

DLR PPN SECRETARIAT MEETING

9th October 2023, 5.00 - 7.00pm, online.

In attendance: Tony McCarthy, Kay Gleeson, Viola di Bucchianico, Gavin Harte, Aileen Eglinton, Siby Sebastian, Sharon Perry, Bill O'Dea Colette Downing, Simone Sav

1. Call to order

The meeting was facilitated by Kay Gleeson

2. Declaration of conflict of interest:

No conflict to declare

3. Review and approve the minutes of the last meeting.

a. Matters arising

Discussion

Sharon Perry requested that the September Meeting Minutes be updated to include the names of the nominees for the LCDC vacancies. Also, include the name of the successful Strategic Plan Tender Bidder.

Siby proposed the minutes and Gavin seconded

Actions/Agreed

Amendment to September 2023 Minutes agreed.

4. Review of Membership Applications

Discussion

Change in procedure regarding Membership Applications, Staff are to scrutinise applications to ensure that they meet criteria and make recommendations and bring them to the Secretariat meeting for Secretariat approval.

The following applications were approved:

- Venezuelan Community in Ireland (VCI)
- Sandycove Kayak Club
- St Augustine's Sharks Special Olympics Swimming Club
- Cuidiu Dublin South East Branch

Actions/Agreed

Simone will follow the processing of the approved applications and will relay the secretariat queries and instructions to the other groups.

<ul style="list-style-type: none"> • Kill o the Grange Parish Youth Club • All Saints Community Church Sandymore • Malayaless In South Dublin 	
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5. October Representatives Network Meeting format/speaker	
<p>Discussion</p> <p>The meeting will start at 7.00pm. Kay will speak about the national picture.</p> <p>Gavin will run the Reps workshop. He already has a draft presentation and meeting with Staff. We will set up a second meeting to run through the finalised presentation.</p> <p>Workshop Topics - Linkage Groups</p> <ul style="list-style-type: none"> - How can we get more people to sit around this table? - How can the sec and staff assist you to get more people to sit around this table? <p>Broadening out engagement how do we get people involved in PPN and bring the outcomes to the plenary?</p> <p>Some Reps have been slow to respond to the invitation, Simone will follow up with a call.</p>	<p>Actions/Agreed</p> <p>Simone will follow up with Reps who have not confirmed attendance.</p>

6. Training Update	
<p>We have run 2 related training sessions on How to set up and run a community group – all going smoothly numbers have decreased on previous training.</p>	<p>Actions/Agreed</p>

7. Tender – Strategic Plan update	
<p>Discussion</p> <p>Strategic Plan Sub Committee will be meeting Finbar from Business Improvement Solutions for the Project Initiation meeting on Thursday 19th October, the meeting is in SSP in person. Discussion will include Date schedule, number of in-person and online meetings, survey and submissions by post and email.</p>	<p>Actions/Agreed</p>

8. November Plenary Meeting

<p>Discussion</p> <p>Format for the meeting discussed.</p> <p>Suggested that the first half of the meeting could be an introduction to the Strategic Plan presented by Business Improvement Solutions.</p> <p>The second half of the meeting will be a Linkage group meeting by Pillar, Gavin will develop this based on the feedback received from Reps at their network meeting this week.</p>	<p>Actions/Agreed</p> <p>Simone will check that Finbarr is available.</p>
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9. Work Plan 2024

<p>Discussion</p> <p>Simone has begun work on the Draft 2024 Workplan and will circulate it to the Secretariat this week for feedback.</p>	<p>Actions/Agreed</p> <p>Simone to circulate draft document for feedback.</p>
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10. Finance Update September

<p>Discussion</p> <p>57% of our total funding has been spent by the end of September. The final tranche has yet to be received from DRCD but has been included in the figures.</p>	<p>Actions/Agreed</p> <p>Simone is to review the expenditure year to date and advise the Secretariat of predicted spending before the November meeting.</p>
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12. Other Updates and Activities

<p>Discussion</p> <p>a. National Conference</p> <p>Great attendance Mary Ruane and Therese Lanagan from DLR CoCo attended.</p> <p>Information on how other PPNs work and that we as secretariat and staff got time to spend together was both productive and enjoyable.</p> <p>The Conference was well organised it was noticeable that a lot of thought and consideration had been put in by the hosts Wicklow PPN. and the most successful</p> <p>It is not easy to attend the conference if you are employed with contracted hours of 9-5.</p> <p>In comparison to other PPNs what have we achieved? Our Vision Statement our Digital</p>	<p>Actions/Agreed</p>
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<p>Skills training especially during covid, and our Community Connection Radio Programme are all positives.</p> <p>We need to plan for an awareness of the achievements of DLR PPN, lets wait for the outcomes of the Strategic Plan</p> <p>b. Correspondence received Different types of requests for support are received about grants, we pass on the information to the council if we cannot answer.</p> <p>Request to issue letters of introduction to open a bank account, previous request for a letter confirming a group was registered with the PPN we later discovered that was required to collect goods from customs at Dublin Airport. These issues were discussed. The auto-generated email confirmation is the only confirmation the groups should receive. We do not have any oversight of members' governance or finances. Staff are not to issue introduction/bank letters.</p> <p>c. Community Climate Action Funding update Staff are meeting with Cytia O'Mahony on Thursday in DL to get some more details of the funding and when this will open along with any other information.</p> <p>e. Invitation to Hosting Options Webinar from DRCD We have no further information on this.</p> <p>f. Focus group on the PPN Road Map Simone is participating in this group as she responded to the Crowe survey and indicated that she would be interested in attending.</p>	<p>Staff are not to issue proof of membership/introduction letters.</p> <p>Simone will report back to the Secretariat</p>
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11.AOB	
<p>Discussion</p> <p>The Staff left the meeting and the secretariat continued.</p>	<p>Actions/ Agreed</p> <ul style="list-style-type: none"> Tony McCarthy will connect with Sharon Commings (SSP) and inform her of the decision of the DLRPPN Secretariat. He will ask her to update

<p>The DLRPPN Support Worker requested a review of her role title and salary which was brought to the DLR PPN HR sub-group. In her request to the DLR PPN, she explained her rationale was that her role and duties have significantly changed and expanded over the last 18 months with the DLRPPN. Therefore, she would appreciate a review of her current status.</p> <ul style="list-style-type: none"> • The HR subgroup met on Friday 6th Oct to discuss the request. • At this meeting it was unanimously agreed that indeed her role has expanded and that we recommend to the Secretariat that both her Role title and salary should reflect this. • At present the Support worker is paid on the Programme Officer SSP salary scale. She is currently on point 5 of this scale. • We request that she be now placed on the Development worker SSP salary scale, at point 5 of this scale. This will commence from 1st November 2023 • We also reviewed our current budget and we do have available funding to support the increase in salary and sustain this going forward. • At the monthly Secretariat meeting on Monday 9th October 2023, the HR subgroup discussed and put forward their recommendation to the full Secretariat. This was ratified by the Secretariat. 	<p>the role title and salary increase for the Support worker.</p> <ul style="list-style-type: none"> • Once this has been updated by SSP, Tony will email the Secretariat to confirm the above
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12.Date of next meeting

Next meeting – 13th November, via Zoom