

**Secretariat of Wexford Public Participation Network (PPN)
Meeting on 02.09.2016**

**Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)
Held on Friday, 2nd September 2016 at 10.30 a.m. in Block A,
County Hall, Carricklawn, Wexford.**

Attendance:

PPN Secretariat Members:

Mr. Seán Quirke	Community & Voluntary Sector (Facilitator)
Mr. Kevin Molloy	Gorey Municipal District
Mr. John Carr	Wexford Municipal District
Mr. Paddy Redmond	Enniscorthy Municipal District
Mr. Thomas Cullen	Social Inclusion Sector
Mr. Pat Rath	Community & Voluntary Sector

Other Attendees

Ms Annette Dupuy	PPN Support Officer
Mr Ger Mackey	Chief Officer
Ms Jackqui Eydt	SSO

Note Mr Mackey & Ms Eydt attended for first 10 minutes of meeting only

1. Apologies:

PPN Secretariat Members

Ms Frances Ryan	New Ross Municipal District
Ms Susan Murphy	Social Inclusion Sector

2. New Ross Area Community Issues Update

Mr Mackey advised that a meeting had been held in New Ross and that he had concerns for the low level of community development in New Ross.

Action: As an action to progress it was agreed that previously formed sub-committee would meet, potentially including WLD, to agree a set of proposals to revert to the Secretariat at the next meeting. Mr Mackey agreed to action this as the sub-committee member in attendance.

3. Adoption of the Minutes:

The minutes of the PPN Secretariat meeting of the 22nd July 2016 were proposed by Kevin Molloy and seconded by John Carr.

4. Matters arising:

No matters arising outside of the Agenda Items

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5. Correspondence:

PPN Support Officer reviewed correspondence received.

6. Update on Environmental nominations to PPN Secretariat

PPN Support Officer provided an update that Jacqui Eydt confirmed that the organization from which the nomination was received - Castlebridge Community Garden – has been confirmed eligible previously. As there was only one nomination for the two available seats a discussion continued as to the process for election. Following this discussion it was unanimously agreed that the nominee should be deemed elected as an Environmental College Representative onto the Secretariat.

Action: PPN Support Officer is to advise the nominee and invite them to the next Secretariat meeting, in addition to advising the Environmental College Members of the outcome.

7. Update on Representation Requests

Annette Dupuy outlined her understanding of the process for formal representation requests which requires a linkage group to be formed for each representation. In order to do this she suggested drafting of a representation request form which would allow anybody seeking a representative to provide the required information for both the Secretariat and the wider PPN members.

PPN Support Officer reviewed the representation requests to date which were;

- Maritime Spatial Planning
- Comhairle na nÓg
- South East Fisheries Local Action Group (FLAG)

Following discussion the following was decided;

Action:

- PPN Support Officer to prepare a draft Representation Request Form
- PPN Support Officer to revert to Comhairle na nÓg to advise of no attendee at Monday meeting and to advise of representation request process.
- PPN Support Officer to organize set up of SE FLAG linkage group and to seek clarification on representation rules or guidelines to progress this representation request. Proposed by John Carr, seconded by Paddy Redmond.

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8. Draft PPN User Guide - Feedback Update

PPN Support Officer advised that her colleague Michael Sweeney had not received any Secretariat feedback to date. Following earlier discussion at this meeting it was felt that Wexford PPN should feedback on the single representation depending on the outcome of the clarification request mentioned above under point 7.

Action: Awaiting outcome of clarification request

9. Memorandum of Understanding (MOU) & SLAs Update

A decision was taken to reschedule the August focus group to progress with a draft MOU & SLA sent to full Secretariat for review before the next Secretariat meeting.

An initial focus group meeting with the Secretariat focus group members (Frances Ryan, Sean Quirke, John Carr, & Kevin Molloy) & PPN Support Officer @10.30 on Monday 19th September and subsequent focus group meeting early the following week with this group and Mr Ger Mackey to agree a draft for distribution to wider Secretariat for review.

Action: Meeting of Focus Group & PPN Support Officer @10.30 on Monday 19th September at Block A County Hall with meeting the following week with Mr Ger Mackey (TBC) after which draft MOU & SLA will be sent to all Secretariat members for review.

10. Community Text Alert

The group discussed the pilot areas and the process for progression. It was agreed that Paddy Redmond would report from the JPC meeting on Monday after which a progression plan would be put in place – likely to involve a meeting of JPC PPN representatives with Chief Superintendent John Roche.

Action: Paddy Redmond to provide report from JPC and progress from there.

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11. Re-Registration Date

PPN Support Officer advised of the implementation plan for the Salesforce database which will not be in place in time for 16/17 registration. However, adoption of this system will require a review of the registration form and agreement of same for 16/17. Concerns were raised over the potential loss of members with the upcoming re-registration and it was suggested that actions need to be put in place to encourage re-registration and new registrations as much as possible. Once suggestion was having re-registration date details included in notes section of local newspapers.

Action: PPN Support Officer to review new and old forms and send out details of same to Secretariat Members to review and provide feedback in advance of focus group meeting on 19th September. At this meeting form additions or removals to be agreed.

12. Secretariat Facilitator

Sean Quirke suggested a rotating process with remaining months, until June 19, divided up among those interested in facilitation – with a slot of 3-4 months per facilitator. It was agreed that those not interested in being the facilitator would advise and following same a facilitator schedule would be drawn up. The incoming facilitator (next one up) would act as a deputy for the current facilitator in the event that facilitator is unavailable. Thomas Cullen & Pat Rath both opted out. It was agreed that Sean Quirke would continue as facilitator for the next two meetings for continuity and to opt out of rotation from then.

Action: PPN Support Officer is to correspond with absent Secretariat members & new member and following same to arrange schedule.

13. Workplans & Immediate Focus Areas

PPN Support Officer expressed a concern that direction is needed for areas of immediate focus and action for her work. PPN Support Officer is to have informal one to one calls with individual PPN Secretariat members, over the next 2-3 weeks to conduct a review of individual Secretariat Member views and impressions of same. This is to be compiled into a short thematic summary for review at the next meeting and to aid in agreeing focus areas and plans of action with timelines.

Action: Annette Dupuy to schedule and hold one to one informal sessions and to compile summary review

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14. AOB

Annette Dupuy advised of upcoming meetings she will attend:

- PPN Resource Workers meeting - Dublin 4th October
- Salesforce Training – w/c 17th October (date & venue tbc)

The facilitator of the next meeting will be Sean Quirke

The Next meeting will be held on 10.30 a.m. on Friday 30th September 2016.

This concluded the business of the meeting.

Facilitator

Dated _____, 2016.

Second Member