

# DLR PPN SECRETARIAT MEETING

12<sup>th</sup> February 2024, 5.00 - 7.00 pm, online

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

Guest: Finbarr Fitzpatrick, Business Improvement Solutions

Apologies: Siby Sebastian

## 1. Call to order.

The meeting facilitated by Simone Sav

## 2. Declaration of conflict of interest:

Aileen sought clarification and asked is being a member of a party was a conflict of interest. The consensus was not if she is not using the PPN as a platform or canvassing. The PPN must remain nonpolitical.

No conflict declared.

## 3. Review of previous meeting minutes and matters arising

Discussion

No matters arising

Actions/Agreed

Proposed Kay Gleeson –  
Seconded: Sharon Perry

## 4. Draft Strategic Plan

Discussion

Finbarr Fitzpatrick joined the meeting and gave a presentation on the Draft Five Year Plan and the progress to date.

The consultation with external stakeholders is in hand but not yet complete. Statistically, the responses are a valid sample.

The question, what source of a resource is the PPN to its membership? This provided interesting answers in that it is seen as a trusted resource, providing key and enhanced information and knowledge on funding, workshops etc.

The most common answers to the question on barriers to participation was time, involvement in other voluntary groups and not understanding the representatives' roles. The PPN needs to enhance the understanding of these roles.

Communication was deemed to be very effective, excellent.

Area to develop - Greater connection between members.

Operations and Governance - is robust, and clear compliance.

Impact measurement - the infographic of 2023 activities is a way of measuring impact. It is recommended that the annual report should be referred to as the Impact Report moving forward.

Outreach - a lot of the work done already is outreach. Let's get out and tell people – we could get out more and do one-off talks. There is already a commitment to further engagement with stakeholders. Outreach can be resource-heavy, if we are to invest more in outreach we would have to detract from other areas, being mindful of current resources. We can make a difference by refining the strategic priorities.

Plenary meetings -The 67% of those who completed the survey attend the plenary meeting. This result confirms the bias that people who are engaging are the ones attending plenary meetings.

Funding - the responses indicated that DLR PPN is a trusted source of information on funding.

Policy and Linkage Groups - Interestingly, DLR PPN is relied upon for its communications. Policy is an area that needs to be driven. Do we need external experts to come in to talk about policy? There is the possibility to run linkage groups meetings in a format where various thematic and policy areas are discussed. This feedback could be captured and used for the future to inform Reps, consultations etc. Similarly to a citizen's assembly, a large group where we pick areas that we focus on and discuss. The use of facilitators to assist with this and the training of Reps was welcomed. This is conceptual, it is subject to challenge and further refinement. Going to a working network meeting (rather than linkage) could be a way of getting more traction in that area, rather than trying to re-establish non-functioning linkage groups.

One secretariat member observed that the draft plan is it is telling us what we are, rather than what we are going to do. We need a plan that is project given, we need goals and that is critical for us to move forward with all our audiences. The response was that you must go through a process but ultimately the final plan is most likely to be drawn from the 4 strategic quadrants at the end of the draft report. The full report will contain evidence-based research that can be used for example if looking at funding.

Section 5. The infographic capturing the impact is a very visual way of displaying the measure of success.

The five year plan will be an overarching strategy and from that the annual workplan will emerge, organically. Finbarr was asked to provide a longitudinal map year 1,2 etc. Finbarr agreed that we could develop a template with overall objectives, but the tactics and approach would change each year. A longitudinal map would be helpful and could be your internal reporting document as a more condensed matrix of KPIs.

At the Reps network meeting next week, we will seek their feedback and ask for suggestions for future representatives based on their experience over the last 5 years.

#### **Actions/Agreed**

Secretariat members were asked to send all their comments to Simone who will liaise with Finbarr.

Draft Plan to be circulated to Reps for input which will be captured at the Reps Network meeting. Finbarr to complete the stake holder consultations, incorporate this data into the draft and circulate to the secretariat.  
Finbarr to develop a longitudinal map template.

## 5. Review of New Member Applications

2 membership registrations were reviewed.

