



# Public Participation Network **Cork City**

## Secretariat Meeting

Monday, 12<sup>th</sup> June, 2023 | 6pm to 8.00pm | In-Person/Hybrid, Cork City Council

Facilitator: Deirdre Pearson

<b>Present</b> Allin Gray (AG), Deirdre Pearson (DP), Mary Keohane (MK), John Armstrong (JA) Online: Eoin McCuirc (EMC)
<b>Apologies</b> Ciarán Delaney (CD)
<b>In Attendance</b> Orla Burke
<b>Did not attend</b> Chris Wolny (CW), John Hegarty (JH), Darran McAdams-O'Connell (DMAOC)

[XXXXXXXXXXXX] Redacted to-do list

## Agenda

#	Item	Type
1	Open, Apologies Offer condolences to DMAOC on the passing of his mother Welcome JA to his first Secretariat meeting	<i>Information</i>
2	Conflicts of Interest/Loyalty NA	<i>Discussion / Decision Point</i>
3	Meeting Date <b>November Date Clashes with Plenary</b> Proposed to change date to give an extra "Pre-plenary meeting" and to add in a wrap up Secretariat Meeting for the year <b>23<sup>rd</sup> October</b> <b>27<sup>th</sup> November</b> <b>2<sup>nd</sup> Monday of the Month</b> <b>June 12<sup>th</sup></b> Summer Break	<b>Prop: DP 2<sup>nd</sup> MK</b>

	<p><b>September 11th</b></p> <p><b>October 9th</b></p> <p><b>23<sup>rd</sup> October</b></p> <p><b>27<sup>th</sup> November</b></p> <p>December Break</p>	
4	<p>Minutes and Matters Arising</p> <p><b>Action: Trial a Todo list in below attendance in minutes</b></p>	<p><b>Prop: DP 2<sup>nd</sup> MK</b></p> <p><b>Action: OB</b></p>
5	<p>Correspondence</p> <p><b>Annual Report Correspondence</b></p> <p>MK &amp; EMC Signed off on report</p> <p>OB Sent</p> <p><b>Tranche Funding Correspondence</b></p>	<p><i>Information</i></p> <p><i>Information</i></p>
6	<p>Reports</p> <p>PPN Coordinator Report</p> <p>Coordinator trialled a new format based on Wicklow PPNs style.</p> <p>Action: OB to add extra items identified by the Secretariat</p>	<p><i>Information</i></p> <p><b>Action: OB</b></p>
7	<p>Finance</p> <p>Cashflow Projection in Finance Folder:</p> <p>[XXXXXXXXXXXXXXXXXXXX] <a href="#">Redacted Link to Financial Accounts</a></p> <p>OB presented cashflow forecast</p> <p><b>Action: Redact Link from official minutes</b></p> <p><b>Action: Develop kanban/agile backlog for allocation of tendering/allocation of funding</b></p> <p><b>Action: Present to Secretariat for prioritising (September)</b></p>	<p><b>Action: OB</b></p> <p><b>Action: OB</b></p> <p><b>Action: OB</b></p>
8	<p>Projects, Initiatives, Events and Training</p> <p><b>A) Website</b></p> <p>Awaiting final project updates from Speire</p> <p>Draft site sent to Website Working Group for Feedback</p> <p><b>Action: Share Website to Secretariat</b></p> <p><b>B) Well-Being Update/LECP Submission</b></p> <p>Large Scale consultation held at PPN Plenary</p> <p>LGBTI Consultation held in 19<sup>th</sup> May: Submission sent to Clare O'Connor</p> <p>Disability Consultation: Tuesday 13 June with City Council and other partners. Questions and process aligned with the Well-Being</p>	<p><b>Action: OB</b></p> <p><i>Information</i></p>

Process

**C) Pensions PRSA Set-up**

- First payment was due in April: Did not occur: RW has made enquiries

**Action:** Confirm with June Payments etc

**D) Workplan/Budget Planning**

**No update**

**E) Governance Working Group**

- Constitution
- Ongoing: Identify other policy deficits

Report from Governance Working Group

Second deadline missed on timeline on constitution development

**Motion:** To go out with the current draft to consultation with the members

**Action:** Go out to Consultation High Priority

- [This was a unanimous decision of the Secretariat]

**Motion:** Seek Facilitation and Support primarily for the the Governance Working Group, and secondly for the Secretariat in General

- It was felt that this would be a distinct piece of work that would come under €5,000

**Action:** OB to seek approval from DRCD to go to tender

**Action:** OB to seek templates and develop tender based on Cork City PPN specific needs

**Action:** HR Liaison & EMC to give oversight on tender development

**Motion:** Procedure for decision-making before September's Secretariat Meeting

Given the break over the summer, this tender will be voted on over email. The Proposal/briefing memo will be sent to the Secretariat and a majority decision shall be carried and actioned. This decision will then be minuted at the following Secretariat Meeting

**F) National Secretariat Report**

DMAOC not present and had not forwarded National Secretariat Reports

**Action:** DMAOC to forward reports to the whole secretariat and the staff to continue the experience of information sharing as had

**Action:** OB

*No update Q4 Action*

**Prop:** AG 2<sup>nd</sup> MK

**Action:** OB

**Prop:** AG 2<sup>nd</sup> JA

*Information*

**Action:** OB

**Action:** OB

**Action:** EMC & HR Liaison

**Prop:** EMC 2<sup>nd</sup> JA

*Information*

**Action:** OB/DMAOC

been established by Derry O'Farrell

**Action:** Ask Stephen Rourke for the Terms of Reference or any relevant information that might help the Secretariat to understand the work of the National Secretariat better

