

Dun Laoghaire Rathdown PPN Secretariat Meeting

5.00pm Tuesday 3rd October 2017

Venue: Room 1, 3rd Floor, The Lexicon.

MINUTES OF MEETING

Present: Kay Gleeson, Tom Kivlehan, Claire Carroll, Goff Lalor, Aileen Eglington, David Girvan, Ben Stafford, Laura Howe.

Apologies: Sheila Moore, John Nolan.

1 . Secretariat meeting protocol

Agreed:

- To reinstate rotation of meeting convenor
- Meeting convenor to be responsible for collating agenda. LH will support.
- Meeting convenor to facilitate selection of convenor and date for next meeting. This to be put as last point on meeting agenda.
- All items from agenda not covered in meeting to be put at top of agenda for next meeting. Secretariat will decide at next meeting whether these items still need to be addressed.
- Next convenor will be **Goff Lalor**.
- LH will continue to take minutes

2. Review and approve minutes of last meeting

a. Matters arising

1. LH advised that she has been in contact with a temp agency and advised Secretariat of costs for a temp admin for 3 mornings a week, including extra desk at Southside Partnership.

Agreed:

- Costs agreed. LH to continue with recruitment of temp admin.
 - LH can increase hours of employment for admin worker if needed.
2. LH advised that funding application for IHREC funding fell through due to the eligibility conditions for the main applicant.
 3. A discussion arose in relation to PPN representatives and linkage groups. LH suggested, due to time constraints, a separate meeting be held with Secretariat members about this. This was **agreed**.

Action: LH will contact Secretariat members to organise.

3. Matters for noting

- a. Approved Draft Election and Expenses Policies
 - KG suggested it should be noted within the policies that they will be reviewed in January 2019. This was **agreed**.

- Suggestion to add to Draft Expenses policy at the start of Section 3, point a) "If mileage cannot be claimed from elsewhere, for those using a private motor vehicle DLR PPN will pay a flat mileage fee of 40 cent per kilometre." This was **agreed**.

Draft Election and Expenses policies were **noted** as being approved by the Secretariat.

- b. PPN members attending National PPN Conference - approval of costs
 - LH gave breakdown of costs for travel and accommodation for herself and 5 DLR PPN reps to attend the National PPN Conference, highlighting that some reps had free travel and one rep was opting to stay with friends in Sligo. It was **noted** that the secretariat had approved these costs be met by DLR PPN.

Agreed:

- DLR PPN will also pay the costs of one evening meal and breakfast for those DLR PPN members attending.

Action:

- LH to contact hotel and request discount for this.

4. Plenary meeting

- a. Draft agenda

Agreed:

- To invite the following to have information stands at the Plenary meeting - Southside Partnership, Women4Women, Disability Federation of Ireland, Centre for Independent Living, Citizens Information Service, Decision Support Service.

- b. Registrations/attendance was not discussed

- c. Jobs/Tasks

Agreed:

- KG and CC to do registration
- DG, CC and KG can help to put together Info packs on Mon or Tues next week
- LH to hire PA
- KG will give six month update on work of PPN at Plenary. LH will assist in putting this together.
- CC will take minutes
- AE and TK will take questions on the draft policies
- BS will be in charge of laptop/projector set up.

5. Sustainable Development Goals

- LH told the meeting about a presentation at the PPN Workers Network meeting regarding the Sustainable Development Goals (SDGs). A discussion was had about the value of the PPN supporting the SDGs.
- It was **agreed** to invite Catriona Rogerson to a future Secretariat meeting to explain more about the SDGs.

6. Presentation at Community Development, Culture & Ageing SPC

- LH informed Secretariat members that she made a presentation about the PPN at the last Community Development, Culture & Ageing SPC. A discussion was had regarding a question asked by Cllr. Peter O'Brien at the SPC meeting in relation to PPN submissions to consultations.

Action:

- GL, KG, TK and BS to draft response on behalf of Secretariat. LH to co-ordinate.

7. Festival of Inclusion

- A discussion was had about the various events happening at the Festival of Inclusion and the PPNs presence/participation in these events.

Agreed:

- Friday 6th Diversity Fashion Show LH (&KG?)
- Sat 7th 5k Kilbogget Park LH, DG, BS
- Sun 8th Big Sing LH, DG
- Mon 9th Connecting Communities Exhibition Launch LH, KG
- Tue 10th Irish Citizenship Celebration LH, BS (TBC with DLREMIF)
- Fri 13th Traveller Culture Workshop LH
- Sat 14th Down Hill Challenge LH, BS
- 9th-13th DLR PPN info stand in Concourse (unattended)

8. PPN Regional meeting

- It was **noted** that DLR PPN have been asked to host the next meeting

9. AOB

- a. PPN workers Continuing Professional Development event 22nd/23rd Nov.
 - it was **noted** that LH is organising this.
- b. Social Housing interest group
 - DG updated the group about South Dublin County PPN's Housing Conference, which was excellent.
 - LH asked if DLR PPN could organise a similar event that would build on SCD PPN's conference rather than repeating it. DG suggested a 'mini conference'.
 - DG told the group about the Gold Star Town initiative and pilot, relating to the accessibility of towns.
 - DG suggested that DLR PPN looks at other boards or committees the PPN should have a presence on, especially in relation to connecting with the HSE.
 - TK and KG suggested that the LCDC would be a good conduit for the PPN to connect with the HSE and other agencies sitting on the LCDC.

Agreed:

- LH and DG will set up a Google Doc to start listing boards and committees.
 - LH to get electronic copy of literature from SDC PPN's housing conference.
- c. LH highlighted the PPN's upcoming Collaboration for Change event.