

DLR PPN SECRETARIAT MEETING

11th March 2024, 5.00 - 7.00 pm, online

In attendance: Tony McCarthy, Kay Gleeson, Gavin Harte, Aileen Eglington, Bill O’Dea, Sharon Perry, Colette Downing, Simone Sav

Apologies: Viola di Bucchianico

1. Call to order.

The meeting was facilitated by Simone Sav

2. Declaration of conflict of interest:

No conflict was declared.

3. Review of previous meeting minutes and matters arising

Discussion

No matters arising

Gavin asked when an action is logged in the minutes can we keep a log of these so that they are easier to track rather than going through each set of minutes?

Actions/Agreed

Proposed Aileen Eglington –
Seconded: Gavin Harte

Simone will reinstate the log and
backdate to Jan 2024

4. Review of Membership Applications

Discussion

Full Membership approved for the following:

Radio Scouting Ireland

Dundrum Flower Club

17th Dalkey Scouts

Foxrock Bridge Club

Actions/Agreed

Staff will process memberships and
relay Secretariat decisions and
queries to groups.

5. Income & Expenditure Report 2023

The document was shared before the meeting
and on-screen during the meeting.

Figures include an accrual for underpayment of
employees. Simone has met with the council
about the report. Income €124,200 we opened
with €1071.7 in hand.

Support Worker Costs €30035.15 which is
approx. €700 less than the total of the ring-

Actions/Agreed

Simone to send finalised report to Secretariat
Finance Sub Committee for sign off and then to
the dlr County Council and submit to DRCD by
29th March 2024.

fenced Support Worker funding. Spreadsheet balances, Simone will send the final sheet to the Finance sub-committee for sign-off.	
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6. Final Budget Proposal 2024

Discussion

The budget spreadsheet had been reshared, with no real changes from last month. We have €7540.06 in hand at the start of the year and with the funding due we have €127443.00 available. This is net of the €700 ringfenced for refund to DRCD for unspent support worker funding. Budget figure for Facilitators/Reps Training was reduced as new reps will not be in place until later in the year. It is anticipated that in the Final SPC Review Report, due out this Friday, the provision of training by councils/DRCD will be a strong recommendation. A contingency fund was included in the revised budget.

Actions/Agreed

Budget 2024 Approved by the Secretariat.
Simone will circulate to the membership before the Spring Network Meeting where the budget will be on the agenda for Ratification.

7. Annual Report 2023

Discussion

Positive and appreciative comments about the Annual Report 2023. No changes mentioned. A suggestion was made that the DLR PPN Staff should forward a copy to the DRCD

Actions/Agreed

Simone is to circulate a copy to the membership before the Spring Network meeting where this report will be on the Agenda for Ratification by the Membership.

Simone is also to forward a copy to the DRCD

8.Spring Network (Plenary) Meeting

Scheduled for 11th April 2024 – Tabot Hotel with finger food and the opportunity for networking
On agenda - Income and Expenditure 2023
Draft Budget 2024
Draft Workplan and
DLR PPN 5-Year (strategic) plan.

To assist members' awareness of the other Community & Voluntary groups operating in DLR and to enable groups to get to know each other Simone proposed that the names of groups operating in each EA be displayed. They would be invited to provide a group contact to be shared with the meeting attendees.

It was commented that such a poster may be useful for the new councillors when they meet.

Simone to circulate information on the format of the evening, agenda and documentation for ratification.

The staff can decide on the final format for the evening.	
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9. Policies needed for the PPN

Discussion	Actions/Agreed
<p>Simone has attended training with The Wheel – PPNs need their own policies in addition to those of the legal employer/host. DLR PPN needs the following:</p> <ul style="list-style-type: none"> a. Health and Safety Policy b. Promotion Policy – covering the sharing of information- concerning the election and also stating that the PPN is non-political. For example, we will not be sharing ads from election candidates. c. Equality policy. d. Editorial Policy e. Succession and Risk Assessment Plan (PPN Secretariat Summer Workshop) 	<p>Draft policy documents will be circulated to the secretariat later in the year.</p> <p>Sharon will source a sample of this policy. Aileen will see if she has a sample of this policy.</p> <p>Secretariat to further discuss this, but a summer meeting for the Secretariat and staff is a good initiative.</p>

10. DLR Festival of Inclusion Event

	Actions/Agreed
<p>DLR Social Inclusion officer has expressed an interest in the PPN holding an event during the festival. For example, on LGBTQ+, if it was held the last week in May it could also tie in with Pride or could we run a Networking event to raise awareness of the groups in DLR? There is funding available.</p> <p>Viola may be best placed to assist with this. It was decided to go with the broader Networking theme as it would follow on from the Spring Network Meeting and provide an opportunity for the community to know what is available and raise awareness of our members. find out what the max funding is a plan the event around that- broad theme – promote at plenary –Focal point– Tony is attending Age Friendly meeting tomorrow so may find out more last week in May. The opportunity to collaborate with the council for the Festival was well received.</p>	<p>Proceed with Networking theme. Simone to check what the maximum amount of funding is. And follow up with the Social Inclusion Officer to see what they have in mind. Simone to promote at the Spring Network Meeting.</p>

11. Updates

- a. Correspondence received – A candidate from Social Democratic Party emailed to say that he was aware that PPN holds public meetings and debates and wants to be included in such events.

