



MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING HELD VIA ZOOM ON 23RD MAY 2022

Item	By	Action	Responsibility	Timeline
<p>Secretariat attendees : Liz Denieffe (LD) , Naomi Scott Hayward (NSH) , PJ Fagan (PJF), Cliona Kelliher (CK), Sarah Shakespeare (SS), Jill Mulhern (JM) Anthony Egan (AE), Anne Crowe (AC), Declan Nolan (DN) on zoom</p> <p>In attendance: Grainne Fleming,</p> <p>Apologies: Dermot O’Donnell,</p>				
<p>1. Welcome & Introduction</p> <p>2. Minutes .</p> <p>3. Matters arising.</p> <p>4. Correspondence:</p> <p>-JVA correspondence . 32-page reply received.</p> <p>-Department Audit</p> <p>-Email received 5.08pm Friday 20th from PPN representative requesting information on terms and process in place for LCDC representatives’ succession.</p> <p>5. Complaints</p> <p>AC stated both complaints responded to “no further investigation required” Both complainants satisfied that the new policies ie. Communication and grievance will support future work of secretariat.</p> <p>PJF recognised stress caused by length of time in dealing with complaints and the need for a well being policy/ statement for volunteers and staff in dealing with internal complaints. Counselling to be within statement. PJF spoke on staff council scheme. CK queried timeline for Well being statement .</p> <p>GF proposed winter/ autumn training on conflict resolution . PJF stated protection while working through procedure is important.</p>	<p>AC</p> <p>AC</p> <p>GF</p> <p>AC</p> <p>PJF</p> <p>CK</p> <p>GF</p>	<p>Proposed JM Seconded PJF</p> <p>Shared on SharePoint Audit completed. Supply rep EB with response received from LCDC re terms and LECP</p> <p>GF and Policy subgroup to work on grievance policy</p> <p>PJF to enquire on KCC counselling scheme</p>	<p>GF</p> <p>Policy subgroup</p> <p>PJF</p>	<p>Immediate</p> <p>Immediate</p>



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<p>6. Policy Subgroup 7 policies reviewed. Policies to be reviewed annually Length of term to be amended from 6 to 5 years at next plenary. Governance on every agenda to cover policy reviews</p> <p>7. The Work-Plan -SPC presentation. Transport SPC very positive response . Housing SPC Director of Services queried do we monitor attendance of representative to SPCs. Attendance of representatives to be collected and attendance to be on June agenda. Terms of reference for representatives to be reviewed and supplied to representatives following June meeting. PJF highlighted attendance important to fulfil the rep role -SharePoint new folders . Correspondence folder -MRPPN Osprey is booked . 4 invited per county. - MD meeting NSH proposed Clane/ Maynooth meeting 28th June. LD highlighted each MD to be led by representative with other reps involved. To date nine responses on topics to be addressed. Pre-registration will be necessary for MD meetings. Suggestion of Information evenings for potential new members to follow. MD reps to review lists and feedback to GF if not in their area.</p> <p>-Elections: 4 seats for election announced 25th May. -Annual Report : Costing €400 for 100 copies . To be launched at first MD meetings. QR code to be created to allow virtual download . -Strategic Plan Update ; Correspondence discussed. Secretariat not going to meet with JVA in relation to plan submitted. Email format will be used. Small baseline used. To confirm if IP is JVA if printed. GF and GC to expand on findings to create working document.</p>	<p>CK GF</p> <p>PJF</p> <p>GF</p> <p>GF</p> <p>GF</p> <p>GF</p> <p>GF</p> <p>GF</p>	<p>Proposed LD seconded CK</p> <p>Proposed PJF seconded SS</p> <p>GF and GC to compile information on representatives' attendance.</p> <p>DOD,NSH,SS,LD,DN to review lists .</p> <p>GF to draft email to link with AC and NSH</p>	<p>GF</p> <p>GF</p> <p>MD reps</p> <p>AC NSH</p>	<p>Immediate</p> <p>Immediate</p>
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	<p><u>Climate Action date</u> moved to September 10th . 20 events online and in person. PJF suggested event with information on funding for heating for elderly be covered.</p>	LD CK			
	<p>8. <u>Linkage Groups:</u> LD gave feedback on Linkage group work to date. All subgroup members attended Transport Linkage group meeting. Reinforcing the understanding of terms of reference of the facilitator member and representatives’ roles. LD proposed two secretariat members attend linkage group meetings while establishing the review and establishment of linkage groups</p>	LD	LD to meet with representatives on a one to one/ group basis in coming weeks.	LD CK PJF	Feedback for June
	<p><u>Representatives meeting</u> 8th June; Attendance and linkage groups terms to be on agenda.</p>	GF			
	<p>9. <u>Finance Sub Committee:</u> €22,617.93 remaining in budget</p>	GF			
	<p>10. <u>Staff Liaison Update</u> Meeting Thursday 23rd June at 11am</p>	AC			

Next Meeting : June 27th 7pm on Zoom