenary 2) This should be a Hybrid meeting in order to facilitate the best possible attendance 3) Look into best approach for hosting a Hybrid meeting 4) Get an idea of venues best suited to host the Plenary in terms of size and technology 	<p>l) Investigate best approach to developing LPPN Strategic Plan</p> <p>m) Commence work on Annual Report and invite submissions form LGs</p> <p>n) Source training for Staff Liaison Committee</p> <p>o) Look into best options for holding a Hybrid Plenary</p>	<p>LB</p> <p>MC</p> <p>LB</p> <p>SK/LB</p>	<p>Going forward</p> <p>ASAP</p> <p>Going forward</p> <p>In advance of next Secretariat meeting</p>
<p>8. Participation in decision-making and representation</p>	<p>1. Update on Linkage Groups. It was noted:</p> <ol style="list-style-type: none"> 1) 6 LG meetings had taken place since the last secretariat meeting 2) CS&P, 17/11; CABE, 29/11; EDE&P x2, 30/11 & Jan 30; CL&C, 03/12; H&SD, 14/12 3) Although a query had been raised by the LG members on their Chatter page no meeting of the T&T LG had taken place in advance of the SPC meeting on Dec 14 <p>2. Strengthening of Linkage groups. The guidance document for LGs prepared by AH following the meeting with the T&T LG facilitators last year was reviewed. It was noted:</p> <ol style="list-style-type: none"> 1) LGs and their effective functioning had been an item of concern raised at the Dec 2 Plenary 2) That where some LGs were working effectively others were struggling 3) There is an opportunity to learn from groups that are functioning well and in the process strengthen all LGs 4) There was a requirement for operational consistency across all LGs 5) A set of guidelines for LGs based on the LPPN Constitution and the PPN Handbook should be developed 6) There is a lack of Clarity with regard SPC meeting dates amongst LG members 	<p>p) Work on a set of guidelines for Linkage Groups</p> <p>q) Look into getting an events</p>	<p>LB/ Secretariat</p> <p>MC</p>	<p>ASAP</p> <p>ASAP</p>

	<p>It was agreed to investigate getting an events calendar onto the PPN website to note all SPC and LG meetings for the year ahead and to work on draft guidelines for LGs going forward.</p> <p>3. In person LG meetings 2022 The following was noted:</p> <ol style="list-style-type: none"> 1) The funding carryover from 2021 allowed by the DRCD had a funding allowance for each LG to hold one In Person meeting in 2022 2) In consideration of potential Covid issues these would ideally occur in summer/autumn 3) These should be open to members and non-members to encourage participation 4) Preference to be given to Local community venues 	<p>calendar on the LPPN website</p> <p>r) In person meetings for all LGs in Q3</p>	Staff/LG facilitators	Q3
9. Membership/registrations	<p>Membership/registrations. It was noted:</p> <ol style="list-style-type: none"> 1) Current membership stands at 174 groups 2) There were 16 registrations since the last Secretariat meeting. <p>It was further noted that in order to fit membership criteria for LPPN in accordance with National guidelines and the LPPN constitution, groups/organisations should:</p> <ol style="list-style-type: none"> 1) Be volunteer-led, not-for-profit groups; active and with a postal address in Limerick 2) Have at least three (3) members and be open to new members 3) Meet regularly & have appropriate governance structures with set of rules on how it works 4) Be non-party political and a minimum of six months in existence 			
10. Communications	<p>Communications. The following was noted:</p> <ol style="list-style-type: none"> 1) Social media accounts continue to be updated regularly 2) Following of LPPN social media accounts continues to grow, albeit slowly 3) Procurement of MC's mobile phone was ongoing and should be completed shortly <p>It was agree that Instagram should be added to the LPPN social media accounts due to its wide reach and that it's users tend not to engage on other social media platforms</p>	s) Set up LPPN on Instagram	Staff	Going forward
11. AOB	<p>Office equipment stored by LCCC: It was agreed to clarify if there was office equipment belonging to LPPN being held in storage by LCCC.</p>	t) Get clarification re items held in storage by LCCC	LB	In advance of next meeting
12. Next Meeting	<p>Monday, Feb 28th 7-9pm Facilitator: Sean Kelly</p> <p>It was agreed that due to mixed views amongst the secretariat about in person meetings to investigate the possibility of holding hybrid Secretariat meetings going forward.</p>	u) Look into holding Hybrid Secretariat meetings	SK/LB	In advance of next meeting

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**