

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 10th December 2018, 5.30-7pm

Venue: Meeting Room 4, 5th Floor, Lexicon library, Dun Laoghaire

Present: Kay Gleeson (convenor), Goff Lalor, Tony McCarthy, Dara Carroll, David Girvan, Jen Kane-Mason, Aileen Eglington, Laura Howe. Ben Stafford was present from 7pm.

MINUTES

1. Resignation of Ben Stafford from the DLR PPN Secretariat	
Discussion The group thanked Ben Stafford for his work on the DLR PPN Secretariat and wished him the best of luck in the Local Elections next year. A discussion followed on the election of new Secretariat members. A question was asked regarding associate membership and nominations. It was clarified that associate members cannot nominate for or vote in PPN elections.	Actions/Agreed An election will be run for new representatives from the Social Inclusion and Environmental Pillars in January. These elections will be by online/postal vote. Laura Howe to send out a request for nominations in the 2nd week of January.

2. Review and approve minutes of last meeting a. Matters arising	
Discussion It was noted that the PPN were awaiting final DLRCC approval for the release of the update of the JPC 2018 workplan and that the minutes of the JPC meetings had now gone online on DLRCC's website. It was felt that the PPN had influenced this action. It was noted that DLR PPN's offer to the Social Inclusion pillar of paid places at the SOLA Symposium was not taken up by anyone.	Actions/Agreed Laura Howe to follow up with Jason O'Sullivan on his remaining actions from the November meeting. Minutes proposed by David Girvan, seconded by Aileen Eglington.

3. Recent updates from DRCD	
<ul style="list-style-type: none"> a. Recruitment of support worker b. Hosting of PPNs c. Engagement in political process 	
Discussion	Actions/Agreed
<p>A discussion followed regarding DRCD's recent circular announcing 1 year funding to employ a support worker for PPNs in 2019.</p> <p>Laura Howe informed the group that a possible contribution of €5000 to this funding from DLRCC was not yet confirmed.</p>	<p>It was agreed to identify someone who can offer advice to the Secretariat and network manager in relation to HR/recruitment.</p> <p>Laura Howe to look into how much extra the hosting for this new person would cost.</p> <p>Laura Howe will ask Southside Partnership to advise on the gross salary that can be provided by this funding.</p> <p>Laura Howe will work on the job description, based on the sample job description circulated by DRCD.</p> <p>Aileen Eglington, Kay Gleeson, David Girvan and Laura Howe will shortlist applications and sit on interview panel.</p>
<p>A discussion followed regarding a discussion paper recently brought to the PPN National Advisory Group by DRCD relating to the future of PPNs run as CLGs and those hosted outside of the local authority.</p>	<p>Due to time constraints it was decided to hold an additional meeting in January to discuss this in detail.</p> <p>The Secretariat will meet again on Wednesday 9th of January to discuss this matter further.</p> <p>Tony McCarthy to arrange the venue</p>
<p>DRCD's circular in relation to Engagement in Political Processes was noted. Ben Stafford's resignation demonstrates compliance with this circular.</p>	<p>Laura Howe will share the circular with DLR PPN reps.</p>

4. Finance update	
Discussion	Actions/Agreed
<p>Laura Howe updated the group on expenditure, which is nearly complete for 2018.</p>	

Laura Howe explained that she was having trouble sourcing a reliable web developer who can do the second stage of work on the Membership Directory for the dlrppn.ie website.	Aileen Eglinton and David Girvan will send contact details for web developers.
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5. Proposals for workplan from Secretariat Workshop 1st Dec 18	
Discussion	Actions/Agreed Due to time constraints this item was deferred to the next meeting on Wed 9th Jan.

6. Older Persons Expo update	
Discussion Due to time constraints Laura Howe referred members to her update on this in the monthly report.	Actions/Agreed It was agreed that DLR PPN should support this as required.

7. A.O.B. (6.54-7pm) <ul style="list-style-type: none"> a. Mindfulness statement/Wellbeing statement b. Letter from Cork City PPN c. Paper submitted to Secretariat by Marese Hegarty 	
Discussion a. A brief discussion followed in relation to the Wellbeing Statement and other initiatives it could potentially tie in with. c. A brief discussion took place in relation to the paper submitted to the Secretariat by Marese Hegarty. Laura Howe explained that she was waiting on some feedback from Marese.	Actions/Agreed a. Laura Howe to contact Owen Lavery It was agreed to set up a sub-committee responsible for engaging with the council to increase awareness of the PPN. b. It was agreed that Laura Howe will assist Cork City PPN as requested.