

# Secretariat Report to Plenary Meeting of Limerick PPN 28<sup>th</sup> April, 2022

## 1 PPN Plenary Meetings

28<sup>th</sup> of April 2022

## 2 Achievements

The following are the main achievements of the PPN since the December 2021 Plenary.

### 2.1 Membership

Membership of Limerick PPN continues to grow with current membership standing at 179.

Breakdown of membership is:

Municipal District	2022	2021	Pillar	2022	2021
Adare Rathkeale	16	14	Social Inclusion	54	51
Newcastle West	22	15	Community	115	99
Cappamore-Kilmallock	29	29	Environment	10	10
Metropolitan	112	102			
<b>Total</b>	<b>179</b>	<b>160</b>		<b>179</b>	<b>160</b>

### 2.2 Secretariat

The Secretariat continues to function effectively and is meeting regularly with 3 meetings so far this year. One new Secretariat member was elected (pending ratification tonight) this month. This Social Inclusion Pillar filled is as per action laid out in the 2022 Workplan to fill the vacant seat on the Secretariat.

### 2.3 Constitution

As per the approved 2021 Workplan; the PPN constitution was updated and published on our website. PPN's nationally received a Circular regarding changes to the PPN Handbook from the Department of Rural & Community Development (DRCD). These changes relate to the number of Members required for a Quorum at Plenary meetings. The proposed changes comes to the Plenary for approval this evening.

### 2.4 2021 Annual Report

The 2021 Annual Report is currently being prepared. When completed it will be signed off by the Facilitator then submitted to the DRCD and be included in the national PPN annual report which is due to be published later this year which will be uploaded to the Website when available.

The 2020 National PPN annual report has been published and is available to view on Limerick PPN website.

### 2.5 Nomination and Election of PPN Representatives to Local Structures

PPN elections were held in March/ April fulfilling a key aim in the 2022 workplan (to be adopted this evening) to fill vacant seat on the Secretariat; Council SPC's and other committees. We were once again facilitated by having access

to Limerick City and County Council’s MyPoint platform – giving the PPN a secure platform for online elections to take place. The successful candidate in the Travel and Transportation SPC will be ratified at next full meeting of Limerick City and County Council on the 23<sup>rd</sup> of May 2022. The new seat on Active Cities Steering Group was also filled in this election cycle. All PPN seats on external committees are now filled. The current breakdown of the representation across the various Council committees is as follows:

	Committee	No. of seats	No. of PPN Reps		Total occupied seats	% occupied seats	No. of empty seats	No. of Community and Voluntary Pillar Reps	No. of Social Inclusion Pillar Reps	No. of Environmental Pillar Reps
			Male	Female						
1	Joint Policing Committee	7	4	3	7	100%	0	3	3	1
2	Local Community Development Committee	5	3	2	5	100%	0	2	2	1
3	Travel & Transportation SPC	4	2	2	4	100%	0	2	1	1
4	Climate Action, Biodiversity & Environment SPC	4	2	2	4	100%	0	2	0	2
5	Community, Leisure & Culture SPC	7	3	4	7	100%	0	4	2	1
6	Home and Social Development SPC	5	1	4	5	100%	0	4	1	0
7	Economic Development, Enterprise & Planning SPC	4	3	1	4	100%	0	2	1	1
8	Limerick URBACT Health & Greenspace local group	2	1	1	2	100%	0	1	1	0
9	Limerick Active Cities Steering Group	1	1		1	100%		1		
		<b>39</b>	<b>20</b>	<b>19</b>	<b>39</b>		<b>0</b>	<b>21</b>	<b>11</b>	<b>7</b>
			39					39		

