

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 14th March, 6.00 - 8.00pm

Venue: Zoom

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

Not in attendance: Gavin Harte Apologies:Dara O'Carroll

1. Call to order
Apologies from 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 Matters Arising - there have been 2 meetings of the Secretariat HR Subcommittee since the February Secretariat meeting.	Actions/Agreed Tony McCarthy proposed. Aileen Eglington seconded. Minutes passed.

4. Network Managers Report	
a. IT services update- Simone met with Sharon Commins CEO SSP and communicated the decision that DLR PPN would go under SSP with a carved out identity, Simone also emailed Lisa with the decisions and the PPN needs. SSP can check with Definitive on costs and what they would like to propose to the PPN regarding costs and possible payment. Draft protocol whereby SSP can not access PPN data without expressed approval from DLR PPN - this should be incorporated into SLA, it can be added as an addendum.	
b. Bank account update - SSP agree with PPN having a Revolut card. Their financial	

<p>controller will draft a procedure/protocol then monitor and adjust after a couple of months if needed.</p> <p>c. Financial report - no expenditure other than wages. Minor expenditure projected by the end of Quarter 1.</p> <p>d. Recoup of SW funds issue - Income and Expenditure report to be filled by the 31st of March 2022. We expect to be asked to return 8k of funds that were ring fenced for the support worker but not spent as the position was vacant in January, February and part of March 2020. However the way this figure was calculated by the DRCD is a problem. When completing the previous financial report the hosting fee was included under Rent, this is expenditure in relation to the support worker however the DRCD do not accept this. DRCD have a larger figure for the under-spend as they will not accept the amounts spent for hosting as an expense paid directly in relation to the employment of the support worker. This issue needs to be resolved as hosting is a genuine expenditure in relation to the cost of employing a support worker. Concerns expressed that it will affect the budget. We have carried over with approval of DRCD. 4000 for the website, we also carried over the sum 8K that they wish to recoup.</p> <p>e. Participation in PPN Programme Advisory Supports: tender evaluation committee. The DRCD has launched a tender for services to the PPN. The Advisory Evaluation Committee needs stakeholders to sit on the committee, guidelines from the dept state that host organisations are also involved. DRCD is already likely to have contacted the various stakeholders. Simone sought permission to represent the staff on this committee.</p>	<p>Simone will raise the issue at the Workers Network meeting next week and seek resolution alternatively a meeting of the Finance Subcommittee with the DRCD should be arranged as clarification is required before 31 March 2022</p> <p>Simone sought permission to represent the staff on this committee and the Secretariat approved this.</p>
---	--

5. Review of Membership Applications	
<p>Mount Merrion Community Centre = Yes approved, meet the criteria all documentation provided</p> <p>Dublin South MS (charity) meet the criteria all documentation provided</p>	<p>Actions/Agreed</p> <p>Full membership approved</p> <p>Full membership approved</p>

6. Projects for 2022	
<p>a. Vision for Community Wellbeing, draft document presented to Secretariat. Consideration was given to the format of other PPN Vision documents already in circulation when compiling this document. Some more work is needed before circulation to members. Secretariat will consider and provide feedback by Thursday 24th March in the meantime Simone will arrange the 2 further workshops for members to consider the draft Vision in April (after Easter) then circulate to the membership and issue a press release.</p> <p>b. Strategic Plan, Simone has been in contact with Dublin City PPN regarding their tender process. They were very pleased with the results and have shared their template and scoring sheet which we can adjust to our needs.</p> <p>c. Website - a third quote has been received. These will be presented at the April Secretariat meeting for consideration.</p>	<p>Secretariat to consider and revert with feedback by 24th March 2022</p> <p>Simone to set April dates for workshops.</p> <p>Incorporate feedback and circulate</p> <p>3 volunteers needed to review tenders. May was agreed as the start month for this project.</p> <p>Website quotes on agenda for April meeting,</p>

7. Draft Budget 2022	
Clarification was sought that the 2022 Draft Budget was approved at the February meeting	The 2022 Draft Budget was approved at the February 2022 meeting.

8. SLA with SSP	
<p>Suggestions made for:</p> <ul style="list-style-type: none"> - wording in the Overview section to include 'confidential' in relation to wages. - include the fact that funding comes from the DRCD as well as DLR CoCo. - IT service protocol - The SLA between SSP and the DLR CoCo council has wording in relation to termination and dispute resolution. There is a need to include this type of wording in the SLA with SSP <p>Current SLA is valid until May so Simone will add changes and ask for suggestions.</p>	<p>Simone will make the changes and seek approval within the next 2 weeks.</p>

9. Queries for the PPN	
Pobals response to query on Codema.	Actions/Agreed

<p>PPNs are already funded in relation to Environment and to receive funding through this process is not possible. Codema has not yet been awarded funding. We will wait and see if they are successful then decide to query if needed.</p> <p>Query from a Representative who is looking for 3 additional reps from PPN for the Steering group on the Disability Advisory Group. He is representing all 4 pillars of disability and needs others to be involved. Seek clarification from the council first as to the number of reps we are permitted.</p> <p>Local Economic Advisory Steering Group, DLR have not yet established a group. Nothing further for Simone to do at the moment.</p> <p>Geonomics query- unclear what requirements are needed we don't really know what they are . Check with the DRCD and have them clarity if we need to get involved.</p> <p>Home from Home Dodder Area Community Sponsorship request to be on Community Connection radio programme to Dublin South FM</p> <p>UKRAINE - A councillor has asked if the PPN is involved in organising supports for Ukraine. General discussion about what is being made available in the area at the moment. The Dept is having a meeting about organising supports. Kilkenny PPN will be attending to represent the workers, the National secretariat is sending one rep too.</p>	<p>Simone will contact the Council regarding the number of reps permitted and the process of nominating additional representatives.</p> <p>Simone will contact DRCD.</p> <p>Simone will inform Dublin South that additional information is needed at the moment.</p> <p>Simone advised the councillor that we are awaiting the outcome of the Department meeting to ascertain if/what role the PPNs will have.</p>
--	--

10. Date of Next Meeting	
Discussion	Actions/Agreed 25th April 2022

11. AOB	
Discussion Simone and Colette left the meeting. The meeting continued with Secretariat members only.	Actions/Agreed