**Action: OB**

**Action:** DP to Contact Derry to action any outstanding activities still in play at handover time

**Action: DP**

### **G) Plenary, Elections & Representation**

- 2 Reps & 1 Linkage Group Facilitators
- yet to complete induction:
- **10 Reps attended induction between May/June**

**Discussion / Decision Point**

### **Vacancies**

- International Relations and Tourism SPC [Social Inclusion]
- International Relations and Tourism SPC [Environment]

### **No Nominations**

- Roads and Transport [Social Inclusion]

### **No Nominations**

- Linkage Group Facilitators [Recruitment Ongoing]

8 Positions Filled/**2 Positions Vacant**

- Joint Policing Committee [Environment]

### **No Nominations**

- Rapid Area Reps

Fairhill/Gurranabraher/Farranree\* **No Nominations**

Togher/Mahon/Ballyphehane\* **No Nominations**

Action: on Vacancies

**Nominations to re-open for Vacancies on September 1st**

### **CLDATF**

OB Meeting with Aaron O'Connell & Joe Kirby 04/05/23

AOC & JK to follow up after the 10<sup>th</sup> of May

No response: Action?

### **Code of Conduct Declaration:**

- 1 rep has not completed Code of Conduct Declaration
- Final Notice for **5pm 8<sup>th</sup> May: UPDATE**

**Action: DP**

**Action:** DP to Contact Gary O'Brien. Position can go out to

	<p>election in September with other vacancies</p> <p><b>Reps Forum</b></p> <ul style="list-style-type: none"> <li>• <b>Brian Harvey facilitating Reps Forum on Wednesday Night</b></li> </ul> <p><b>Action:</b> OB to forward Reps Experience Survey to Secretariat</p> <p><b>Reps Reports</b></p> <ul style="list-style-type: none"> <li>• Still very low return of Reps Reports</li> </ul> <p><b>Action:</b> One to One with EMC re reports</p>	<p><b>Action: OB</b></p> <p><b>Action: OB</b></p>
9	<p>Cork City PPN Dashboard and Membership Update</p> <p><a href="https://www.tfaforms.com/4702302">https://www.tfaforms.com/4702302</a></p> <p>3 new members in May</p> <p>7 Open Registrations</p> <p>List developed of groups who are not members:</p> <p><b>Action:</b> Secretariat to Contact groups not yet members and suggest joining.</p> <p>Next:</p> <p>Parents Associations</p> <p>Sports Clubs</p>	<p><i>Information</i></p> <p><b>Action: Secretariat</b></p> <p><i>Information</i></p>
10	<p>Policies and Procedures</p> <ul style="list-style-type: none"> <li>• Constitution [To complete by end of Q2] Deadline Missed</li> </ul> <p>Discussed above</p> <p>HR Liaison: Deirdre Pearson/Allin Gray/Mary Keohane</p> <p>National Secretariat: Darren McAdams O'Connell</p> <p>Finance Sub-committee: Mary Keohane/Ciarán Delaney</p> <p>Trauma- Informed Ambassador Ciarán Delaney (others?)</p>	<p><i>Information</i></p> <p><i>Information</i></p>
11	<p>Linkage Group and Representation</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
12	<p>Cork City Council / Dept. of Rural and Comm. Dev. Updates</p> <p><b>See Correspondence Above</b></p>	<p><i>Discussion / Decision Point</i></p>
13	<p><b>AOB</b></p> <p><b>Investigation</b></p> <p><b>Potential Conflict of interest/loyalty:</b> JA noted he serves on the</p>	

<p>SWAN Board of which Bernie Connolly is a member of.</p> <p>Correspondance from the Wheel PPN Supports and the DRCD to state that OB can administer tender for investigator</p> <p><b>Action:</b> OB to Draft tender for investigator</p> <p><b>Action:</b> OB to draft response to Bernie Connolly for approval</p> <p><b>Action:</b> Include decisions/outcomes of emergency Secretariat meeting as apendix to these minutes</p> <p><b>Staff increments</b></p> <p><b>Action:</b> HR Liaison to make imminent recommendation on Staff Increments</p> <p><b>Motion:</b> Procedure for decision-making before September's Secretariat Meeting</p> <p style="padding-left: 40px;">Given the break over the summer, this tender will be voted on over email. The Proposal/briefing memo will be sent to the Secretariat and a majority decision shall be carried and actioned. This decision will then be minuted at the following Secretariat Meeting</p>	<p><i>Noted</i></p> <p><b>Action: OB</b></p> <p><b>Action: OB</b></p> <p><b>Action: HR Liaison</b></p> <p><b>Prop: EMC 2<sup>nd</sup> JA</b></p>
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**Agreed Outcomes from Emergency Secretariat Meeting: 25<sup>th</sup> of May 2023, Circulated by email by Deirdre Pearson as Rotating Facilitator on 25 May 2023**

1. I will seek advice from The Wheel PPN Supports for someone to be contracted to deal with both the complaint received of April 23rd 2023 from BC and also the incident at Summer Plenary last Wednesday night.

2. Orla has agreed to act as a communication channel between the Secretariat and The Wheel PPN Supports where suitable and all present were in agreement.

3. A response to BC will be followed up as soon as possible following guidance from the Wheel PPN Supports however this draft will be circulated prior to sending to her for majority approval.

4. A query is to be given to The Wheel PPN Supports on whether a letter from Secretariat members seeking clarification on CEF and IEN involvement and evidence.

5. It was noted counselling be made available to all staff and Secretariat members and this query will be raised with The Wheel PPN Supports.