## List of all the PPN representatives:

<b>Limerick PPN Representatives on Local Community Development Committee (LCDC)</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Linda Ledger	Community	St. Munchin's Community Centre
Tony Lynch	Community	Moyross Residents Forum
Leona O'Callaghan	Social Inclusion	The Haven Hub
Jim Prior	Social Inclusion	Southill Family Resource Centre
David Tobin	Environment	Limerick Pedestrian Network
<b>Limerick PPN Representatives on Joint Policing Committee (JPC)</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Frank Dennison	Community	Abbeyfeale Community Council
Denise Dunne	Social Inclusion	ADAPT Domestic Abuse Services
Cillian Flynn	Social Inclusion	GOSHH
Dr Breda Hayes	Environment	Environmental Trust Ireland
Shirley Johnston	Community	Limerick Suicide Watch
John Nugent	Community	Garryowen Residents Association
Joe Slattery	Social Inclusion	Northstar Family Support Project
<b>Limerick PPN Representatives on Travel and Transportation SPC</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Maureen Browne	Social Inclusion	Step Forward Disability Group
Dean Lilis	Community	Newtown Rovers FC (tbr)
Bruce Harper	Community	Limerick Cycling Campaign *(TBR)
Frank Heffernan	Environment	Environmental Trust Ireland
<b>Limerick PPN Representatives on Home and Social Development SPC</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Una Burns	Social Inclusion	Novas
Anne Cronin	Community	Limerick Cycling Campaign
Patrick English	Community	Anglesboro Tidy Towns
Tracy McElligott	Community	Moyross Residents Forum
Siobhán Reidy	Community	Corran-Deel Voluntary Housing Association
<b>Limerick PPN Representatives on Community, Leisure and Culture SPC</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Josephine Butler	Environment	Environmental Trust Ireland
Mary Conlon	Community	Ormston House
Padraig Lohan	Community	Oola Tidy Towns
Karen O'Donnell O'Connor	Social Inclusion	Southill Hub
Maura Meaney	Social Inclusion	NCBI Limerick
Pete Moles	Community	Emerging Limerick Filmmakers
Keith Pigott	Community	Limerick Food Group
<b>Limerick PPN Representatives on Climate Action, Biodiversity and Environment SPC</b>		
<b>Name</b>	<b>PPN Pillar</b>	<b>Nominating body</b>
Michelle Hayes	Environment	Environmental Trust Ireland
Caillum Hedderman	Community	Limerick 46th Ballybricken Scout Group
Denis Mc Auliffe	Community	Great Southern Trail
Ailís Ní Chofaigh	Environment	Limerick Pedestrian Network
<b>Limerick PPN Representatives on Economic Development, Enterprise and Planning SPC</b>		

Name	PPN Pillar	Nominating body
Keith Enright	Social Inclusion	ASD Ireland
Declan Hehir	Community	BGM Community Council
Madeleine Lyes	Environment	Limerick Pedestrian Network
Brian Thompson	Community	St. Mary's Adult Education Group
<b>Limerick PPN Representatives on URBACT Health &amp; Greenspace Local Group</b>		
Name	PPN Pillar	Nominating body
Tracey Lynch	Social Inclusion	Limerick Mental Health Association
Kevin Haugh	Community	Monaleen Park Residents Association
<b>Limerick PPN Representative on Limerick Active Cities Steering Group</b>		
Eoin Buckley	Community	Ballinacurra Gaels GAA (tbr)

## 2.6 PPN events

Events in line with the core role and functions of the PPN held to date in 2022.

Session/ event/ meeting	Presenter/ partner	Where	When	Approx. no. of participants	Other details	Relationship to PPN objectives
1 <b>Creating Capable Communities. Training Limerick PPN Members</b>	Social Justice Ireland	Zoom	Feb-April	1	An overview of the PPN and the role of the PPN engagement with Local government structures.	Participation in decision-making and representation; capacity-building; information-sharing;

## 3 2022 Draft Workplan for Consideration

The draft workplan is broken down into the key areas of PPN activity and is subject to funding from the DRCD and Limerick City & County Council. PPN member groups were invited to submit proposals for the 2022 Workplan for consideration by the Secretariat.

### 3.1 Participation in decision-making and representation

1. Election to fill vacant Secretariat seat (and as required to fill vacancies that may occur)
2. Regular meetings of and ongoing support for the various Linkage Groups
3. Ongoing support for the elected PPN representatives on various committees
4. Working with Limerick City and County Council where appropriate to help PPN members have access to information or opportunities that may present over the year

### 3.2 Capacity building

1. Working with Social Justice Ireland, Department of Rural and Community Development, Limerick City and County Council, national Environmental Pillar and other relevant partners to help PPN members have access to capacity-building opportunities that may present over the year and that are relevant to the role and functions of the PPN

### 3.3 Development of Vision for Community Wellbeing for Limerick

1. Development of Vision for Community Wellbeing for Limerick following a comprehensive consultation process with members. Scheduled to have taken place in 2021 but due to the national training associated with the Community Wellbeing consultation toolkit being postponed by the Department of Rural & Community Development has been pushed back to this year.

