



**MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SPECIAL SECRETARIAT  
MEETING HELD VIA ZOOM ON 11TH JANUARY 2020**

<b>Item</b>	<b>Action By</b>
<p><b>Present:</b> Anne Crowe (AC), Declan Nolan (DN), P.J. Fagan (PJF), Cliona Kelliher (CK), Suzanne Murphy (SM), Dermot O’Donnell (DOD), Resource Worker - Bernard Higgins (BH), Support Worker - Grace Clarke (GC)</p> <p>Apologies: Louise Allen (LA), James Cotter (JC), Jennifer Whitty (JW),</p>	
<p><b><u>Agenda Item 1.</u></b>  <b>To approve Minutes of Meeting held on 14<sup>th</sup> of December 2021</b></p> <p>Proposed and Seconded.</p>	
<p><b><u>Agenda Item 2.</u></b>  <b>Matters Arising</b></p> <p>Date of last meeting to be corrected on the previous meeting minutes.</p>	
<p><b><u>Agenda Item 3.</u></b>  <b>Resource Worker Recruitment</b></p> <p>SW shared the draft Job Description for the Resource Worker role. The following changes/additions were requested to be made:</p> <ul style="list-style-type: none"> <li>• 2 Year Fixed Term Contract Subject to continued funding from the Dept – 39 Hours (subject to 6 months satisfactory probation period)</li> <li>• Switch the order of Qualifications with Work Experience</li> <li>• Garda Vetting Required</li> <li>• Travel Required.</li> </ul> <p>Remuneration for the position will be based on the salary scale used by most of the PPN Resource Workers. RW to circulate salary scale to Secretariat for them to make their decision.</p>	RW
<p><b><u>Agenda Item 4.</u></b>  <b>2021 Work Plan</b></p> <p>SW presented the compulsory items for the 2021 Work Plan. The following items were added to the Work Plan:</p> <ul style="list-style-type: none"> <li>• Climate Action Weekend</li> <li>• Social Inclusion Weekend</li> <li>• Continue representation on the Covid Community Response Forum</li> </ul> <p>Proposed and Seconded</p>	
<p><b><u>Agenda Item 5.</u></b>  <b>AOB</b></p> <p>The current Secretariat Chair to step down as Chair after the March Secretariat meeting. The position of chair/facilitator to rotate after 3 meetings thereafter. The next two Secretariat</p>	



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<p>members to Chair were agreed. Proposed and Seconded.</p> <p>Secretariat members were notified that there will be a seat vacant on the National Secretariat when the current Secretariat Representative for Kildare steps down from the Secretariat.</p> <p><b><u>Next meeting scheduled for Monday the 25<sup>th</sup> of January 2021</u></b></p>	
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Signature: 1. \_\_\_\_\_ 2. \_\_\_\_\_