



MINUTES OF KILDARE PUBLIC PARTICIPATION NETWORK SECRETARIAT MEETING HELD VIA ZOOM ON 18TH JULY 2022

Item	By	Action	Responsibility	Timeline
<p>Secretariat attendees : Liz Denieffe (LD) , PJ Fagan (PJF),Sarah Shakespeare (SS), Jill Mulhern (JM), Anne Crowe (AC), Dermot O'Donnell (DOD) Anthony Egan (AE)</p> <p>In attendance: Grainne Fleming,</p> <p>Apologies: Cliona Kelliher (CK), Naomi Scott Hayward (NSH) Paul Leighton (PL)</p>				
<p>1. Welcome & Introduction</p> <p>2. Minutes June 27th to be ratified</p> <p>3. Matters arising Feedback from last meeting discussed.</p> <p>Mentoring allocation queried for PL CK suggested in her absence by PJF and LD</p> <p>4. Correspondence</p> <p>5. Representatives & Linkage groups Linkage group document discussed. Populated with Secretariat members . All members asked if in agreement with linkage/ thematic groups names. PJF wants Community Culture and Heritage as name of group. PJF to speak to other members. GF to email Brigid from Heritage as way of introduction as she had sought stand-alone heritage group. JM queried difference between terms linkage and thematic groups. GF explained no difference. LD led discussion on populating document. LD agreed to facilitate housing with PJF as second facilitator. SS as transport facilitator offer second position to all members before</p>	<p>AC</p> <p>AC</p> <p>SS</p> <p>AC</p> <p>LD PJF</p> <p>LD</p>	<p>Proposed AC Seconded SS</p> <p>SS amended GF feedback and discussion by members</p> <p>Group names proposed by AC Seconded by AE</p>	<p>CK to confirm Role of mentor</p>	<p>Next meeting</p>



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<p>next meeting. CK as Economic facilitator with LCDC representative AE as second facilitator DOD as second facilitator for Community Culture and Heritage. AE proposed all facilitator named and JM seconded. Importance of reports back to the PPN following meetings. Tracker designed by environmental group very important and can be repeated in other groups. PJF interim roles as facilitators. AE agree roles should be 3-6 month then reviewed. Mid-August all facilitators should meet prior to SPCs meeting in September.</p> <p>6. Climate Action Weekend Second weekend in September. Speakers confirmed.</p> <p>7. Next action on exploring GDPR insurance options/necessity GF feedback on additional GDPR policy cover. BHP offer cover from €500-€2,000 for cyber related / hacking policies unable to source GDPR specific policy. GF as GDPR officer appointed by Secretariat requested minuted recent query was not a GDPR breach. Stated she was unhappy with how query was dealt with. AC acknowledged GF feedback and stated consensus on flat structure can be difficult. Written feedback was requested .PJF and AE acknowledged feedback and PJF highlighted there is learning for all involved. GF stated she will not be attending GDPR training. AE and DOD complimented GF and want to insure the learning from incident covers staff in any event. JM supported GF feedback. LD asked who approved the report to be circulated before Secretariat discussion. She also said to adhere to best practice the Secretariat should have discussed contents fully before feedback was given to GF. LD asked all emails in relation to the incident be made available to</p>	<p>LD GF</p>	<p>To be discussed further at a later date</p>		
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<p>GF.SS and LD noted that while there was no data breach the report raises concerns on the compliance of the PPN to the seven principles of GDPR and there was a need to discuss findings. PJF stated there was a need to discuss findings in future.</p> <p>8. Facilitator’s role Term of facilitator highlighted particularly following flat structure training. AC term ended August. NSH (in her absence) expressed her interest in the role. LD proposed a two-month term seconded by AC. DOD disagreed with term length stating too short. PJF asked for minutes to contain format “ is everyone in agreement” for the future. Anyone else interested in role to make contact before September. Review for term for review early 2023.</p> <p>9. Governance SJI Training ; GF stated SJI offer online training and will deliver training again at a cost. (Flat structure training)</p> <p>10. Finance Sub Committee Up-date No update</p> <p>11. AOB – Meeting Schedule No August meeting</p>	<p>AC</p> <p>GF</p> <p>PJF</p>			
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Next Meeting : September 19th 7pm Zoom