

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 14th of April 2018, 5.30-7pm

Venue: **Meeting Room 4, 5th Floor**, Lexicon library, Dun Laoghaire

Acting convenor: Laura Howe

MINUTES

In attendance: Laura Howe, Aileen Eglinton, Jen Kane-Mason, Dara Carroll, Kay Gleeson, Tony McCarthy, David Girvan, Goff Lalor.

Apologies: Ben Stafford

1. Introductions

As this was the first meeting of the newly elected Secretariat there was a round of introductions.

2. DLR PPN background information

- a. Structure and operation
- b. Relationship with DLR County Council
- c. PPNs nationally
- d. Q&As

Structure and operation	
<p>Discussion:</p> <p>Laura Howe outlined the following points with contributions from Secretariat members who were on the Secretariat previously:</p> <ul style="list-style-type: none">Purpose of PPNsMembership of DLR PPN and pillar groupings.The role of the SecretariatThe role of the ManagerThe role of DLR PPN RepsThe flat structure PPNs operate by. <p>A discussion occurred around agreement by consensus. It was noted that the previous Secretariat had managed this well and meetings had been largely harmonious.</p> <p>A discussion occurred around the best method of organising Secretariat meeting convenors.</p>	<p>Actions/Agreed:</p> <p>No actions/proposals.</p>

Relationship with DLR County Council	
<p>Discussion:</p> <p>Laura Howe outlined the following points with contributions from Secretariat members who were on the Secretariat previously:</p> <ul style="list-style-type: none"> The setting up of PPNs Collaboration with the Council How DLR PPN is hosted How DLR PPN is funded The Memorandum of Understanding between DLR PPN and the Council <p>A discussion occurred around current delays in the submission of the 2017 PPN report to the Department of Rural and Community Development.</p> <p>Aileen Eglington noted that she would be attending a PPN National Advisory Group meeting this Wednesday where the status of DLR PPN's report would be raised.</p> <p>Concern was expressed that DLRCC's delay in completing their part of the report makes DLR look bad.</p>	<p>Actions/Agreed:</p> <p>Laura Howe will contact DLRCC for an update and notify the Secretariat of the response.</p>
PPNs nationally	
<p>Discussion:</p> <p>A discussion occurred on the role of the PPN National Advisory Group, the PPN Workers Network and PPNs nationally.</p>	<p>Actions/Agreed:</p> <p>No actions/proposals.</p>
Q&As	
<p>Discussion:</p> <p>As questions were asked and answered during the discussion this was item was passed over.</p>	<p>Actions/Agreed:</p> <p>No actions/proposals.</p>

3. Review and approve minutes of last meeting

a. Matters arising

<p>Discussion:</p> <p>No matters arising.</p>	<p>Actions/Agreed:</p> <p>Minutes proposed by David Girvan Seconded by Goff Lalor</p>
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4. Questions re. Network Manager’s report

<p>Discussion:</p> <p>Question from Laura Howe whether DLR PPN should pay for reps to attend the ‘This is Not my Beautiful House’ conference.</p> <p>Laura Howe explained what she was doing around DLR PPN’s GDPR compliance</p> <p>Aileen Eglinton asked for it to be noted that DLR PPN Secretariat members attended the Accessible Tourism seminar run by DLRCC on the 26th of April.</p> <p>A discussion followed on the meeting between the DLR PPN manager and Secretariat members - Laura Howe, Aileen Eglinton, Claire Carroll and Sheila Moore and Dearbhla Lawson, Director of Services, Mary Ruane, Senior Executive Officer and Helen Griffin, Administrative Officer, Community and Cultural Development department, DLRCC in the 23rd of April.</p> <p>Laura Howe noted that minutes from this meeting had not been received.</p> <p>Enable Ireland have requested to meet with DLR PPN on May 17th.</p> <p>A discussion occurred on the Secretariat terms of reference.</p> <p>A discussion occurred on DLR PPN’s involvement in the Festival of Inclusion in 2018.</p>	<p>Agreed/Actions:</p> <p>Secretariat agreed to this, Laura Howe to action.</p> <p>Noted.</p> <p>Laura Howe, David Girvan and Jen Kane-Mason to attend.</p>
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5. HR update

<p>Discussion:</p> <p>Kay Gleeson explained that since Claire Carroll was not longer on the Secretariat, Aileen Eglinton had agreed to join the HR subcommittee in her place.</p>	<p>Agreed/Actions</p> <p>Noted</p>
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6. A.O.B.

7. Convenor and date for next meeting

Discussion:	Agreed/Actions
A discussion followed on the Secretariat workshop scheduled to happen this Saturday 19th May.	Laura howe will book Meeting room 4 in the dlr Lexicon.
Laura Howe informed Secretariat members she will be on annual leave from the 28th of May-8th June.	
A discussion occurred relating to DLR PPN communications. Points included better promoting our achievements and having a brainstorming session.	It was agreed to look at what comes out of Saturday's workshop and take it from there.
Convenor and date for next meeting	Next Secretariat meeting Monday 25th June Convenor TBC