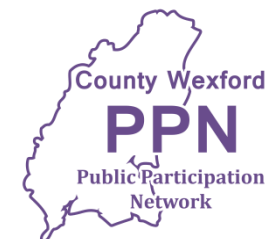


PPN Rep Meeting Report Template

PPN Rep Name	N/A.
Committee Name	Secretariat.
Date of Meeting	26 th April, 2021

**Other Reps who fed into this Report
(if applicable)**

The Secretariat examined *Section 6 (The Secretariat) of the Handbook*. Action is needed as set out below.



Agenda Item	Notes	Outcome/Decisions Made	Actions Required - by Who & When
<i>The current Secretariat Membership is less than that as set out in the Handbook</i>	<i>Composition and Term set out in Handbook Pages 52 & 54 & Circular CVSP 1/2014</i>	<i>To Review Current Composition & Term and Arrange Elections As Soon As Covid Allows.</i>	<i>Secretariat, Urgent.</i>
<i>Vacancies Identified Must be filled ASAP.</i>	<i>Page 52.</i>	<i>To Fill vacancies by Nomination and Election.</i>	<i>Secretariat and Staff.</i>
<i>Elections and Nomination Process.</i>	<i>Pages 54, 62 & 63. Appendix 5 Nomination Form. Appendix 3 Reps Charter. Reporting to PPN.</i>	<i>To Arrange Election Process. Plenary to Approve Those Elected. Provide Reps Training, Charter and Reporting Requirements.</i>	<i>Secretariat and Staff. C F & T Training Referral.</i>
<i>Communication Circulate and respond.</i>	<i>Secretariat To Be Informed of All Correspondence, Draft Replies and Circulate.</i>	<i>To Create a Correspondence Register By Date of Receipt.</i>	<i>Secretariat and Staff. Include List of Correspondence at all Meetings. C F & T Communications Referral.</i>
	<i>Compulsory:</i>	<i>Must Include Budget, Workplan Provisions etc.</i>	<i>Secretariat and Staff Urgent.</i>

Develop and Adopt Constitution. (Hosted By LA)	Pages 108 - 125 with Appendixes Pages 126 - 139.	To be Approved by Plenary.	
Secretariat Roles and Functions.	Page 57.	Strategic Plan, Staff Facilitation, Promote PPN and Membership.	Secretariat. C F & T Communications Referral.
Facilitator, Role etc.	Page 55 & 59: Specifically: To Guide Process. Flat Structure. Regular Rotation of Role.	Training must be offered.	Secretariat. C F & T Training Referral.
Code of Conduct.	Compulsory: Appendix 8, Page 169 – 170.	Develop and Circulate.	Secretariat and Staff Urgent.
Secretariat Meetings. Annual schedule, Attendance etc..	Page 55.	Minutes to Show Attendances, Apologies and Non attendances. Include Schedule in WorkPlan.	Secretariat and Staff.
Secretariat Members Training / Support.	Page 56. Induction Training and Refreshers.		Secretariat. C F & T Training Referral.
Develop / Implement Strategic Plan.	Page 57. Duration, Input from Members & LA, Plenary Approval.	Ref page 16 members of secretariat members to evaluate what we are doing page 213	Secretariat and Staff.
Evaluation.	Appendix 16, Page 213 – 215.		Secretariat: Regular Review. From May, 2021 and Every Three Months.

Staff Facilitation and Review. <i>Staff liaison committee.</i>	<i>Page 58.</i> <i>Detail Role in Workplan.</i> <i>Set Up Staff Liaison Committee.</i> <i>Provide HR and Management Training.</i>		Secretariat: Develop Role, Set up Committee. C F & T Training Referral.
Policies List.	<i>Page 59 and Appendixes.</i> <i>Draft and Adopt Policies.</i>	To be Signed by Members, Reps. And Staff.	Secretariat and Staff.
Promotion of PPN and Membership. <i>Associated membership</i>	<i>Page 60.</i> <i>Define Criteria (Page 30) re. Associated Membership.</i>		Secretariat and Staff. C F & T Communications Referral.
Database Management. Single PPN Contact Point.	<i>Page 61 & 62.</i> Registrations, Accuracy of Records, GDPR Policy,	Access Needed to Database, Website, Twitter, Facebook etc. Need to Ensure Updated Regularly. To issue Communications / Information to Members.	Secretariat and Staff. C F & T Communications Referral. C F & T Training Referral.
Municipal Districts.	<i>Page 61:</i> <i>To have PPN Engagement at MD Level.</i>	To Hold Two X 5 MD Meetings in Year.	Secretariat and Staff.
Wellbeing Vision.	<i>Page 62.</i>	Ensure Reps. Use Vision as PPN Policy Guide. Review Vision Early 2022.	Secretariat and Staff.
Secretariat and LA.	<i>Page 64 Collaborative and of Benefit to Members.</i>		Secretariat and Staff. & C F & T to Communicate with Reps.
MOU.	Page 64 Matters and Appendix 13.	MOU, Signed July, 2020. New MOU for Jan. 2022.	Secretariat and Staff. Agenda Oct. 2021.

		LA Input into Workplan And Annual Review.	
<i>Disputes. PPN and LA</i>	<i>Page 65. Mediation & Dept. As Final Arbitrator.</i>		<i>Secretariat. No Action Needed.</i>
<i>Hosting Arrangements.</i>	<i>Page 65.</i>		<i>Not Applicable.</i>
<i>Funding and Budgetary Accountability.</i> <i>Workplan, Strategic Plan & Constitution to Set out Budgetary Matters.</i>	<i>Page 65 & 66.</i> <i>Ensure Budget is Recurring Agenda Item.</i>	<i>Can Apply for Funding Outside of Dept. Allocations.</i>	<i>Secretariat and Staff.</i> <i>C F & T Finance Referral.</i> <i>Secretariat and Staff.</i>
<i>Dept and PPN.</i>	<i>Page 66.</i> <i>Funder and Operational Support via Circulars.</i>	<i>To Establish List of Circulars Applicable to PPN.</i> <i>To Ensure all Groups and Reps. Receive Circulars.</i>	<i>Secretariat and Staff and National Rep.</i> <i>To Update Website etc: C F & T Communications.</i>

Other Comments/Actions required from PPN

T & S Zoom Expenses Being Considered Nationally.
Section 3 of the Handbook to be Examined Next.

Date of next meeting

11th May, 2021.

Signed (PPN Rep)