

DLR PPN SECRETARIAT MEETING

14th November 2022, 5.00 - 6.35 pm - Draft Minutes

In attendance: Tony McCarthy, Aileen Eglington, Viola di Bucchianico, Gavin Harte, Kay Gleeson, Sharon Perry, Bill O'Dea, Colette Downing

Apologies: none

1. Call to order
Apologies: All in attendance

2. Declaration of conflict of interest:
No conflict to declare

3. Review and approve minutes of last meeting a. Matters arising	
Discussion No matters arising.	Actions/Agreed Aileen Eglington proposed. Kay Gleeson seconded.

4. Review of Membership Applications	
Applications granted membership are Killiney village Residents Assoc Housing Association for Integrated Living Sandyford Youth Band Frascati Singers The Parents' Association of The Good Shepherd Primary School Bellevue Copse Residents Association Did not meet criteria Coolevin Mini-Forest Committee Foroige - Nutty Professors Seek clarification Creatability Sewing Gals, Shankill Dublin Gravity Women - Query location	Actions/Agreed Colette to contact groups and inform them as to Secretariat decision

5. Communications Campaign	
Update from the Dept RCDC was circulated, secretariat is interested to learn the criteria that PR company use to source non PPN opinions.	Actions/Agreed Question can be asked at National PPN workers meeting

5. Planning 2023	
Strategic Plan This was in the 2022 Workplan, was put on hold due to the Mazars Review and the National Communications Plan. Need to look at the workload and see is there any possibility of completing the tender process in 2022. Strategic Plan will have to link into new Economic Plan. Workplan 2023 Draft workplan 2023, Include Strategic Plan as it was deferred in 2022 Correct the name of SWANN in Workplan Finance Expect a 10% increase in funding from DRCD for 2023 as mentioned at the National Resource Workers and NAG meetings last week. Finance Committee to meet to discuss the current finance situation and planning for 2023 MOU Need to start working on this, Tony McCarthy volunteered to work this as he was involved with this last year and will report back. We should also arrange the meeting council.	Actions/Agreed Draft tender document to be circulated to secretariat for approval. Colette to check when new Local Economic & Community plan is due to be published and revert. Colette will make the amendments, there were no other additions. Finance Committee to meet before next Secretariat meeting Arrange MOU meeting with council

5.Environment Pillar	
Environment Pillar has increased membership to 16 groups.	

6. Nominations – Secretariat and SPCs

<p>There are currently 3 representative vacancies in the Environment Pillar, Planning and Citizen Engagement, LCDC and Secretariat, this is a small pillar so difficult to source new representatives.</p> <p>Nominations for Vacancies on Secretariat for a representative from the Social Inclusion Pillar. Put the call out for nomination for all vacancies as soon as possible.</p>	<p>Colette will meet with Gavin and Bill to discuss the vacant roles and what the commitment and the skills need to fulfil the roles.</p> <p>Colette will put out the call for nominations</p>
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7. Launch Vision for Community Wellbeing Statement	
<p>Aileen has submitted a proposal and has spent time identifying the various audiences to address. It was agreed that there will be a pre-launch for the DLR PPN representatives, during the traditional Christmas get together, the first in over 2 years. Followed the next day the official launch with press release.</p> <p>The event will take place in the Stillorgan Park Hotel and will include a buffet meal, the cost is reasonable in comparison to other dinners as Stillorgan Park have not charged for room hire. Drink of choice to be included.</p> <p>Followed the next day the official launch with press release.</p>	<p>Colette to circulate the proposal to Secretariat</p>

8. Website Upgrade	
Not discussed	Actions/Agreed

9. Training	
<p>Digital Skills for Beginners new training dates for Nov/Dec 2022 and will be circulated in the Nov ezine and through web and social media.</p> <p>29 Nov Instagram</p> <p>30 Nov Mailchimp</p> <p>5 December Tic Tock</p> <p>12 December Tic Toc</p>	<p>Actions/Agreed</p>

Discussions have taking place with ETBI to develop a Digital skills training workshop in partnership with DLR PPN aimed at addressing digital literacy in DLR hopefully for 2023. ETBI are to do some research and a feasibility study in to develop content for a pilot workshop.	Colette to send Community Wellbeing Digital Needs Report to ETBI
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10. AOB	
Smart DLR -Trendhunters programme, students from Dún Laoghaire will be learning them how to predict the future by looking at current societal trends, market changes and new innovative products, to find out what the citizens' wants, and needs will be in 5 years from now for social innovation. Social innovation is innovation that benefits the citizens. An example of a social innovation is Too Good to Go, an app They are looking for experts and citizens who would like to be involved in this programme and hop that the PPN can help them with this. there is an overlap here with the Vision Statement	Actions/Agreed Circulate information on their behalf
The Wheel Supports The Wheel have provided a dedicated contact email and phone number for PPNs, they intend deploy a range of information sessions and webinars on HR and other topics of relevance to PPNs they will be in contact next week with more detail.	Circulate contact details to Secretariat HR Sub Committee
Membership The Secretariat has a responsibility to staff in relation to wellbeing and to ensure that the Code of Conduct is followed by members and their groups.	Aileen Eglington is to draft correspondence for secretariat approval, seeking direction from the Department that all future correspondence in this matter is addressed to them and that the dept are prepared to stand over the code of conduct.

12. Date of Next Meeting	
TBC	Actions/Agreed