

Dun Laoghaire Rathdown PPN Secretariat Meeting

5.30-7pm Monday 26th of June

Venue: Southside Partnership Boardroom, Blackrock.

MINUTES OF MEETING

Present: Kay Gleeson, Aileen Eglington, Tom Kivlehan,
David Girvan, Claire Carroll, Goff Lalor, Ben Stafford, John Nolan,
Laura Howe
Apologies: Sheila Moore

1. Review and approve minutes of last meeting

Matters arising:

- a. Discussion on extra support for Network Manager during busy periods

Action: LH to discuss with Southside Partnership

Action: LH to liaise with AE re. intern

Minutes approved - proposed by AE, seconded by CC

2. Questions from Progress Report

- a. Discussion on process for electing new Social Inclusion representative to the LCDC and Community & Voluntary representative to the Social Housing SPC.

Agreed: This would need to be an online/postal election.

LH to seek nominations from the Pillar groups, identify who is interested in Social Housing. Elections would need to be completed by last week in August.

- b. LH made members aware of an issue regarding a PPN rep sending a substitute, as they were unable to attend due to ill health.

Action: LH to contact the Rep in question and the Chair of the SPC.

- c. Discussion on the PPNs involvement in the Festival of Inclusion

Agreed: LH to contact DLRCC Social Inclusion section to ask to have a stand at Festival events.

To hold the October Plenary during Social Inclusion week with a social inclusion theme.

- d. Review of new PPN membership approvals

AE raised issue of Sandyford BID joining the PPN.

Discussion around Community Grant funding being given to business organisations and issues of double representation on SPCs.

Action: LH and KG to raise this issue with Council.

- e. Service Level Agreement between PPN and Southside Partnership.

Action: LH to send DG most recent version of agreement.

f. PPN Expenses Policy.

Action: BS and KG to create draft policy for approval at next Secretariat meeting. LH will send on the Expenses Guidelines she drafted for Reps.

3. Project Groups/review of sub-groups

Suggestion by LH that sub-groups should be reviewed and, if appropriate replaced with project groups tasked with time limited projects to help ensure objectives as set out in the Workplan are met. Areas identified included Plenaries, the Reps Charter, members Information Pack and Policies such as Secretariat terms of reference/induction pack and Elections policy.

AE expressed the view that having strong examples of the PPN's work would be more useful than a Secretariat induction pack.

General view expressed that new Secretariat members do not need lots of information they have to read through, that it is off-putting.

General view expressed that what is required is a one page role description.

4. Policies

CC expressed view that clarity on what the Secretariat are and are not allowed to make decisions on on behalf of members is important. CC further suggested that the parameters of the role of the Secretariat, once developed would be circulated to the membership for comment and approval.

DG proposed that Associate Membership should be a proposal put to the Plenary.

LH suggested that a strategy is needed to help and empower reps to be effective in their role. It was agreed that a joint initiative with the council on 'how reps can participate' would be helpful. While there are Council Rules and Regulations, it was felt that something more is needed.

JN suggested that the PPN should make a submission endorsing the increase in Community Grant budgets. Discussion around whether the Secretariat has the remit to do that or if it needs to come from PPN membership.

Suggestion that DLRCC be asked to present about the Community Grants at the next Plenary.

Action: LH to share other PPNs Secretariat policies with members.

LH and KG to raise issue of required skillsets for PPN reps with Council

5. AOB

Discussion on completion of 2016 end of year report.

Discussion on nomination of PPN volunteers to PPN National Advisory Group. LH advised that all PPN volunteers - e.g. Reps and Secretariat members had been contacted for nominations, 4 were received, 1 from C&V, 1 from Social inclusion, 2 from Environmental.

Given the nature of the work of the PPN National Advisory Group, it was noted that extensive experience of the PPN was a requirement.

Agreed: Aileen Eglington, David Girvan and Goff Lalor to be DLR PPN's nominees on the PPNs National Advisory Group. LH to advise the Department accordingly.