*Each PPN is charged with developing a Community Wellbeing Statement at both Municipal District and County level. A wellbeing statement looks at what is required for the wellbeing of individuals and communities, now and for the generations to come.*

### 3.4 Information sharing and communication

1. Continue to keep the PPN Social media and website up to date
2. Ongoing publication and sharing of FundingPoint (done with Limerick City and County Council and The Wheel)
3. Continued use of Zoom professional package to support the PPN Secretariat and membership
4. Working with DRCD in the planned national communications plan for PPNs due to take place in 2022. The contract was awarded to Alice PR and Events
  
5. Ongoing sharing of information on opportunities relevant to PPN members through social media and through Salesforce Chatter

### 3.5 Governance, support and administration

1. Two Plenary meetings – in Q1 and Q4
2. At least 9 Secretariat meetings over the year
3. Development of Strategic Plan for Limerick PPN to be adopted by Plenary in Q4. A requirement for all PPN's.
4. Engagement of two full-time support staff employed by Limerick City and County Council
5. Completion of the 2021 annual report

### 3.6 Finance

The 2021 financial report was completed and sent to the Department at the end of March. We were able to carry over unspent funds from both 2020 and 2021, to be utilised as detailed below.

#### 2020 Agreed Carryover of Funds

10,683.19.

2X €5,000 tenders plus advertising costs of €360 (**Posted in Q1; Submissions received and being assessed at present**)

One for a Communications Strategy and the other for Research piece on how PPN can reach underrepresented areas.

**LPPN 2022 PROPOSED BUDGET**

**Income**

DRCD	€ 75,700	<i>*See attached for DRCD approved expenditure of underspend*</i>
LCCC	€ 35,000	
Underspend 2020*	€10,683.19	
Underspend 2021*	€14,484	
<b>Estimated budget for 2022</b>	<b>€ 110,700</b>	

**Expenditure**

Expenditure item	Expenditure	% of total expenditure
PPN staff salaries incl. PRSI	€77,000	69.56%
Travel & Subsistence for staff	€ 750	0.68%
Secretariat Travel & Subsistence	€1,500	1.36%
Online communications tools (e.g. online meeting software, survey software)	€280	0.25%
Office Supplies/Stationery/Printing	€300	0.27%
Training & Development - staff	€1,000	0.90%
Training & Development - capacity building****	€14,700	12.38%
Equipment for PPN	€0	0.00%
Website/Hosting/Texting service Fees	€370	0.33%
Projects/Activities/Events* ** ***	€14,000	13.55%
Plenary/ Meeting Costs (excl. Room Hire /Refreshments/ Meeting Software)	€400	0.36%
Room Hire/Refreshments	€400	0.36%
<b>TOTAL EXPENDITURE</b>	<b>€110,700</b>	<b>100.00%</b>

**Assumptions:**

1. linkage groups will continue to meet on-line & approx. 4 LG meetings per year
2. 1 online plenary meeting & 1 physical/hybrid plenary meeting
3. trainings and events are primarily online
4. national PPN conference will be in-person
5. Secretariat meetings to stay online for first part of year and hybrid thereafter

\* ISL interpretation provided for events/meetings as appropriate

\*\* includes development of Community Wellbeing Statement, with consultant costs

\*\*\* includes consultant costs for LPPN strategic plan and constitutional review

\*\*\*\* training to include: 1. Getting the most from Zoom training for PPN Secretariat, members and staff; 2. Working with Social Justice Ireland, Department of Rural and Community Development, Limerick City and County Council, national Environmental Pillar and other relevant partners to help PPN members have access to capacity-building opportunities that may present over the year and that are relevant to the role and functions of the PPN

