

# Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 9th of April 2018, 5.30pm

Venue: Meeting Room 1, 3rd Floor, Lexicon, Dun Laoghaire

Convenor: Ben Stafford

## MINUTES

**Present:** David Girvan, Kay Gleeson, Tom Kivlehan, Claire Carroll,  
Ben Stafford (Convenor), Goff Lalor, Laura Howe.

**Apologies:** Sheila Moore, Aileen Eglington, John Nolan

1. Review and approve minutes of last meeting
  - a. Matters arising

Discussion	Agreed/Action
Query from Laura Howe regarding action relating to Plenary and establishing working groups.	David Girvan will raise working groups at April Plenary.
Laura Howe has arranged a Tus worker for the PPN as per action in previous minutes.	Cost of extra desk for Tus worker noted.  On Secretariat's instructions Laura Howe will clarify issues relating to insurance cover for the worker and data confidentiality.  Proposed by Kay Gleeson. Seconded by Goff Lalor.

2. Work-planning and reporting

Discussion	Agreed/Actions
Laura Howe explained why the 2018 workplan was being brought back to the Secretariat meeting again.	
A discussion was had relating to the KPIs/targets of the workplan.	Secretariat members agreed that 2017 set a baseline level for targets for the workplan. This year will be a measure of what is achievable which will enable realistic targets

<p>Laura Howe raised the importance of producing a 2017 report for members and other stakeholders.</p>	<p>for the workplan to be set in 2019. It was agreed that membership had grown considerably since the start of 2017 (280 to 415 members) and the focus now should be to build relationships with our existing members and ensure the PPN provides a good service to them.</p> <p>Laura Howe to work with the new admin support worker to capture engagements with members more accurately.</p> <p>Subject to amendments proposed by the Secretariat members, approval of the 2018 workplan was proposed by Kay Gleeson and seconded by Tom Kivlehan.</p> <p>Appreciation was expressed to Secretariat members and the PPN manager on the amount of work put into the workplan.</p> <p>A report will be produced for the Plenary.</p>
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### 3. Secretariat and LCDC nominations

Discussion	Agreed/Actions
<p>Secretariat members discussed nominations for the new Secretariat and the LCDC.</p> <p>Secretariat members discussed whether a Secretariat member who had been seconded onto the interim Secretariat could run for election this time around.</p> <p>Laura Howe raised the matter of a previous nominee to the LCDC who had not be allowed to run due to a potential conflict of interest. This person had queried whether they could run in the current LCDC election. Laura Howe had contacted DLRCC to request clarification but had not received any response to date.</p>	<p>It was agreed that a maximum of 3 people per pillar would be elected onto the Secretariat. Any drop-offs will be replaced by another election.</p> <p>Secretariat members agreed that it was acceptable for this candidate to run again.</p> <p>It was agreed that, in the absence of information from DLRCC this person should be advised they can run for the LCDC if they still want to.</p> <p>All Secretariat and LCDC nominations noted and approved by the Secretariat.</p>

#### 4. Plenary

Discussion	Agreed/Actions
<p>A discussion took place on how information about the candidates for election would be communicated to members.</p>	<p>Laura Howe will request 100 word biography and a photo from all candidates. This will be sent to members before the elections.</p> <p>At the Plenary meeting all candidates will have strictly one minute to explain why they are standing for election.</p> <p>Ben Stafford and David Girvan will take responsibility for organising the elections.</p> <p>Laura Howe will see what other rooms may be available for the vote count.</p> <p>Laura Howe will follow up with Sheila Moore re. independent observers for the elections.</p> <p>Tom Kivlehan will introduce the elections.</p> <p>Laura Howe will follow up with Shankill Tennis Club.</p> <p>Laura Howe will send out the draft 2018 workplan to members requesting they come back with any significant request for amendments before the Plenary.</p> <p>A running order for candidates to speak will be included in the Plenary packs.</p>
<p>A discussion took place on the Motions submitted so far.</p> <ol style="list-style-type: none"><li>1. Submitted by Parents, Family &amp; Friends of St. John of God Carmona Services requesting the PPN to ask DLRCC to provide for a Community Hub building for Charities and Community Organisations.</li><li>2. Submitted by Parents, Family &amp; Friends of St. John of God Carmona Services requesting the PPN to seek community representation from members of the PPN on the HSE Regional Health Forum-Dublin Mid Leinster.</li></ol>	<p>Secretariat members agreed that this should be submitted to the Plenary.</p> <p>It was agreed that Secretariat members should pursue this via the national PPN forum rather than the local PPN. The National PPN conference in June would be a good place to try to do this.</p>

## 5. HR

Discussion	Agreed/Actions
<p>Claire Carroll explained that since the issue came up at the Secretariat meeting in February she and Kay Gleeson had been looking at the Network Manager's holiday and salary entitlements.</p> <p>Claire Carroll and Kay Gleeson recommended that the Network Manager's holiday entitlements be raised to 25 days annual leave, in line with the sector.</p>	<p>Approved Kay Gleeson to contact Cormac Shaw to have this implemented.</p> <p>Laura Howe will find out more information re. the salary scale for PPN resource workers and report back to the Secretariat.</p> <p>An appraisal will be carried out for Laura Howe. Kay Gleeson will pursue this.</p>

## 6. New Membership

Discussion	Agreed/Actions
	<p>All new member applications were approved.</p>

## 7. A.O.B.

## 8. Convenor and date for next meeting

Discussion	Agreed/Actions
<p>Laura Howe expressed thanks to the current Secretariat members for all the work they had done over the past 2 years.</p>	<p>Mon 14th of May was set for next meeting date with new Secretariat.</p>