

# Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 25th of June 2018, 5.30-7pm

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

Acting convenor: Laura Howe

Present: David Girvan, Kay Gleeson, Jen Kane-Mason, Goff Lalor, Tony McCarthy, Laura Howe, Dara Carroll, Ben Stafford.

Apologies: Aileen Eglington

## DRAFT MINUTES

Laura Howe requested to switch item 2 (working groups) with item 6 (Network Manager's report) as a number of items within the Network Manager's report would be relevant to item 2

### 1. Review and approve minutes of last meeting

#### a. Matters arising

Discussion	Agreed/Action
No matters arising	Laura Howe to resend PPN 2017 report to Department to Tony McCarthy.  Kay Gleeson proposed, Goff Lalor seconded

### 2. Items from Network Manager's Activity report

Discussion	Agreed/Action
A discussion followed on progress of establishing linkage groups.	Jen Kane-Mason, David Girvan and Laura Howe will continue to work on establishing the PPN Disability linkage group.  Laura Howe to resend list of Social Inclusion groups to Jen Kane Mason and David Girvan.  Tony McCarthy, Kay Gleeson and Laura Howe will work together on establishing a PPN JPC-related linkage group  Laura Howe will co-ordinate a meeting of the PPN Joint Policing Committee reps.  Tony McCarthy will send relevant information from JPC (Garda report?) to

<p>A discussion followed on the upcoming Bus Connects/Dublin Bus redesign consultation.</p> <p>Laura Howe updated members on the development of the DLR PPN information pack.</p> <p>Laura Howe updated members on DLR PPNs implementation of GDPR.</p> <p>Laura Howe updated members on developments in relation to the 80+ motion passed at the Plenary.</p> <p>Tony McCarthy mentioned an event on the Age Friendly County programme that Dun Laoghaire Active retirement are running on September 7th.</p> <p>David Girvan expressed the view that Laura Howe needed more time to monitor the work of the SPCs and PPN reps input into the SPCs. This is particularly important as the PPN is expected to report on this to the Department.</p> <p>Goff Lalor suggested the DLR PPN Autumn training schedule should include training on how SPCS work.</p> <p>Kay Gleeson suggested the PPN look at electing reps to SPCs in February.</p>	<p>Laura Howe for circulation to PPN members with contact details of reps.</p> <p>It was agreed to concentrate on the establishment of linkage groups first before taking action to implement the reps protocol action from the PPN workplan.</p> <p>Laura Howe will write to the National Transport Authority/Bus Connects on behalf of the DLR PPN Secretariat.</p> <p>Goff Lalor will input into the text once Laura Howe has compiled it.</p> <p>Ben Stafford and Jen Kane-Mason will work with Laura Howe on this.</p> <p>It was agreed the PPN could not provide funding for research. Laura Howe was asked to explore other possibilities, for example Healthy Ireland funding.</p> <p>Laura Howe would like to attend this if possible.</p> <p>Tony McCarthy will find out if DLRCC give induction packs to Councillors on SPCs.</p>
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<p>Laura Howe updated members on developments in relation to the Community Hub motion from the April plenary.</p> <p>A brief discussion followed in relation to the election of the new Cathaoirleach</p> <p>Laura Howe updated members on the development of the Wellbeing Statement toolkit and suggested it would be useful to start thinking about how DLR PPN are going to implement it and how the information could be used. A discussion followed.</p>	<p>Laura Howe will write to the Cathaoirleach on behalf of the DLR PPN Secretariat requesting a meeting to discuss the PPN.</p> <p>Dara Carroll and Laura Howe will work on this.</p>
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### 3. Deciding Actions/Priorities from Secretariat workshop 19th May

Discussion	Agreed/Action
<p>A discussion followed on outcomes from the workshop on the 19th of May.</p> <p>It was suggested by Secretariat members that these outcomes could be worked into a 3-5 year strategy for DLR PPN, centred around linkage groups, PPN reps and measurable outcomes.</p> <p>A suggestion was made around capacity building to influence the next County Development Plan.</p>	

### 4. Restructuring the DLR PPN Workplan Cycle

Discussion	Agreed/Action
<p>Laura Howe explained that she felt it would be beneficial to change the cycle of how the workplan is produced so that the workplan for the coming year gets ratified at the Autumn plenary meeting.</p> <p>A discussion followed.</p>	

<p>It was suggested that the workplan should cover a longer period than one year.</p> <p>It was suggested that the workpan should be seen as a 'living document' that continuously evolves.</p> <p>It was suggested to look at this 3-4 months before the end of the year.</p>	
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5. Agreement on the role of Secretariat meeting Convenor

Discussion	Agreed/Action
<p>Laura Howe expressed the view that the meeting convenor should be in charge of collating the agenda for Secretariat meetings, similar to the role of a chairperson, and not the network manager.</p> <p>A discussion followed.</p> <p>A question was raised regarding previous agreement on how long each convenor would be in place for.</p>	

6. Establishing working groups of PPN Manager and Secretariat members

Discussion	Agreed/Action
<p>This was covered under Item 2.</p>	

7. Date for next meeting

Monday 30th of July, Kay Gleeson will be convenor.