

**3rd Meeting of the Second PPN National Advisory Group,
25 Clare Street, Dublin on 15 February 2018.**

Attendance:

Stakeholder Group: Pillar Representatives:

- Catherine Lane, (C&V pillar).
- Michael Ewing (Environmental Pillar).
- Sean Healy (Social Inclusion Pillar).

Stakeholder Group: PPN Volunteers:

- Aileen Eglinton (Dun Laoghaire Rathdown PPN; C&V representative).
- David Collins (Galway County PPN; Social Inclusion representative)

Stakeholder Group: PPN Resource Workers:

- Helen Howes (Wicklow PPN).
- Annette Barr Jordan (Westmeath PPN).
- Jamie Moore (Fingal PPN).

Stakeholder Group: Local Authorities:

- Donal Brennan, (Laois County Council, Director of Services)

Stakeholder Group: Department of Rural and Community Development:

- Officials - Jason Kearney (Chair), Deirdre Kearney, Alan Monks, Niall Hayden, Daire O'Callaghan, Ellie Corcoran

Apologies:

- Sadhbh O'Neill, (Kilkenny PPN; Environment representative).

Patricia Quinn and Paula Nyland of Benefacts were invited to address the Advisory Group on the Benefacts database. A 20 minute presentation was followed by questions from the group.

The minutes of the meeting of 5th December 2017 were agreed.

Salesforce

In January 2018, circular letter CVSP 1/2018 outlined the Department's commitment to continue funding SalesForce use and training for PPNs, advising those PPNs who have hitherto not engaged with SalesForce to do so with confirmation of intent requested by February 7th. One response was received by the date of this meeting. The Department confirmed that further training will be provided by Trish Nolan funded by the Department in 2018, with the focus on one-to-one training.

There was some discussion regarding Salesforce access particularly differentiation of access and it was agreed that a protocol for Salesforce use would be developed, agreed and implemented.

Action Points:

Department to request Trish Nolan to devise Salesforce Protocol for distribution to PPNs for users of the database.

Communication and Co-ordination

2018 National Conference

Members of the subgroup tasked with arranging the 2018 National PPN Conference reported on their proposals. A one and a half day event in a central location like Athlone was suggested, offering insights in to the work and operation of PPNs.

It was agreed that consideration must be given to an appropriate MC and Facilitator to direct proceedings which will include introduction, Minister's address and launch of second National PPN Annual Report. Breakout rooms to facilitate smaller group discussions were proposed along with an option to facilitate a meeting of Secretariat representatives. Information sessions, field trips followed by information sessions on grants and financial matters were discussed.

Discussion ensued as to who would be responsible for the practical organisation of the National Conference,

Action Point

Revised agenda to be circulated by subgroup, along with potential dates and estimated costings. Further discussion as to who is responsible for logistical organisation of Conference

2018 Communications Plan

A PPN Communications Plan was mooted, with a focus on the purpose of PPNs and advantages of PPN membership.

It was acknowledged that in some Local authorities, grants can only be obtained by groups who join the local PPN, as a result of which PPNs are viewed in a negative light. A more positive method of promoting PPNs is desirable.

A suggestion was made to arrange a meeting between National Advisory Group and CCMA/LGMA to discuss PPNs at local authority level.

It was recommended that the proposed communications strategy could be launched at the National Conference and a national Press Release developed (which could be tailored for local PPNs) Local media campaigns were proposed to focus on particular target groups.

The issue of the measurement of the impact/actions of PPNs was raised and this is to be an agenda item for next meeting.

Action Point:

- *Communications strategy to be further discussed at next meeting.*
- *PPN measurement to be included in agenda of next meeting*

Environmental Pillar.

Michael Ewing updated the group on the work of the contractor engaged by the EP to encourage environmental groups to join the PPNs. The EP proposes to request funding from DCCAE to extend the contract for this work. As a result of the work undertaken to date, the environmental network has expanded. Preparation of Environment College pathway document is underway.

Action Points:

- *'New' Criteria for membership of the Environmental Pillar to be circulated to Advisory Group by Michael Ewing.*
- *Pathway document to be developed by Environmental Pillar.*
- *Item to remain on the Agenda*

Capacity Building and Training.

Deirdre Kearney updated the meeting on progress to date.

- Local Government Section of the Department of Housing, Planning and Local Government had been approached regarding the provision of training on PPNs for new and existing Councillors There are vacancies on ALLG training dates in April, May, September and October 2018. Advisory Group to decide the nature of training to be provided and who will deliver training
- LCDC training has also been raised. Leon Fox (DCRD Ballina) is liaising with Resource Workers to address capacity training.

A training powerpoint presentation was created by Galway PPN, for future potential of training new councillors or possible candidates. David Collins agreed to share the presentation with the group.

A training template was produced for recent LCDC meetings, it was agreed to share this template for the purposes of considering a National Advisory Group approved template which could be used to maximise training and information sharing.

Action Points:

- *Decisions on nature of PPN training and who will deliver training to be discussed at next meeting*
- *Linkages re LCDC training – follow up*

Monitoring and Evaluation

Deirdre and Jason expressed gratitude to the subgroup (Helen Howes, Jamie Moore and Fr. Sean Healy) for their work on the 2017 Annual Report template which was sent to all Resource Workers and Directors of Services on 12.02.2018 for return on or by 15 March. The same subgroup which developed the template will oversee responses and collation of the report.

Reminder regarding the date for submission of the Annual Report to issue by Dept on 1st March.

AOB

- Catherine Lane briefly outlined her recent involvement in a health project undertaken by Community Platform “Equal Right to Health for all” and has agreed to email the information to the group for distribution to PPNs.
- It was reported that certain HR issues have occurred in some PPNs and the Department will issue guidance on behaviour. In this regard, Michael Ewing had emailed examples of behaviour policies/codes of practice from other groups to inform a similar document of this nature.
- Assistant Secretary, Bairbre Nic Aongusa, to attend the next meeting which was arranged for Wednesday May 16th at 11.00hrs.
- Helen Howes suggested some guidance could be given by the Department on most effective approach to lobby for additional funding.
- Jason Kearney thanked Catherine Lane for her work on alternative funding models for PPNs and advised that it will be the agenda of the next meeting
- Helen Howes invited interested Advisory Group members to attend two forthcoming wellbeing events Wicklow.
- Michael Ewing provided a short update of the Wellbeing Toolkit being trialled in 4 PPNs

Date for next meeting: Wednesday 16 May at 11.00hrs.