

# Dun Laoghaire-Rathdown PPN Secretariat Meeting

Monday 8th of January 2018

Venue: Room 1, 3<sup>rd</sup> Floor, The Lexicon.

## MINUTES

**Present:** David Girvan (Convenor), Kay Gleeson, Tom Kivlehan, Goff Lalor, John Nolan, Sheila Moore, Ben Stafford, Aileen Eglington, Laura Howe.

**Apologies:** Claire Carroll

### 1. Review and approve minutes of last meeting (5.30-5.40pm)

#### a. Matters arising

- Outline budget for 2018 - a discussion followed relating to the draft outline budget put together by Laura Howe and sent to the finance sub-committee that included an allocation for a part-time administrator for the PPN. It was **agreed** that this would need to be looked at again once the workplan for 2018 was finalised.

**Action:** Laura Howe will draw up a rough costing for holding quarterly linkage group meetings.

- Secretariat elections - a discussion followed on the Secretariat elections due to be held in March this year. Concern was expressed at the article in the Memorandum of Understanding that required all Secretariat members to stand down at the same time. It was felt that this would potentially damage continuity of expertise and capacity in the Secretariat. It was **agreed** that all members of the Secretariat would step down at the same time with an election to follow. A more phased Secretariat change-over process could then be put in place by the next Secretariat subject to the agreement of the PPN membership.

**Action:** Aileen Eglington was requested to ask the National Advisory Group for clarification regarding Secretariat members running for election outside of a PPN's electoral area.

Approval of minutes proposed by John Nolan, seconded by Ben Stafford

### 2. Review of 2017 Workplan and proposals for 2018 Workplan (5.40-6.20pm)

It was **agreed** to keep the action relating to **increasing understanding of the PPN within DLRCC** in the 2018 workplan as this work needs to continue. It was noted that the 2018 workplan must continue to take the actions allocated to in in the LECP into account.

A discussion took place around the importance of the PPN maintaining its independence from DLRCC and what level of input DLRCC can have in the PPN's workplan and budget.

It was noted that the PPN had put a lot of work in 2017 into the action on **increasing the PPN's understanding of Council structures and schemes**. However there were 2 requests for assistance in relation to this action that the PPN had asked from DLRC that had not been met.

It was agreed that the **setting up of linkage groups** should be a key action in 2018.

It was agreed that the creation of the **Reps charter** should be a key action to prepare for the changeover of reps after the Local Government elections in 2019.

It was agreed to explore the possibility of working together with the other Dublin PPNs on the action on the **inclusion of groups who find it difficult to engage**.

It was suggested that the PPN should now be looking to build the numbers attending **Plenary** meetings.

It was noted that the holding of **Pillar group meetings** had proved problematic in 2017. It was suggested that what works for one PPN may not necessarily work for DLR PPN and that encouraging PPN members to work together across pillar groupings might be more fruitful.

A discussion took place around the required skills requested by Corporate services from PPN reps and issues that arose from this.

**Action:** Laura Howe will send around the original letter from Corporate Services.

The Secretariat will put together a submission requesting these requested skills are reviewed.

It was noted that actions relating to **supporting Comhairle na nÓg** in 2017 had been carried out.

It was agreed that **strengthening the capacity of communities** through offering **training** was an important and successful part of the PPN's remit and should be continued and expanded if possible.

It was noted that a lot of information about the PPN was now available on the dlppn.ie website and that members were directed towards the website to find out more about the PPN as soon as they registered. In 2018 the PPN will look at best practice from other PPNs to collate the information on the website into an **information pack** for members.

It was noted that a **concise printed leaflet about the PPN** had been produced and distributed.

It was noted that the PPN network manager had **presented/exhibited** at 4 community events and had represented the PPN at 6 community events, **linking in with the Festival of Inclusion**. It was agreed that the PPN's Collaboration for Change event had been excellent both in terms of content and raising the profile of the PPN.

It was agreed that in 2018 the PPN should run an event at the Festival of Inclusion other than the Plenary meeting and would try to collaborate with other organisations on this.

**Action:** Laura Howe to contact Joe Connor.

It was noted that in 2017 the PPN **worked with the following media outlets**: the Dundrum Gazette, Southside People and Dublin South FM to promote the PPN. It was agreed that the PPN would try to expand its media coverage in 2018, budget permitting.

**Action:** Laura Howe to follow up with 3 Rock Panorama

PPN to issue press release. This should also be submitted to DLR Times.

It was agreed that the **DLR PPN Ezine** is a key part of the PPNs offering. The PPN will continue to aim to produce an ezine every month and will work to increase the open rate. It was noted that the Ezine will need to be looked at in relation to the General Data Protection Regulations coming in in May 2018.

It was agreed that the PPN would wait for guidelines from the DRCD regarding the **Wellbeing Statement** toolkit to be completed and then decide a strategy for creating a wellbeing statement.

It was **agreed** that Laura Howe would resume the **network managers' report** to the Secretariat in a brief bullet -point format.

A discussion followed regarding the PPNs reporting requirements to DRCD and to DLRCC.

It was noted that the PPN has a limited capacity to support the work of other agencies on top of doing its own work. Being alerted at the last minute limits the capacity of the PPN to assist when needed.

**Action:** PPN to request that DLRCC give a schedule of activities and events in 2018 in which they may look for the PPN's involvement.

### 3. 2018 Planning (6.20pm-7pm)

There was not time to discuss this item in detail.

**Agreed:** Next Plenary meeting 18th of April 2018

Secretariat meetings February 5th, March 12th, April 9th

This item will be added to the agenda of the next meeting to be discussed further.

### 4. A.O.B.

Aileen Eglinton updated the group about the Southside People Community & Sports Awards which will be happening mid-February.

**Action:** Laura Howe will email Dean Eaton about the Dublin PPNs Environmental Event

The secretariat will write to Dearbhla Lawson regarding issues relating to PPN funding/budget/workplan/capacity.

### 5. Convenor and date for next meeting

Monday March 5th 2018, convenor: Tom Kivlehan