

# Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 17th February 2020, 6.00pm-8.00pm

Venue: Southside Partnership, Blackrock

In attendance: Kay Gleeson, Tony McCarthy, Aileen Eglington, Sharon Perry, Simone Sav

Apologies: Dara Carroll, Gavin Harte, Goff Lalor, Jen Kane-Mason

## MINUTES

1. Call to order	
<b>Discussion</b>  Kay Gleeson volunteered to facilitate the meeting	<b>Actions/Agreed</b>

2. Review minutes of January meeting a. Matters arising	
<b>Discussion</b>  There were no matters arising discussed.	<b>Actions/Agreed</b>  Tony McCarthy proposed. Sharon Perry seconded.  The Minutes were approved by the Secretariat.

3. Network Manager's Report a. Re-registration Process b. New Members in 2020 c. Update on recruiting for a Support Worker d. Financial Reports	
<b>Discussion</b> a. Simone Sav gave a brief report on the re--registration process, its	<b>Actions/ Agreed</b>  The feedback to be considered for a Communication strategy - see item 7.



<p>Emerson (Social Justice Ireland).</p> <p>c. Simone Sav presented a schedule of the VCW project. The Secretariat proposed various venues and stakeholders to approach. Likely date for the first Workshop: 28th of April 2020.</p>	<p>Simone Sav to arrange meetings with dlrCoco and various other stakeholders to enlist support.</p>
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<p>5. SPC Training and reporting</p> <p>a. Setting up an effective system of reporting</p> <p>b. Communication between reps, PPN and groups</p>	
<p><b>Discussion</b></p> <p>Simone Sav presented the schedule of SPC meetings and deadlines. The training for the SPC reps took place on the 13th of February 2020.</p> <p>a. The importance of good training for the SPC reps was highlighted. The Secretariat suggested to identify returning reps who can share their experience with new reps.</p> <p>b. Simone Sav presented the approach to reporting for the SPC reps, which entails brief updates to the DLR PPN staff which would then be collated into a report to be published online.</p> <p>c. Simone Sav presented the communication channels available for member groups to raise an issue with an SPC rep. The Secretariat emphasised that the issues raised must relate to policy and not operational matters.</p>	<p><b>Actions/Agreed</b></p> <p>Training to be organised at the beginning of May for all SPC reps.</p> <p>Simone Sav to draft a 'Raise and Issue' online document and circulate it with the Secretariat before posting it online.</p>

6. Linkage Groups a. Effective format, strategy and objectives	
<b>Discussion</b>  a. The need to encourage and support linkage groups was discussed. Several suggested were brought forward by the Secretariat: <ul style="list-style-type: none"> <li>- To organise thematic linkage groups</li> <li>- To organise a 'Planning application' linkage group meeting</li> <li>- To organise the next 3 linkage groups during the Plenary meeting in April 2020.</li> </ul>	<b>Actions/Agreed</b>  It was agreed that the next linkage groups would be organised during the Plenary meeting in April 2020.  Simone Sav to look into organising a 'Planning Permission and Application' linkage group.

7. Communication	
<b>Discussion</b>  The importance of tailored promotion was identified. Several initiatives were discussed: <ul style="list-style-type: none"> <li>- PPN to identify services it can offer to specific types of groups.</li> <li>- Community Connections podcast with Dublin South FM was discussed.</li> <li>- The need to re-emphasize to members to share the monthly ezine.</li> </ul>	<b>Actions/Agreed</b>  Aileen Eglington and Tony McCarthy to contact Residents' Associations to encourage them to join the DLR PPN.  Community Connections to be decided on once the draft budget is in place.  Simone Sav to emphasize sharing the ezine during the Plenary meeting and in various general emails.  Simone Sav and the Secretariat to promote the

- Vision for Community wellbeing to be promoted during the Plenary Meeting.	VCW during the Plenary meeting.
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8. Plenary Meeting	
<b>Discussion</b>  Simone Sav proposed the 7th of April as a date for the Plenary. A discussion ensued about the impact of school holidays.  Various venues were proposed.  Suggestion of featuring a guest speaker.	<b>Actions/Agreed</b>  An alternative and preferable date would be the 2nd of April 2020.  Simone Sav to check availability with venues and keep the Secretariat updated.

9. AOB	
<b>Discussion</b>  DLR PPN staff raised the topic of the MOU and SLA with the Local Authority and with the host organisation. A suggestion was made that a few items need to be addressed.	<b>Actions/Agreed</b>  Simone Sav to set a meeting with Local Authority and host organisation to address any queries the Secretariat might have.

07. Date for next meeting
Date: Tuesday, 10th of March 2020, starting 6pm, in Blackrock.

