

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 5th of February 2018

Venue: Meeting Room, 5th Floor, The Lexicon.

MINUTES

Present: David Girvan, Kay Gleeson, Claire Carroll, Tom Kivlehan (Convenor), Ben Stafford, Aileen Eglington, Laura Howe.

Apologies: Goff Lalor, John Nolan, Sheila Moore

1. Review and approve minutes of last meeting a. Matters arising	
<p>Discussion</p> <ul style="list-style-type: none">• Laura Howe circulated a costing for linkage group meetings as per minutes of previous meeting.• A discussion was had relating to the areas of expertise required by DLRCC for PPN reps<ul style="list-style-type: none">○ Ben Stafford noted that it was important for the position of rep to be accessible as possible and some of these areas of expertise required by the DLRCC are quite restrictive.○ Tom Kivlehan suggested that DLRCC need to justify why they need those specific skills/areas of knowledge in PPN reps.○ Suggestion to survey PPN members to see who would be interested in joining an SPC in the future and to audit the skills of those interested.	<p>Agreed/Action</p> <ul style="list-style-type: none">• It was agreed to do more research around the issue of areas of expertise required by reps and to come back to it in 6 months time.• Approval of minutes proposed by Kay Gleeson, Seconded by Ben Stafford.
2. Questions re. network manager's report	
<p>Discussion</p> <ul style="list-style-type: none">• A question was asked whether the adverts with the Dublin Gazette and Southside People were also online• A question was asked regarding discrepancies in pay and holiday entitlements between PPN workers.	<p>Agreed/Action</p> <ul style="list-style-type: none">• Laura Howe to find out about Dublin Gazette and Southside People• Laura Howe to check her employment contact regarding annual leave

<p>Laura Howe gave a further explanation.</p> <ul style="list-style-type: none"> • A discussion was had about the need to elect a new Social Housing SPC rep due to the resignation of Catherine Kenny. • Laura Howe distributed copies of the draft 2017 workplan review. She requested that this review be approved by the Secretariat at the next meeting. • Laura Howe explained that the amount of actions that are going into the 2018 workplan are in danger of becoming unachievable. She requested assistance from members of the Secretariat to prioritise these actions. 	<p>entitlements and report back to Secretariat.</p> <ul style="list-style-type: none"> • It was agreed that a new rep needed to be in place by June. • Laura Howe to email the current Social Housing interest group, advise other members to join the group and request nominations • This item will go on the agenda for the 12th of March meeting • All Secretariat members to read draft 2017 workplan review before meeting on 12th of March and get back to Laura Howe with any comments or proposed amendments. • Claire Carroll and Kay Gleeson will meet with Laura Howe to prioritise activities
<p>3. Approval of new members</p>	
<p>Discussion</p> <ul style="list-style-type: none"> • A list of recent membership was circulated. 	<p>Agreed/Action</p> <ul style="list-style-type: none"> • Due to the numbers involved this item was postponed to the next meeting. • All Secretariat members to look through list and get back to Laura Howe with queries. • This membership list will be submitted for approval at the next meeting. • Laura Howe will check previous meeting minutes for decisions on how membership is approved by

	Secretariat.
4. Members News items for Ezine	
<p>Discussion</p> <ul style="list-style-type: none"> • A discussion followed in relation to a news item submitted for inclusion in the ezine by a residents association who are members of the PPN. This news item was of a serious and legal nature and related to individuals who are not part of the PPN. 	<p>Agreed/Action</p> <ul style="list-style-type: none"> • A communications policy for the PPN is a priority. • Laura Howe will ask the other PPNs for copies of their communications policies to see what they encompass. • Laura Howe will draft a response to the residents association for approval by the Secretariat.
5. General Data Protection Regulation	
<p>Discussion</p> <ul style="list-style-type: none"> • Laura Howe explained that the PPN will need to be compliant with the new General Data Protection Regulations coming in in May and that this could involve a lot of work. A discussion followed. 	<p>Agreed/Action</p> <ul style="list-style-type: none"> • Claire Carroll will send Laura Howe a copy of an email that DLR VCC are using to start the process.
6. Action plan for April Plenary and Secretariat Elections	
<p>Discussion</p> <ul style="list-style-type: none"> • A discussion followed regarding what needs to happen for Secretariat elections to take place at the next Plenary meeting in April. 	<p>Agreed/Action</p> <ul style="list-style-type: none"> • The date for the Plenary meeting was changed to 25th of April. • Ben Stafford and David Girvan are on the organising team. • Claire Carroll, David Girvan will not be standing for re-election. Tom Kivlehan said he may not be able to stand again but would confirm closer to the time. • As per the elections policy the method of voting will be Proportional Representation

	<p>by single transferable vote.</p> <ul style="list-style-type: none"> ● Laura Howe to send out call for nominations to all PPN members by next week at the latest. This is to include: <ul style="list-style-type: none"> ○ The role of a secretariat member as per the PPN user guide. ○ The time commitment ○ Deadline for nominations 26th March. ● Laura Howe to ask PPN reps to give an update on their committees to be included in the 2017 report.
7. A.O.B.	
No other business	
8. Convenor and date for next meeting	
Monday March 12th, convenor Aileen Eglington .	