

Secretariat of Wexford Public Participation Network (PPN)

Minutes of Secretariat Meeting for the Wexford Public Participation Network (PPN)

Held on Monday 15th of June 2020 at 10.00am by tele-conference

Attendance:

PPN Secretariat Members:

Mr. Jonathan King	Community & Voluntary Sector (Facilitator)
Mr. Pat Rath	Community & Voluntary Sector
Mr. Noel Stacey	Social Inclusion Sector
Mr. Kevin Molloy	Gorey Municipal District
Mr. John Carr	Wexford Municipal District
Ms. Ann Lacey	New Ross Municipal District

Apologies:

Mr. Bernard O'Leary	Enniscorthy Municipal District
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Other Attendees:

Ann Marie Laffan	PPN Support Officer
Edel Reck	PPN Support Worker

As proposed by Noel Stacey and seconded by John Carr it was unanimously agreed by all present to regularise the holding of this meeting and all agreed that this is a properly constituted PPN Secretariat meeting held by tele-conferencing due to Covid-19 restrictions.

1. Minutes of previous PPN Secretariat meetings

Kevin Molloy noted that under item 11 AOB that the reference to 'Sports Active minutes' should in fact read 'Co-Ordinator's Report'.

The minutes of the PPN Secretariat meeting of 9th March 2020 were agreed, subject to the above amendment, as proposed by Pat Rath and seconded by John Carr.

2. Matters arising from Minutes

John Carr queried if the LTACC representation query had been answered yet. PPN SO replied that no formal response has been received to date but noted that Ray Colfer from the Housing Section, WCC had verbally advised that all representatives nominated would be accepted. PPN SO to follow up for formal approval. **Action : PPN SO**

3. Correspondence

The PPN SO informed the members of the following items of correspondence:

- E-mail from DRCD dated 11th March 2020 re. Query re. Representation which noted that the issue on paid reps sitting on decision making committee was on the agenda for next NAG meeting as PPN Guidelines do not address the issue
- E-mail from DRCD dated 1st April 2020 – CVSP 4 2020 – PPN Funding and requirements for 2020
- E-mail from DRCD dated 22nd April 2020 – CVSP 5 2020 – 2019 Annual Report
- E-mail from DRCD dated 4th June 2020 – CVSP 6 2020 – PPN Travel and Subsistence allowances. Noel Stacey noted that this means that per diem payments are gone. PPN SO noted that all PPN travel and subsistence expenses would therefore have to be paid through WCC travel system and insurance indemnity to WCC would have to be in place before payments can be processed. A discussion took place as to when to implement this change and all agreed to do so from the date of the circular, 4th June 2020. This was proposed by Noel Stacey and seconded by Pat Rath.
- E-mail from DRCD dated 2nd June 2020 – Operation of PPNs over coming months
- E-mail from John Carr dated 16th May 2020 – Report from National PPN

4. 2020 MOU

The PPN SO circulated a copy of the latest MOU which showed tracked changes made as a result of meeting with WCC. Pat Rath queried the issue of PPN staffing and the role of the Secretariat in the recruitment process. In particular, he noted and the members agreed that the Secretariat should be involved in the recruitment process for all new workers and any changes to staffing, out of respect to the PPN should be discussed with the Secretariat beforehand. It was unanimously agreed to write to both WCC and DRCD on this matter. John Carr noted that this is included in the new draft guidelines.

Action: PPN SO

The members unanimously agreed to accept the MOU as presented subject to minor changes discussed on WCC personnel and salary changes. This was proposed by John Carr and seconded by Anne Lacey. PPN SO to finalise and submit to DRCD. **Action: PPN SO**

5. **PPN Annual Report**

The Annual Report for 2019 was discussed and it was agreed that the PPN SO will produce a draft to present to the PPN Secretariat by July. **Action: PPN SO**

6. **Operation of PPNs over coming months – DRCD response**

In response to the DRCD query regarding how PPN's and Secretariats will operate over the coming months, members agreed the following:

- Wexford PPN plan to continue their work on the Covid-19 response and as much as practically possible continue to implement the 2020 workplan.
- The Secretariat has been meeting by teleconference since March. It is planned to move to video-conferencing for future Secretariat meetings. PPN SO along with Jonathan King and John Carr will investigate options available (e.g. Microsoft Teams, MEET, Webex, etc.) and report back at the July Secretariat meeting. **Action: PPN SO, JK & JC**
- From July onwards we will move to video-conferencing for all our meetings including the Secretariat and District meetings.
- The plan for the plenary is to hold it in October and subject to Government guidelines in place at the time to hold a meeting which people can attend up to the permitted limits in place (as per Govt guidelines) as well as live streaming it to members possibly through our Facebook page.
- Training in remote working/meetings and safe return to work protocols for community groups have been identified as areas that members require training in and we are currently looking at options to deliver this to our members.

Ann Lacey left the meeting at 11:09am.

7. **Representation and Secretariat**

The members had a discussion on the PPN Secretariat Rotation including vacant seats and the election for the Community & Voluntary position. It was agreed to hold the election for all positions at the same time. PPN SO noted that there was currently a delay on this due to being unable to access the office at present. It was agreed to discuss at the next Secretariat meeting.

8. **Plenary & Other meetings**

It was noted that the provisional date for the plenary meeting is 8th October. It was agreed to defer this item to the next meeting.

9. Disability Sub-Committee

Pat Rath noted that a final report needs to be produced summarising the 'Let's Talk about Disability' meeting in 2019 and the work carried out in response to the queries raised at that meeting. He added that the work of the Disability sub-committee should be reported back to the plenary meeting. It was agreed that this work will be carried out by the PPN SW.

Action: PPN SW

It was also noted that work on Salesforce needs to be chased up for how PPN members are linked to the Disability Sub-Committee/Linkage Group. **Action: PPN SO**

10. Healthy County committee

PPN SO attended the Healthy County Committee meeting on 12th May and circulated the draft minutes as well as the Terms of Reference for the committee. Noel Stacey queried the PPN's representation on this committee as initially he was the representative but this has changed to the PPN SO. It was agreed for the PPN SO to follow up. **Action: PPN SO**

The Secretariat also noted that there is not a Disability Representative on this committee and asked that this be raised at the next meeting of this group.

Action: PPN SO

11. AOB

PPN SO noted that work needs to be carried out in raising awareness of the PPN within Wexford County Council. It was agreed that needs to be actioned. Pat Rath added that in addition sections within the Council should make comprehensive reports available for the PPN District meetings.

It was agreed to review the holding of District meetings at the July Secretariat meeting. Jonathan King suggested holding a district meeting via Facebook Live which would be useful to test how this works for the Plenary meeting.

12. Date & Facilitator for next meeting

The facilitator of the next meeting is Jonathan King. The next meeting will be held at 10.00 on 6th July 2020 by tele-conference.