**FROM NATIONAL PPN HANDBOOK RE FUNDING**

*Funding for the PPNs is provided by the Department of Rural and Community Development (majority funder) and each Local Authority (co-funder). PPNs may apply for funding from other sources for specific projects, subject to these projects being in line with the core work of the PPN as set out by the Plenary. They must also be consistent with the role and objectives of the PPN. This funding provided by the Department and the Local Authorities is ring-fenced and can only be used for the purposes of developing and maintaining the PPN. The most common usage which the Department envisages for the funding would be: • Cost of employment of a Resource Worker and Support Worker (full time equivalent) • Office space, infrastructure and materials for the Resource Worker and Support Worker • Expenses incurred by the PPN in carrying out its activities i.e. holding meetings, training, elections, publicity materials, insurance*

etc. • Expenses of Secretariat and PPN representatives on Local Authority committees (where these cannot be recouped elsewhere).

2021 Agreed Carryover of Underspend

Expenditure item	Expenditure	Item Total	Total Cost
<b>In Person Linkage Group meetings</b>			
<b><u>Climate Action Biodiversity and Environment</u></b>	€0		
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 4 x PPN representatives**	€138		
Contingency Allowance***	€200	€838	
<b><u>Community, Leisure and Culture</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 7 x PPN representatives**	€207		
Contingency Allowance***	€200	€907	
<b><u>Community Safety and Policing</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 7 x PPN representatives**	€207		
Contingency Allowance***	€200	€907	
<b><u>Economic Development, Enterprise &amp; Planning</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 4 x PPN representatives**	€138		
Contingency Allowance***	€200	€838	
<b><u>Home and Social Development</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 5 x PPN representatives**	€161		
Contingency Allowance***	€200	€861	
<b><u>Travel and Transportation</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 4 x PPN representatives**	€138		

Contingency Allowance***	€200	€838	
<b><u>Urban and Rural Community Development &amp; Social Inclusion</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 5 x PPN representatives**	€161		
Contingency Allowance***	€200	€861	
<b><u>Urbact Health and Greenspace Local Group</u></b>			
Room Hire/Refreshments/PA system****	€300		
Travel Costs for 2 PPN staff and 2 x PPN representatives	€44		
Contingency Allowance***	€200	€544	
<b>Total Projected Costs for all Linkage groups having 1 In Person meeting</b>			<b>€6,594</b>
<b><u>In Person Municipal District meetings including 3 City Districts</u></b>			
<b><u>Adare-Rathkeale</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 3 x Secretariat Members**	€115		
Contingency Allowance***	€200	€815	
<b><u>Cappamore-Kilmallock</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 3 x Secretariat Members**	€115		
Contingency Allowance**	€200	€815	
<b><u>Newcastle West</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 3 x Secretariat Members**	€115		
Contingency Allowance***	€200	€815	
<b><u>Limerick City North</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 3 x Secretariat Members**	€115		
Contingency Allowance***	€200	€815	
<b><u>Limerick City East</u></b>			
Room Hire/Refreshments/PA system*	€500		



Travel Costs for 2 PPN staff and 3 x Secretariat Members**	€115		
Contingency Allowance***	€200	€815	
<b><u>Limerick City West</u></b>			
Room Hire/Refreshments/PA system*	€500		
Travel Costs for 2 PPN staff and 3 x Secretariat Members**	€115		
Contingency Allowance***	€200	€815	
<b>Total Projected Costs for 1 In Person meeting of Munciple Districts</b>			<b><u>€4,890</u></b>
<b>Allow for publicity for meetings - To encourage registrations allow attendance for people who are members of Limerick based groups eligible for PPN membership and publicise</b>	€1,500		<b>€1,500</b>
<b>Additional funding for resources, supports and training for new Limerick PPN Resource Worker commencing Jan 4th 2021</b>	€1,500		<b>€1,500</b>
<b>Total Proposed carryover of Limerick PPN 2021 underspend</b>	<b>€14,484</b>		<b>€14,484</b>
*Costs calculated on the basis of Hire Cost for Southill Hub (large community venue) with refreshments with allowance for additional equipment			
**Average taken from 2019 Costs for Secretariat Travel - 57.2km by 39.86 (allowance for car up to 1500cc) rounded up to €23			
***Allowing Contingency for additional costs in the event of larger venue requirements due to social distancing measures or additional equipment/assistance to hold hybrid meeting			
****Smaller City based Group			