CATU asked us to share a survey. Research shows unsuitable language on their social media. We must reserve the right to not publish content.

- b. Strategic Plan - Today final day for feedback we had 3 responses and all the comments we have received – will be sent to Finbarr in the morning – The final draft will be ready by Easter – When asked about the SSP feedback – Simone advised that both attendees expressed the desire to do more collaborative work with the PPN but being so new to their roles they did not have an understanding how that would work. Simone to identify collaboration points in advance of the meeting. where we can bring value to them.

- c. Community and Voluntary Awards are being held for the first time in 5 years. The PPN have been asked to judge the applications – good that we were invited.

- d. PPN Summer School with DCU - dates 27 May Monday to 30th schedule not yet finalized. All PPNs have been invited and Simone facilitated the connection with Dublin South PPN/Council. Morning session with lunch and then a couple of meetings online so that people who can't travel can still participate. Thursday session in the morning and afternoon, networking. Themes are: diversity, inclusion, governance, policies, how to engage with the council and how to write a submission on a consultation.

Actions/Agreed

Simone to advise this candidate that we are not holding public meetings – strictly non-political.

Due to the elections, we will not be sharing correspondence with our members

Simone to arrange a meeting. Identify collaboration points.

Simone to keep the Secretariat informed.

<p>e. Our training – three booked, 21st March, evening <i>How to Write and Update Constitution</i> – the collaboration with Dublin City PPN to provide training is continuing and they will provide reciprocal training in the autumn. It was agreed to open training to Dublin South as the organisation is going through a difficult transition period and has no staff.</p> <p>f. SSP no updates received concerning hosting, MOU due at end of May. Some dissatisfaction was expressed about the lack of consistency of service due to staff turnover, CEO, Accounts and Pay Role. We need to consider our options and ascertain if there is another option where staff could have better accommodation i.e. a room to themselves, a confidential area.</p> <p>We need to prepare for a potential change in the MOU and the possibility of a change in hosting arrangements. We can only consider this for next year as our funding is January to December, not May to April. A change of host would cause additional issues and problems and would not be possible by May of 2024.</p> <p>Aileen spoke to Ciara Bates DRCD who confirmed that there is no issue in moving host organisation as long as the new host meets the specifications in the PPN Handbook. Aileen will research alternatives.</p> <p>If we did change host we would have to change IT service providers, security and encryption of devices, migrate to new IT systems, accounts, banking, HR and staff management, staff continuity of employment etc. There will be no effect on the website as it is not hosted by SSP it is on the Graphedia server.</p> <p>The secretariat who wish to attend are Sharon, Tony, Gavin & Kay. In-person meeting.</p>	<p>Agreed to offer training to Dublin South but Simone is to find out what the max number the facilitator will take, first.</p> <p>Simone request a meeting with SSP with the secretariat in attendance. Simone - Research how much hosting costs are for other PPNs. Aileen to investigate alternative service providers to ascertain what service they could provide.</p>
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12. AOB

Representatives

Elections 2024 – It was asked if there had been any resignations due to the local election. Response, 2 and 1 more will follow, a Secretariat member and a Housing SPC Rep have already resigned. Another Rep intends to run in the election as an independent candidate and will resign when he starts his campaign.

Note for recruiting future Reps - that it is the PPN they represent not their organisation – The council have mentioned that Reps need to be fully briefed. A new Rep has complained about how she was treated during a recent meeting. The Rep was advised by Simone, that if they feels uncomfortable, they can step away Reps are representing the entire PPN, not their own organisation. The incident may be because the Rep is new and inexperienced. Relations between the council and PPN are very productive.

The Reps Buddy system can be used to assist new Reps, previous Reps on the same committee could chat with the new ones and share experience.

Some of the issues may be arising as the Representatives are not coming together before the meetings as they did in the past.

Rural Task Force - Aileen wrote to council staff to ascertain why there have been no Rural Task Force meetings as Dublin Leader Funding is open, but she has not received a response.

Sharon Perry thanked Simone for the time given to a student doing a research project on community events.

Actions/Agreed

Simone to approach council staff and ask what fully briefed means to the council and then bring this into our Rep training.

13. Date of next meeting

8th April 2024