Actions/Agreed  
Simone will contact the groups with the Secretariat queries.

## 6. Local elections and PPN independence requirements

The relevant sections of the PPN Handbook are.

### **PPN Handbook page 48 - Representatives Section**

*In order to preserve the independence of the PPN, current PPN Representatives cannot stand for election to any Government office, local, national or European, while remaining a Representative of the PPN. Once a Representative decides to stand for election to Government office, they must resign their position immediately before putting their name forward for nomination.*

- *If a Representative is unsuccessful in their bid to be nominated for election to Government office, they must wait at least 12 months after the date on which they were advised that their bid for nomination was unsuccessful before seeking election as a PPN Representative.*
- *Should the Representative be nominated for election, but be unsuccessful in their election, they must wait at least 12 months after the date of the election before seeking election to any PPN Representative role.*
- *Should the Representative have been successfully elected, they must wait at least 12 months from the date their term of office expires before seeking election to a PPN Representative role.*

### **PPN Handbook Page 53 Secretariat Section**

*In order to preserve the independence of the PPN, current PPN Secretariat Members cannot stand for election to any Government office, local, national or European, while remaining part of the PPN Secretariat. If a Secretariat member decides to stand for election to Government office, they must resign their position immediately before putting their name forward for nomination.*

- *If a Secretariat member is unsuccessful in their bid to be nominated for election to Government office, they must wait at least 12 months after the date on which they were advised that their bid for nomination was unsuccessful before seeking election to the Secretariat.*
- *If the Secretariat member is nominated for election, but is unsuccessful in their election, they must wait at least 12 months after the date of the election before seeking election to the Secretariat.*
- *If the Secretariat member is successfully elected, they must wait at least 12 months from the date their term of office expires before seeking election to the Secretariat.*

The representatives including the Secretariat have already been contacted (email) by the Network Manager to remind them of these



<p>Simone to do an exercise to ensure that we are getting value for money on hosting and research the amount paid, and the level of service received by other hosted organisations nationally in advance of the SLA meeting.</p> <p>Let the DRCD know if we expect delays re annual report meeting with councillors that are elected should be included in the budget.</p>	
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<b>8. Updates</b>	
<p>a. Correspondence received. – A request to circulate a survey was discussed it was decided not to participate with the organisation. - A member has been in contact on numerous occasions and her queries have been addressed but keeps requesting phone calls.</p> <p>b. February Representatives Network Meeting – 12 responses to date, Simone will contact the remaining Reps. At the meeting it was decided to present the draft Five -Year Plan and seek feedback. The second item on the agenda will be to seek suggestions to assist new reps with the role and to see if anyone is interested in putting themselves again.</p> <p>c. Tony advised the report on the review of the SPCs will be finalised shortly. The provision of information seems to be the most common issues nationally.</p> <p>d. Southside Partnership updates: the new CEO mentioned that their new finance policy will state that their funding not to be spent on alcohol.</p> <p>e. Training PPN Summer School with DCU meeting with PPNs on 29<sup>th</sup> February to finalise dates and topics. Governance training – we have a few things coming we are looking at dates and times.</p> <p>Festival of Funding DLR- strategic plan says funding is an important topic for hour members. We are considering providing a series of funding information sessions, how to</p>	<p><b>Actions/Agreed</b></p> <p>As a reply was made in writing, there is no need for further contact unless there is a new query on their part, especially by phone.</p> <p>Simone to contact Reps, circulate the Draft 5 year plan. Devise presentation and materials required.</p> <p>The dates of our training sessions will be announced as soon as the facilitators confirm them.</p> <p>Secretariat supports the idea of a series of training sessions about funding, both in person and online. More details to be set at the upcoming meetings.</p>

and get council to come and share information on successful funding. Various methods.	
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Leader funding will be announced in next few weeks and the border has been extended. There are some great success stories in the past. Suggestion to do a podcast that we could tie around the Leader funding.	
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<b>12. AOB</b>	
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No AOB	
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<b>13. Date of next meeting</b>	
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11 <sup>th</sup> March 2024	
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