

# Dun Laoghaire Rathdown PPN Secretariat Meeting

Tuesday 10th March 2020, 6.00pm-8.00pm

Venue: Southside Partnership, Blackrock

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

Apologies: Gavin Harte, Jen Kane-Mason

Guests from dlrCoCo: Maria Kelly, Eoin Kelly

## MINUTES

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

2. Review minutes of January meeting a. Matters arising	
<b>Discussion</b>  Aileen Eglington highlighted the importance of continued contact with residents associations.	<b>Actions/Agreed</b>  Sharon Perry proposed. Kay Gleeson seconded.  The Minutes were approved by the Secretariat.

3. Update from dlrCoCo a. MOU b. Funding	
<b>Discussion</b>	<b>Actions/ Agreed</b>  Simone Sav to circulate the MOU draft to Secretariat members for feedback. A meeting

<p>a. Maria Kelly presented a few changes to the MOU from last year.</p> <p>The Secretariat offered feedback, especially in relation to the use of 'collaboration/ partnership' terms instead of 'in consultation.'</p> <p>The issue of the updates members list was discussed in light of the current open call for grants from dlrCoCo.</p> <p>The development of the Workplan going forward was discussed.</p> <p>Annex 4 of the 2019 Workplan needs to be updated.</p> <p>Additional training for SPC representatives was discussed.</p> <p>The issue of the delay of minutes from meetings was brought up. Maria Kelly explained the reasons for delays and expressed the hope that minutes will be circulated faster going forward.</p>	<p>is to be set between the Secretariat and dlrCoCo to discuss the changes to the MOU.</p> <p>The wording for the 'Vision for Community Wellbeing statement' the use of 'collaboration' is preferred to 'consultation.'</p> <p>In relation to the item of 'recruitment of the DLR PPN Network Manager, the wording preferred is 'collaboration in the pre-appointment stage.'</p> <p>Simone Sav is to make the list of organisations that have re-registered with the DLR PPN, including their PPN number, to be shared with dlrCoCo for the purpose of verifying eligibility for grants exclusively, and not to be shared with any third party, including other departments within dlrCoCo.</p> <p>It is the role of the DLR PPN Secretariat to develop the Workplan, which then is ratified by the Plenary, after which it is presented to dlrCoCo.</p> <p>Maria Kelly and Simone Sav are to liaise on updating Annex 4 in consultation with the Secretariat.</p> <p>dlr CoCo and DLR PPN to look into providing training for DLR PPN staff to be able to provide the training for SPC reps.</p>
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<p>b. Maria Kelly mentioned that funding for Support Worker is ring fenced. A discussion ensued about the implication of DLR PPN running without a Support Worker for 8 weeks.</p> <p>This ringfencing does not apply for the main funding of the DLR PPN to be spent at the discretion of the Secretariat and as approved by the Plenary.</p> <p>Maria Kelly explained that MOU and SLA need to be in place so that funding can be transferred from the Department.</p>	<p>Maria Kelly to transfer remainder of hosting fee for the Support Worker to SSP. Simone Sav to check with SSP about 'reduced hosting fee'.</p>
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<p>4. Vision for Community Well-being</p> <p>a. Dates/ Venues</p> <p>b. Alternative plans</p>	
<p><b>Discussion</b></p> <p>a. DLR PPN to lead the consultation process, as indicated by the Department for all PPNs.</p> <p>The Department has kindly offered to fund a training session for several PPNs' staff and Secretariat for the VCW on the 20th of April.</p> <p>Confirmation was received that the Department will fund the first Workshop facilitated by Harriet Emerson.</p> <p>DLR PPN to collaborate with dlrCoCo and other stakeholders about venues and funding for the VCW, as well as promotion.</p> <p>Dara Carroll emphasised the need for</p>	<p><b>Actions/Agreed</b></p> <p>Simone Sav is to enquire whether training is open only for Secretariat and staff.</p> <p>Secretariat in agreement that all Workshops be facilitated by Harriet Emerson.</p> <p>dlrCoCo to support with printing maps and other materials.</p> <p>Maria Kelly to ask SPCs to mention the Vision for Community Wellbeing as part of the meetings.</p>

<p>DLR PPN to organise open consultations in public places as a means of ensuring a dynamic engaging more dynamically in the consultation process.</p> <p>b. Alternative plans In view of the COVID-19 situation, DLR PPN is to consider postponing the start of the consultation process.</p>	<p>DLR PPN Secretariat and staff to consult over email closer to the date.</p>
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<p>5. Network Manager Report</p> <p>a. Support Worker</p> <p>b. Annual Report</p>	
<p><b>Discussion</b></p> <p>a. Simone Sav gave an update about the Support Worker work induction and work schedule.</p> <p>b. Simone Sav has compiled a list of headings for the 2019 Annual Report, based on previous reports.</p>	<p><b>Actions/Agreed</b></p> <p>Simone to finalise DLR PPN Annual report 2019 by 20th March 2020.</p>

<p>6. Plenary Meeting</p> <p>a. Alternative dates</p>	
<p><b>Discussion</b></p> <p>a. In view of the COVID-19 situation, the possibility of postponing the Plenary was discussed.</p>	<p><b>Actions/Agreed</b></p> <p>The Secretariat agreed to reach a decision after the 16th of March.</p> <p>Simone Sav to touch base with organisations.</p>

Tony McCarthy suggested organisations that could feature during the Plenary.	
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7. Draft Budget 2020	
<b>Discussion</b>  The Draft Budget 2020, which had been circulated in advance was agreed on in principle.	<b>Actions/Agreed</b>  Simone Sav to check the actual figure for the Support Worker hosting before budget is to be approved by the Secretariat.

8. Communication	
<b>Discussion</b>  Community Connection podcast was discussed.	<b>Actions/Agreed</b>  The Secretariat approved that the Community Connections Podcast continue.  Simone Sav to get in touch with Dublin South FM Radio producer.

9. AOB	
<b>Discussion</b>  a. PPN National Conference Aileen Eglington mentioned that the dates for the PPN National conference are 1st - 3rd of October 2020 in the Arklow Bay Hotel.	<b>Actions/Agreed</b>

07. Date for next meeting
Date: Monday, 6th of April 2020, starting 6pm, in Blackrock.