

# Sligo Public Participation Network

## Secretariat Meeting

8 September 2021, Zoom Virtual Meeting Room at 7pm



### Present:

|                                  |                               |
|----------------------------------|-------------------------------|
| Ms Pippa Black (PB)              | Social Inclusion College      |
| Ms Patricia Gardiner (Chair)(PG) | Environment College           |
| Mr Brendan Lynch (BL)            | Social Inclusion College      |
| Mr Mark Kupczak (MK)             | Ballymote - Tubbercurry MD    |
| Mr Patrick Benson (PB)           | Community & Voluntary College |

### Apologies:

|                  |                               |
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| Ms Jean Finnerty | Community & Voluntary College |
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### No Apologies:

|                 |                              |
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| Ms Lisa Moore   | Borough District of Sligo MD |
| Mr Paul Tolan   | Sligo Drumcliff MD           |
| Mr Michael Bell | Environment College          |

### In Attendance:

|                         |                               |
|-------------------------|-------------------------------|
| Ms Sarah Wetherald (SW) | Sligo PPN staff               |
| Ms Emer McGrath (EM)    | Sligo PPN staff               |
| Mr Michael Kirby (MK)   | Environment College           |
| Mr Gerry O'Connor (GOC) | Community & Voluntary College |

## 1. Welcome & Introductions

In line with the rotating chair protocol, a member of the Secretariat was asked to step up as Chair for the inaugural meeting. Patricia Gardiner agreed to chair on this occasion. Introductions to new Secretariat members. Handover and Learnings from MK & GOC.

## 2. Minutes of last meeting

GOC Proposed the minutes and seconded by PB.

## 3. Matters Arising from Minutes

No Matters arising.

## 4. Support Worker Role

Support Worker contract is now a permanent contract and EM will remain as Support Worker in PPN Team until such time as she elects to look for other opportunities.

**ACTION:** Request for an overview of current processes around staff recruitment/management to be added to agenda for proposed Secretariat workshop in October.

## 5. Operational Items

- New PPN Handbook- dictates that a series of subgroups need to be formed under each Secretariat which will include Governance, Staff Management & Communications.  
**ACTION** – Secretariat to review the details of these subgroups as outlined in PPN Handbook. Any queries to be discussed with Sarah. A decision on make-up of these groups to be formally decided at the October workshop.
- Flat Structure- Decision needs to be made regarding term of the Chair. Currently in Sligo PPN the chair rotates for each meeting. New committee need to discuss what will work best for them.  
**ACTION:** to be decided at October workshop

- Sligo County Council Liaison contact- This is a new role that has been proposed previously by the Secretariat to complement the rotating chair so that there is always one member that SCC staff know they need to liaise with.  
**ACTION** : on agenda for October workshop
- National Secretariat Representative- GOC represented Sligo on this committee but as his term is now over, someone else needs to step up. PG agreed to attend meeting on 9<sup>th</sup> Sept in an interim capacity and PB has expressed an interest in stepping up to the role in the longer term, but is unable to attend the first meeting.  
**ACTION:** EM to let Dept know that PG will be attending and ask for Zoom link to be sent on.
- 2021 AGM- Event will be held virtually in late November and all Elections will be ratified. SW will provide an update on the work to date?  
**ACTION** : Secretariat to decide remainder of content and key speakers on the night. Any ideas forwarded to EM and final programme for the event to be decided at October workshop.
- Development of 2022 Work Plan or 5 Year Strategic Plan. This is to be based on a combination of a needs analysis with member groups as well as health and wellbeing data.  
**ACTIONS:** 1) SW to mock up needs analysis survey for review  
2) Secretariat to consider areas they would like to prioritise and possible actions. Speak to their representative groups about ideas
- PPN Reps Training- Secretariat agreed to wait until New Year to complete with Social Justice Ireland.  
**ACTION** : SW to confirm this with SJI and to look at a planning session on the programme
- Secretariat Communications- Agreement needed of processes for communications and how often Secretariat meetings will happen (Every 4 or 6 weeks ) and will they remain virtual or be physical meetings.  
**ACTION:** EM to send Doodle Poll to members with potential dates/times for next meeting in October and the longer term calendar to be decided then.

## 6. Promotion/Publicity

SW gave an update on the national promotional campaign which is intended to raise the profile of PPNs on a national level. While this has been in planning for a few years, it is expected it will be 2022 before it is launched.

- Website Review & Upgrade- Format.ie are the company engaged to carry out the review. This will also be included in Needs Analysis.  
**ACTIONS:** 1)\_Secretariat members to take a look at other PPN websites and see what they like & dislike. SW has asked them to take screenshots of things they like so we can forward onto website developers.  
2) SW to include questions on website in needs analysis
- Local News Articles- media piece proposed for local papers introducing the new Secretariat, a general outline of Sligo PPN and a update on some of our activities to date and some of the core wellbeing findings.  
**ACTION:** 1)SW to mock up a draft and send to Secretariat for feedback

2) EM to send out the call for promotional bios for reps

- Review of PPN memberships- review needs to take place of the current PPN Membership. The proposal was to engage somebody to both make the checks in terms of accuracy of information but also to engage in discussions with groups regarding the needs, what they can get from the PPN etc. PG suggested the Secretariat would be in a position to undertake this as opposed to employing someone.

**ACTIONS:** 1) SW to work with PB in mocking up a questionnaire that could be used as a template for when calls are being made.

2)SW to lay out the options with regard to this process, including considerations such as access to the Salesforce database etc.

## 7. Budget and Emerging Project Ideas

- SW provided an outline of how the PPN budget works and where the funding comes from.

**ACTION:** Copy of budget to be sent around to Secretariat members along with the 2020 & 2021 Work Plan highlighting what projects etc are completed and outstanding.

- Wellbeing Vision- is finalised and is currently with Diverse Print.

**ACTION:** Secretariat need to decide on the activities they want to stem from this – ie an information session on the data for groups and how they can use it, a Wellbeing Summit for all key organisations and community groups. On agenda for October workshop

- LECP- BL advised that emails were sent to the Chairs of LCDC & SPC 3 asking for a meeting with reps regarding the LECP and to date he has just received a response from Cllr Dara Mulvey advising that they need to speak with Dorothy Clarke.

**ACTION:** PG to draft letter to new CE of Sligo County Council asking for a meeting with PPN Secretariat to discuss relationship with PPN, how it can become more positive and how PPN reps can be better facilitated to fulfil their duties in terms of informing local decision making. Once letter signed off by Secretariat it will be mailed to CE.

- PPN Awards- Decision made that a physical event would be better than a virtual event and we may look at hosting the event early next year.

**ACTION:** on agenda for October

## 8. General Discussion

- N17 Information session is taking place on Tuesday 14<sup>th</sup> September at 7pm and Microsoft Teams link has been sent to all PPN Members.
- County Development Plan is still open for submissions.

## 9. AOB.

- PG asked for a potential timeframe for the review of PPN Website. SW advised we need community input first before we start the review as we need to make sure content reflects what the community is looking for. Some of this will come through the needs analysis and some through feedback from engaging with groups as to what they want.

## 10. Next Meeting- TBC