

Meeting between the PPN Secretariat & Wexford County Council Community DOS and SEO

28/10/2020

3-4pm

Attendees: Jonathon King (JK), John Carr (JC), Kevin Molloy (KM), Anne Lacey (AL), Pat Rath (PR), Paul L'Estrange (PLE), Carolyne Godkin (CG)

The meeting covered two broad agenda items:

- A. **PPN Work Programme 2020 - 2021;**
- B. **Staffing resources / MOU commitments.**

- **PPN work programme 2020 - 2021**

The PPN Secretariat noted the full work programme for 2020 should be delivered. However, it was acknowledged that this will be difficult to achieve due to staff illnesses.

In lieu of that, and in the context of current resourcing challenges notified by the Local Authority (LA), the following items were identified as areas of priority:

1. Plenary Meeting 2020:
  - a. No meeting has been held this year and the work programme requires two. It was agreed that at least one PPN wide engagement is a priority before the end of the year;
  - b. As part of the above and given that the engagement will need to be in an online format, a training investment will be required prior to the plenary with the PPN members in order to ensure engagement is as high as possible for the event. This should cover a number of 'how to' videos for MStems and/or Zoom platforms. Funding from this year's budget should be provided and the training arranged by the PPN Support Worker under the guidance of the temporary PPN Support Officer;
  - c. The Secretariat are to provide a broad agenda/format to be actioned by the temporary PPN Support Officer e.g.
    - i. Advancing Community Engagement in an online world;
    - ii. A topic from S.J.I.;
    - iii. Ratification of elected members; and
    - iv. Other items of essential business may also require ratification.
2. Annual Report 2020:

- a. Department deadline before the end of the year and any possible extension are to be confirmed by the temporary PPN Support Officer.
3. Budget 2020:
- a. The remaining budget of €16,812 for 2020 to be confirmed and salary costs for the PPN Support Officer to be calculated and spent if possible in coming weeks by the temporary PPN Support Officer;
    - i. The status of grant applications x 2 is to be confirmed;
    - ii. Budget allocation for the design and printing of the Disability Report;
    - iii. Plenary Costs including creation of training videos, speaker costs, etc.;
    - iv. Salesforce training for secretariat members; and
    - v. KM as a member of the budget subgroup was asked to liaise with other sub group members regarding items that could be funded from this year's budget underspend.
  - b. It was agreed that the PPN would prefer to spend all budget provided – however in the unlikely case that this is not achieved the temporary PPN Support Officer will discuss with the department an option to retain and not impact 2021 budget.
  - c. PPN Expenses forms to be issued as a matter of urgency by the PPN Support Worker;
4. Disability Information as pre contracted work being undertaken for PPN, in particular:
- a. Disability Report Consultant costs invoice should be submitted before the end of the year and the finances committed for completion early in 2021;
  - b. Information to be provided by the temporary PPN Support Worker under the guidance of the temporary PPN Support Officer:
    - i. List of NGOs and Voluntary Groups serving people with disabilities across the county; and
    - ii. Photo file from disability evening in 2019. It was noted that 70 agencies consulted and there is a feedback report on this consultative event.
5. Re-registration 2021:
- a. 2 year timeline as agreed between the secretariat and the Department in line with the new handbook to be confirmed by the temporary PPN Support Officer. This will alleviate the workload and all agreed that this is a good thing.

- **Staffing resources / MOU commitments**

The PPN secretariat sought an update in relation to the committed posts as per the MOU:

1. PPN Support Officer & Worker:
  - i. The PPN outlined their frustration at the situation, given that there has been a significant amount of change in staff assignments during 2020 and indeed at this point in time, there is little capacity at the moment. This makes the job of the PPN difficult and the secretariat emphasised the importance of the work to the LA and asked that a resolution would be prioritised;
  - ii. It was noted by both CG and PLE that there have been a number of staffing issues related primarily to health reasons that have arisen over 2020 that have reduced the hours that should have been provided to the PPN;
  - iii. It was noted that this was an additional effort to maintain the good working relationship that have been established with the PPN over a long number of years and that in the normal course of events, where staff are absent in the LA there isn't normally an available replacement to step in;
  - iv. The LA are aware of this and PLE is actively engaged with the HR section to address the issues as a matter of urgency. It was confirmed to the secretariat that an Expressions of Interest exercise was recently completed with the expectation that a new PPN Support Officer would be in place in the coming weeks;
  - v. In lieu of the full staff cohort being available to the PPN Secretariat, CG and PL'E both reiterated the commitment to addressing the urgent work of the PPN through reassignment of existing resources within the Community Section to provide a temporary PPN Support Officer;

**The PPN noted their good wishes to Anne Marie Laffan and Clodagh Connelly.**

Reflecting on the various discussions and challenges as outlined above and in particular given the reporting arrangement of the resource worker directly to the secretariat; the following is proposed:

- The temporary PPN Support Officer is to clarify and confirm role requirements vis-à-vis the development of Standard Operating Guidelines (SOG) in consultation with the new PPN Support Officer over a period of

2-3 months. This is estimated as a commitment of 3-4 hours a week for the period;

- In consideration of the GDPR issues with sharing of access with LA staff not formally assigned to the PPN and indeed in order to help build resilience within the PPN for the longer term, it is advised:
  1. That the Secretariat consider identifying at least 2 members that would undertake Salesforce training. The benefit of this approach for the PPN would be that:
    - i. it is in line with the day to day operational management commitment as per the MOU;
    - ii. a number of members would have a level of familiarity with the system and thus have a good understanding of time commitments involved in terms of managing the work programme; and
    - iii. Could offer an additional level of technical advice/support to the officer as it may be required.
  2. That the Secretariat consider nominating a member to be a contact point to support the development of abovementioned SOG's once the new PPN Support Officer is in place. Both the temporary and PPN Support Officers would then be developing the standard SOG's in consultation with the secretariat member.