

# Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 16th September 2019, 6pm-7.30pm

Venue: dlr Lexicon, Dun Laoghaire, Meeting Room 2, Level 3

In attendance: Laura Howe, Kay Gleeson, Tony McCarthy, Dara Carroll, Aileen Eglington, Sharon Perry, Gavin Harte, Goff Lalor.

## Apologies: Jen Kane-Mason

# MINUTES

## Standing items

<p>1. Review and approve minutes of last meeting</p> <p>a. Matters arising</p>	
<p><b>Discussion</b></p> <p>A brief discussion took place on the recent Healthy Ireland funding and Slaintecare Integration Fund.</p> <p>A query was raised regarding Item 1, ii. Laura Howe explained that though DLR PPN staff had not had time to go back through existing members they had successfully advised some recent registrations to the PPN that the Social Inclusion pillar might be the most appropriate pillar based on the group's activities.</p> <p>A discussion took place in relation to the recent meeting, attended by Aileen Eglinton and Tony McCarthy, about the Dun Laoghaire entry to the Bank of Ireland Enterprise Town Awards.</p>	<p><b>Actions/Agreed</b></p> <p>No action needed on this from DLR PPN</p> <p>Minutes approved Tony McCarthy proposed. Dara Carroll seconded.</p>

2. Conflict of interest	
Discussion	<b>Actions/Agreed</b>  No conflict of interest declared

3. Finance update	
<p><b>Discussion</b></p> <p>Laura Howe explained that the Q2 expenditure report had been submitted to DLRCC and that the Q3 report would need to be signed off by the Finance sub-group at the start of October. The predicted expenditure report will probably be requested by the Department in October. The next Finance sub-group meeting will be taking place on the 14th of October</p>	<p><b>Actions/Agreed</b></p> <p>This was noted.</p> <p>Aileen Eglington to contact Cormac Shaw re. H.R.</p>

4. New membership	
<p><b>Discussion</b></p> <p>Laura Howe requested this item be postponed to the next meeting due to time constraints.</p> <p>A brief discussion followed on how often the Secretariat need to approve membership.</p>	<p><b>Actions/Agreed</b></p> <p>Agreed</p> <p>Agreed to approve membership at each meeting.</p>

5. Workplan (item to include update from Plenary sub-group)	
<p><b>Discussion</b></p> <p>Laura Howe updated members on what was agreed by the Plenary sub-group.</p> <p>Tony McCarthy expressed the view that at this Plenary meeting raising awareness of linkage groups and of the Strategic Policy Committees was more important than the Vision for Community Wellbeing.</p> <p>A lengthy discussion followed.</p> <p>Proposal:</p>	<p><b>Actions/Agreed</b></p>

<p>At the Plenary inform people about what's happening re SPCs and build their understanding of linkage groups.</p> <p>Run a workshop/break out session with the 3 pillar groups which will:</p> <ol style="list-style-type: none"> <li>1. Identify within the pillars what topics covered by the proposed Strategic Policy Committees are most relevant.</li> <li>2. Identify SPC vacancies and invite people within the pillars to go forward as reps.</li> </ol> <p>It was then proposed to hold linkage workshops in Nov/Dec</p> <p>Laura Howe suggested this could help inform DLR PPNs submission to the Draft SPC Scheme consultation.</p> <p>Aileen Eglington proposed presenting to the Community, Culture and Wellbeing SPC about DLR PPN's Vision for Community Wellbeing.</p> <p>Secretariat requested a presentation from Jamie Moore in Fingal PPN about how linkage groups work in Fingal.</p> <p>Aileen Eglington proposed launching linkage groups at the Plenary and writing article for 2 local papers.</p> <p>Regarding the ratification of the 2020 workplan it was agreed that a draft copy would be sent to members with a request for comments and input before the Plenary, so that the workplan can be quickly ratified at the Plenary.</p> <p>Suggestion that another Plenary sub group meeting needs to be organised quickly.</p>	<p>Environmental pillar to keep nominations open for as long as possible Community and Voluntary and Social Inclusion pillar to have defined nomination period.</p> <p>Initially three linkage groups are to be created - one for each pillar. From these 3 groups, additional groups then can be formed to mirror the SPC's as they evolve with representatives coming from each of the three primary pillars.</p> <p>Laura Howe to enquire.</p> <p>Secretariat members to get back to Laura Howe with amendments by Wednesday 18th of September.</p> <p>DLR PPN staff will organise.</p> <p>Each pillar needs to assist in planning the meeting in particular with regard to the</p>
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<p>6. Items from manager's report</p> <ul style="list-style-type: none"> <li>a. SPCs/linkage</li> <li>b. Vision for Community Wellbeing</li> <li>c. update from Environmental Pillar Secretariat members</li> <li>d. dlr Corporate Plan consultation</li> <li>e. Meeting with elected members</li> </ul>	
<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>a. Covered in previous item.</li> <li>b. It was felt that the actions proposed within item 5 would strengthen engagement with the VCW. Proposal to have a VCW sub-group meeting after the Plenary meeting to put together a plan for implementation.</li> <li>c. Gavin Harte updated members that the Environmental Secretariat are organising a meeting of the DLR PPN Environmental pillar on Wed 18th September</li> <li>d. Laura Howe informed members that after a number of different options were explored, October 8th was the only viable option for DLRCC to run the consultation workshops on. Laura Howe explained to members that she has been emphasising to DLRCC the importance of meaningful feedback on the consultation being given to DLR PPN members.</li> <li>e. Laura Howe reminded members about the upcoming meetings. members were asked to identify what they wanted to happen at the meeting</li> </ul>	<p><b>Actions/Agreed</b></p> <p>DLR PPN staff to organise</p> <p>DLR PPN staff to send reminder</p> <p>Name badges for Secretariat to identify which pillar they represent. Should aim for a casual and friendly tone.</p> <p>Laura Howe to send reminder to Councillors, including copy of the DLR Plain English information booklet.</p>

## 7. AOB

Discussion	Actions/Agreed
<p>Secretariat members expressed regret at the resignation of David Girvan from the DLR PPN Secretariat, expressed thanks for his service to DLR PPN and wished him well in the future.</p> <p>Transport to the PPN national conference to be finalised nearer the time due to issues around attendance for some members.</p> <p>A brief discussion took place regarding current and upcoming vacancies on the Secretariat. Sharon Perry expressed concern regarding the vacancy in the Social Inclusion pillar.</p> <p>A brief discussion took place regarding the letter received by the Secretariat from Mary Ruane, Chief Officer, LCDC regarding an upcoming end of term of one of DLR PPN's representatives.</p> <p>Aileen Eglington updated members that the new MOU with DLRCC had been signed after a very positive meeting with the Director of Services and the Senior Executive officer of Community and Cultural Services.</p> <p>Dara Carroll thanked Laura Howe for her work in preparing the Secretariat meeting.</p>	<p>As the next few months are so busy for DLR PPN it was agreed to address this vacancy in the new year.</p> <p>As the next few months are so busy for DLR PPN it was agreed to advise the LCDC that DLR PPN will be extending this representatives term and addressing this vacancy in the new year.</p>

## 8. Date of next meeting/meeting convenor

Discussion	Actions/Agreed
	<p>Monday October 7th, Dun Laoghaire Convenor undecided.</p>