

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 21st February, 6.00 - 8.00pm

Venue: Zoom

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

Apologies: Viola Di Bucchianico, Dara O'Carroll

1. Call to order
Apologies from Viola Di Bucchianico, Dara O'Carroll

2. Declaration of conflict of interest
No conflict of interest declared.

3. Review and approve minutes of last meeting a. Matters arising	
Discussion No matters arising	Actions/Agreed Tony McCarthy proposed. Gavin Harte seconded. Minutes passed.

4.DLR PPN Staff 2022	
a. Staff Annual Reviews Network Manager Review has already been held as start date for the role was 13 January. Support Worker review due to take place shortly as start date was 9 March. Southside Partnership template is used and the reviews are conducted by the line manager. b. Increments and cost of living wage increases c. Maternity Leave Paid or unpaid - SSP handbook states that 20% is paid to SSP employees. Advance planning and a overlap of staff will be required	 The Finance Subcommittee will meet to discuss and report at next secretariat meeting Simone to ascertain the practice of other hosted PPNs nationally. The HR subcommittee will meet to discuss and report at next secretariat meeting.

5. Review of Membership Applications	
<p>The following groups met the criteria and were granted full membership:</p> <p>Fernhill Community Garden Dalkey Basketball Club Stepaside FC Sandyford Cricket Club Gabriel's Choir Stillorgan Rathfarnham Rugby Football Club</p> <p>On hold/not advancing Happy Hooves Therapeutic Riding application will be processed when company status is CLG Incomplete applications will be reviewed when full documentation is received. Ecohun, does not meet the criteria Community Cancer Caregivers - No base or activity in DLR.</p> <p>Ballybrack Climate Action - Advice has been sought on the membership process, the process is followed and fair. Further advice will be sought to gain clarification</p>	<p>Actions/Agreed</p> <p>Simone will inform applicants of the decisions.</p> <p>Future applications for discussion will to be classified and grouped by complete - incomplete</p> <p>Simone to inform these groups of the Secretariat decision.</p> <p>The Secretariat approved seeking further advice.</p>

6. Projects for 2022	
<p>a. Vision for Community Wellbeing, Simone advised that the draft document is in progress and will be ready for the next secretariat meeting.</p> <p>b. Strategic Plan, general discussion, 5 year plan is contained in the workplan. The DLR Development Plan is due to be published in March should inform the PPN Strategic Plan together with the PPN Vision statement It was agreed that this project would be outsourced</p> <p>c. Website - there have been no further developments due to current workload The website is a large project and will need a lot of time allocated to it. A 3rd quote will be sought.</p>	<p>Simone will present a draft vision at March meeting.</p> <p>Simone is to check with Dublin City PPN as to the tender process they used for their Strategic Plan. It was agreed that this project would be outsourced</p> <p>Seek Quotes</p>

7. Draft Budget 2022	
The draft budget was presented, this will have to be reviewed before finalising as there will be	The Finance subcommittee will discuss and report at next secretariat meeting.

changes to working arrangements and staffing in 2022 that will have to be included.	
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8.Hosting with SSP	
<p>a. IT services update. Both Simone and Collette met with Definitive to discuss the needs of the PPN. SSP is currently in a tender process regarding IT support. It is more economical for PPN to remain within SSP with regard to IT Support, the cost of licences and support fees etc. It is envisaged that Definitive will create an independent secure site within SSP, therefore will need to be an agreement incorporated into the SLA with regard to DLR PPN data, access and security. The PCs Laptops and Phones owned by the PPN will all have to be encrypted as part of this process which will take approximately 2 working days.</p> <p>b. Bank Account update. correspondence received from SSP confirming that they can isolate the PPN Account. The provision of a debit card was a cause of concern for SSP as they felt their procurement process would be bypassed. They proposed setting up an independent account which would allow for more flexibility. The debit card was discussed in general, it is required for Petty Cash purposes, a revolut card could work well for this purpose limited to €250 set over a calendar month, receipts and document would be a requirement.</p> <p>c. SLA with SSP Tony has completed the SLA and SSP have agreed to it. The SLA is due to be signed but in view of the amendment now required in relation to IT this will be mentioned and incorporated as an addendum to the agreement.</p>	<p>Actions/Agreed</p> <p>Simone to arrange a meeting with SSP as to who will pay for the PPN to be incorporated into the SSP IT system and the additional amendment to the SLA to include IT support and confidentiality.</p> <p>Simone to include in the meeting with SSP</p> <p>DLR PPN are happy to have the PPN account isolated.</p> <p>Revolut card for Petty Cash with max limit of €250 and this can not be rolled over.</p> <p>Tony will reference the addendum in relation to IT and add it once agreed. This will also be discussed with SSP</p>

9. AOB	
Actions recorded	<p>Actions/Agreed</p> <p>Simone will keep a spreadsheet with the actions from all secretariat meetings and update their status accordingly.</p>

Future Secretariat meetings to be held sometimes with just secretariat members present for part of the meeting, and decisions to be communicated to staff by Acting Chair or Line Manager.	
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10. Date of Next Meeting	
Discussion Second Monday of every month,	Actions/Agreed 14 March 2022