

# Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 09th June, 4.00pm-5.45pm

Venue: Online meeting via Zoom

In attendance: Kay Gleeson, Tony McCarthy, Aileen Eglington, Sharon Perry, Gavin Harte, Dara Carroll, Simone Sav, Colette Downing

Guests: Bernie King & Maria Kelly, DLR CoCo

Apologies : Jen Kane-Mason

## MINUTES

1. Call to order	
<b>Discussion</b>  It was agreed that Simone Sav would facilitate the meeting.	<b>Actions/Agreed</b>

2. Review minutes of May 2020 meeting a. Matters arising	
<b>Discussion</b> No Matters Arising	<b>Actions/Agreed</b> May 2020 minutes agreed, no amendments

3. Update from on dlr County Council Staff a. SPCs, LCDCs & JPCs b. Organisation Procedure and Protocol Committee c. Report for SPCs from the PPN requested by the Council	
<b>Discussion</b> a. SPCs, LCDCs & JPCs General discussion on new meeting dates and virtual meeting format using Microsoft Teams, a test run will be	<b>Actions/ Agreed</b>

<p>performed before each. It may be September before meetings will take place face to face, this is not certain as Council will have to see how the situation unfolds in relation to Covid-19 restrictions.</p> <p>b. Organisation Procedure and Protocol Committee</p> <p>It was highlighted that minutes are required to be circulated 10 working days prior to the meeting, the PPN members would like them to be circulated earlier to allow enough time for them to engage and consult with member groups so that the representative could give a more meaningful contribution and feedback at meetings. In the case of the SPCs changes would have to be made to the Standing Orders, LCDC no standing orders as they work under guidelines.</p> <p>Due to the amount of time elapsing before receiving approved minutes it was suggested that there could be some earlier feedback provided after meetings.</p> <p>c. Report for SPCs from the PPN requested by the Council.</p> <p>Bernadette King advised that the MOU states that a report from the SPCs on activities is required. Aileen Eglington advised that reports are already submitted such as the Annual Report and the report to the LCDCs, additional reporting would be an unnecessary duplication. Tony McCarthy suggested that the dlr PPN could make a presentation for each SPC on the</p>	<p>Bernadette King asked for these concerns and requests to be sent by email and she will refer them to the Corporate Services Department, the committee responsible is OPP. Simone Sav to send email request</p> <p>Bernadette King suggested that this request be sent via email and she will follow up with each director. Simone Sav to send email.</p> <p>It was agreed that dlr PPN would make a presentation to each SPC group starting from September 2020.</p>
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<p>activities of the PPN as this would be more meaningful.</p> <p>The Secretariat thanked DLR CoCo staff for attending the meeting, and noted that their attendance was beneficial and it is good to continue to work together.</p>	
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<p>4. Network Manager Report</p> <p>a. Update on LCDC and SPC elections</p> <p>b. Other</p>	
Discussion	Actions/Agreed
<p>a. Voting was under way in the elections for the Environmental and Community and Wellbeing pillar representatives. There was one self nomination for Social Inclusion which does not comply with guidelines, so there is no election for that pillar.</p> <p>Gavin Harte suggested candidates, irrespective of being successful or not in the election, be approached about becoming a member of the Secretariat as they are clearly interested in being involved.</p> <p>b. Clarification was sought as to the number of meetings a secretariat member was obliged to attend and what the policy is on non-attendance.</p> <p>Sharon Perry was asked if she was aware of anyone from the Social Inclusion pillar who would be willing to be co-opted onto the Secretariat.</p>	<p>It was agreed by all that candidates be approached about becoming Secretariat members</p> <p>Simone Sav will check and revert with an answer.</p> <p>Sharon Perry will think about this.</p>

5. Outline of Activities for 2020	
<p>The DRCD have requested a report on the operations of all PPNs and information on how they have adapted to continue working and the impact of the Covid-19 restrictions. Simone Sav had produced a draft response which was discussed and new inclusions suggested.</p> <p>Training - Following last month's discussion on "Back to Activity" it was felt that groups needed some advice on their obligation to hold AGMs and their legal requirements to do so also on the implications of holding virtual meetings. Arthur Cox &amp; Co have been doing training in this area.</p> <p>There was discussion on other forms of training to boost confidence and enable members to get "Back to Activity"</p> <p>Following on from the survey of the Residents Associations and the response of the community to Covid-19, it would be good to engage with our members again to ascertain the concerns and the mood of the community. Are they anxious about returning to activity? How are they going to return to activity? A survey would be the best tool to inform the Secretariat as to how to adjust and respond to the community in light of "new norms" as a result of Covid-19.</p>	<p><b>Actions/Agreed</b></p> <p>Simone Sav will now finalise the report.</p> <p>It was agreed that this type of training is required and Simone Sav is to proceed with arrangements.</p> <p>Simone Sav is to research this.</p> <p>Both Shanron Perry and Darra Carroll have been involved in recent surveys; they will share them.</p> <p>Simone to research content and methodologies and decide on format.</p>

6. Request from Age Friendly	
<p><b>Discussion</b></p> <p>Age Friendly Ireland have requested the PPNs nationally to forward the data they have collected on all services and groups available to older people as they wish to collate this information. Concerns were</p>	<p><b>Actions/Agreed</b></p> <p>The Secretariat advised that care needs to be paid to GDPR issues. It was pointed out that there is already a directory of groups and services for elderly in DLR already in existence,</p>

discussed in relation to GDPR, it would be a breach to send personal contact details.	which was collated in 2019. Simone Sav will respond.
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7. AOB	
<b>Discussion</b>  No AOB	<b>Actions/Agreed</b>

8. Date for next meeting
Date to be set by the end of June 2020.