

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 28th January 2019, 5.30-8pm. Venue: Meeting Room 1, Lexicon library, Dun Laoghaire

Present: Kay Gleeson (convenor), Tony McCarthy, Jen Kane-Mason, Goff Lalor, David Girvan, Laura Howe.

Apologies: Aileen Eglinton, Dara Carroll.

MINUTES

1. Item from AOB - DRCD Circular CVSP 8/2018	
<p>Discussion</p> <p>A discussion followed on DRCD's Circular on PPNs and Engagement in the Political Process and whether it applies to Secretariat members supporting a political candidate.</p>	<p>Actions/Agreed</p> <p>It was agreed to discuss this item first as the outcome would impact whether David Girvan could remain in the meeting.</p> <p>It was agreed that the role of the Secretariat is administrative rather than representative. It was agreed that as long as a Secretariat member does not use their connection to the PPN to promote an electoral candidate then there is no issue with them supporting that candidate.</p> <p>It was agreed that David Girvan can remain on the Secretariat.</p>
2. Update on presentation to the dlr Seniors meeting	
<p>Discussion</p> <p>Laura Howe gave an overview of the presentation she delivered to DLRCC Senior staff that morning and a discussion followed.</p>	<p>Actions/Agreed</p>
3. Review and approve minutes of last meeting	
a. Matters arising	
<p>Discussion</p> <p>Laura Howe notified the Secretariat that one nomination had been received for the Environmental vacancy on the Secretariat and none for the Social Inclusion vacancy</p>	<p>Actions/Agreed</p> <p>Laura Howe will send out reminder to members.</p> <p>Action from the October minutes regarding a position paper to be disregarded.</p>

<p>Laura Howe updated Secretariat members in relation to 2018 expenditure. A discussion followed in relation to cash-flow issues experienced in 2018.</p>	<p>Laura Howe to follow up with Southside Partnership.</p>
<p>Laura Howe updated Secretariat members in relation to the membership database being developed for the dlrppn.ie website. Secretariat members suggested further service providers to contact.</p>	<p>Laura Howe to arrange a meeting of the Secretariat Finance sub-group.</p>
<p>Laura Howe updated Secretariat members about the dlr Age Well Expo 2019 and how DLR PPN will be participating in it.</p>	<p>Laura Howe will follow up.</p>
	<p>Laura Howe to ask DLRCC to print information for DLR PPN's info wall at event.</p>
	<p>Minutes proposed Tony McCarthy and seconded by David Girvan</p>

4. Recruitment of Support Worker	
<p>Discussion</p> <p>Members discussed the Job Specification drawn up by Laura Howe and distributed prior to the meeting.</p>	<p>Actions/Agreed</p> <p>A number of amendments were agreed, Laura Howe to modify as requested.</p> <p>Laura Howe will also amend the job advert accordingly.</p> <p>It was agreed to offer the €24,256 Grade 2 Clerical/Admin salary, but for 28 hours as opposed to 35 hours. This will increase the Hourly Rate to an acceptable and attractive rate, which combined with shorter working week, would attract better calibre of candidates.</p> <p>It was agreed that Laura Howe and 3 Secretariat members, one from each pillar will shortlist the applications. The interview panel will consist of Laura Howe and 2 Secretariat members.</p> <p>2 weeks is sufficient to run the job advert.</p> <p>Tony McCarthy and Alleen Eglington will liaise with Southside Partnership to confirm the hosting fee and desk space.</p>

5. Vision for Community Wellbeing	
<p>Discussion</p> <p>Laura Howe explained that she had responded to Social Justice Ireland's email regarding</p>	<p>Actions/Agreed</p>

<p>support for this project.</p> <p>A discussion followed on where the consultation workshops should be run in the county.</p> <p>It was felt that running one in each electoral area would be too much.</p> <p>It was suggested that East and West could be appropriate.</p> <p>The importance of making sure all PPN members had the opportunity to participate was raised.</p> <p>Different dates and venues must be offered.</p> <p>A discussion followed on the cost of this project and whether additional funding would be available from DRCD and what the additional supports consisted of.</p> <p>A discussion followed on opportunities to measuring wellbeing as part of the process.</p> <p>Suggestion was made to link in with Airo/CYPSC dlr</p> <p>Suggestion was made to link in with UCD</p> <p>Suggestion to use Plenary as a test run.</p>	<p>Laura Howe will ask DRCD</p> <p>Laura Howe will look into this</p> <p>Laura Howe will look into this</p> <p>It was agreed to form a Secretariat sub-group for this project - Dara Carroll, David Girvan and Jen Kane-Mason</p>
--	---

6. Salesforce re-registration	
<p>Discussion</p> <p>Laura Howe explained that DLR PPN will soon be going through the membership re-registration process and agreement was needed on the GDPR data use statement DLR PPN members are going to be asked to agree to. A copy of the amended statement was distributed.</p>	<p>Actions/Agreed</p> <p>Secretariat members agreed to the amended statement.</p> <p>It was noted that the cover email for the re-registration process should remind members of the advantages of being a member of the PPN.</p>

7. 2019 Workplan and Budget	
<p>Discussion</p> <p>Laura Howe explained that it would be</p>	<p>Actions/Agreed</p> <p>This was agreed by Secretariat members.</p>

<p>advantageous to change the cycle of the workplan so that the workplan for the following year is ratified by members at the Autumn plenary. For this reason this year's workplan will be an 'interim' workplan that members will be asked to ratify at the Spring Plenary. The 2020 workplan will then be presented for ratification at the Autumn plenary.</p> <p>Laura Howe distributed a first draft of the 2019 workplan and asked Secretariat members to look at it and identify one action identified at the Secretariat workshop in December that they felt should be included in the workplan.</p>	<p>Secretariat members to do this and get back to Laura Howe.</p>
--	---

8. Letter to DRCD	
Discussion	<p>Actions/Agreed</p> <p>David Girvan's draft of the letter was agreed as is.</p> <p>Laura Howe will print and arrange signatures from one Secretariat member from each pillar.</p>

9. AOB	
<p>Discussion</p> <p>A discussion followed on DRCD's circular relating to an MOU between the PPN and DLRCC. Laura Howe explained that Jason O'Sullivan was looking into it on behalf of the Council.</p> <p>A discussion followed in relation to the email from Jamie Moore, Fingal PPN regarding increased collaboration between the 4 Dublin PPNs.</p> <p>A discussion followed in relation to the European elections.</p>	<p>Actions/Agreed</p> <p>Laura Howe to work on this and bring back to Secretariat.</p> <p>Laura Howe and Kay Gleeson will attend the meeting. Laura Howe to request that the meeting is held in Dublin City centre for convenience.</p>

10. Date and convenor for next meeting
Monday 18th of February, Tony McCarthy will be convenor.