

Attendees: Cliona Kelliher (CK) (Chair), Liz Denieffe (LD), PJ Fagan(PJF), Anne Crowe (AC), James Cotter (JC), Declan Nolan(DN), Sarah Shakespeare (SS)
Apologies: Grainne Fleming (GF), Grace Clarke (GC), Dermot O'Donnell (DOD), Suzanne Murphy (SM).

1. Welcome & Introductions.

In the absence of SW, a member of the Secretariat agreed to take minutes.

2. Minutes from July 17th Meeting

- Proposed and seconded.

3. Matters arising

- A member of the secretariat noted that full details around tender for the new website (companies initially engaged, quotations, any other information they provided) has not been shared with Secretariat members.
- It was noted that at the July meeting there was a vote to proceed with the website project and the company recommended. Secretariat members acknowledged this and agreed that they would like to be provided with the list of companies who tendered, quotations or presentations they made, including the selected supplier.

4.Social Justice Ireland/WIT Training (Allocation of Places (5))

- There are four places left. SW and RW would like to take two places and the Secretariat fully supported this.
- Members of the Secretariat are asked to review the contents of the training programme sent by email 11th August and revert if they wish to take a place.

5. Governance – Secretariat Attendance

- The Chair noted that all members have a responsibility to attend all meetings where possible, in accordance with terms set out in the handbook.
- A member added that at minimum members who cannot make meetings should send apologies.
- It was noted that the email policy is hindering effective communication between Secretariat members, and between members and SW and RW, including the ability to share info about meetings. It was proposed that we agree 11 email addresses for each of us and that from now on they can be used in CC, not BCC, in the hope that it will help with the issue of emails going to spam. The Secretariat agreed to this and the resource worker will be asked to action.
- An expression of concern about security was noted.

6. Work-Plan – Up-Date

RW detailed workplan was acknowledged along with RW proactivity around driving projects on.

Web-Site

It was agreed that a progress report for the website would be helpful at the next Secretariat meeting.

Staff Liaison Committee (To be Ratified)

The Staff Liaison Committee was proposed and seconded.

It was agreed that one additional secretariat member would be included as an alternate for the committee if one of the three are not available.

It was also noted that these committee members must undertake HR training asap.

Training

Everyone was reminded to read the detailed training plan shared by RW.

MRPPN

It was confirmed as a positive meeting and noted that the timeline for the Mazars audit was tight.

7. Social Inclusion Week

It was confirmed that SW is progressing a plan of events and has started developing posters and other materials. It is hoped that some face to face meetings can take place as well as online.

8. Climate Action Weekend

The weekend is progressing and scheduled for November.

9. Appendix/Note to Representatives

The Facilitator of transport linkage group is stepping down due to potential conflict of interest. Another secretariat member expressed an interest in possibly being involved (in the chat). Follow up required.

10. Finance Report

Finance report is noted and all is in order. It was noted that the verbal report from RW to accompany the finance report is invaluable.

11. AOB

- It was agreed that the issues of vice chair would be added to next agenda. It was confirmed that a member was appointed Vice Chair in the past and remains vice chair until the next meeting. From now on resource workers will be asked to liaise on key issues with Chair and Vice Chair. A member requested that nominations/ elections be added to the next agenda. It was also agreed that rep communications should be part of that discussion.
- It was proposed that the communications policy be added to next agenda and this was agreed.
- It was asked if we could soon consider an in-person meeting, if it was in keeping with covid restrictions. Teach Dara in Kildare town as a possible venue.
- It was suggested an acknowledgment should be sent to the outgoing Chair of LCDC for his work and service.
- Guidance was asked for on proceeding with a meeting of a linkage group. It was proposed that the linkage group proceeds as it is important to connect into those five key PPN reps. There was consensus with this, but the Secretariat agreed this linkage group should be postponed until after next Secretariat meeting.