

# **County Wicklow PPN**

## **Minutes of Secretariat meeting held**

**14<sup>th</sup> Dec 2020**

**via Zoom Call**

**Attendees:** Aoibhinn McCloy, Diana Gallagher, Eleanor Phillips, Gertie Salley, Grainne Quinn, Helen Howes, Mai Quaid, Niamh Wogan, Phyllis Farrell (Facilitated) and Stephen Kearon

**Apologies:** Aisling Foran and Sarah MacArtain.

### **1. Minutes & Matters Arising**

Minutes of the 3<sup>rd</sup> Nov 2020 were approved by the Meeting.

### **2. Finance**

#### **Latest Finance Report for 2020**

Helen presented the latest Finance Report for 2020, to the meeting. She highlighted the following:

- There are two payments still outstanding for 2020.
- The carryover of funding to 2021 will be approx. €2,216.66 of which €500 is earmarked for Accounting Fees (payable to Wicklow Travellers Group) for second half of 2020.

She also indicated that this carryover, given the impact of COVID-19 on workplans, should not be an issue with the Department and the 2021 funding allocation.

#### **Draft 2021 Budget**

The Draft budget for 2021 was also presented to the meeting. Helen stated that at this stage many of the figures were guesstimates. The following was highlighted in relation to the 2021 budget:

- Line Management Fee: the meeting was informed that Wicklow Travellers Group are currently reviewing their apportionment policy. As soon as it is finalised the implications for the PPN will be notified to the Secretariat.
- Travel costs: An increase in these costs, is expected in 2021. It was noted that travel by Reps for County Council Committees will be reimbursed by the County Council.
- National Conference: Helen reported that she had allocated €4,000 towards the costs of this Conference. The meeting was informed that the Department of Rural & Community Development will fund the bulk of the Conference costs and that Wicklow County Council have allocated €10,000 to the PPN towards the cost of hosting the conference. It was noted that the PPN allocation to the National Conference can be reviewed during 2021.
- IT Costs: Helen reported that expenditure during 2021 on this line item will reduce and will primarily relate to maintenance.

The meeting was informed that a general increase in Bank Charges is being flagged for 2021.

The Financial report and Draft Budget were approved by the Meeting.

#### **Department Financial Controls Document**

# County Wicklow PPN

Helen notified the meeting of the work currently being undertaken by the Dept. to develop a Financial Controls Document for PPNs. It is expected that this document will be approved in February 2021.

## **3. Work Report**

### **Membership**

The meeting was informed that 3 groups had joined the PPN since the November meeting. Details of the new member groups were presented, and their membership was approved by the Meeting.

### **Plenary**

The meeting was notified that feedback from the Plenary was very positive and that 50 people had attended the online event.

The success of the online Plenary prompted discussion around holding physical or online events. The meeting concluded that a mix of physical and online events will be the way forward.

**Action:** Helen/Grainne to include a question in the Annual Members Survey on holding physical and/or online event?

### **Disability Sub-group report**

Helen informed the meeting that work commenced by the PPN established Disability Working Group has been subsumed into the Wicklow Co. Co. Disability Inclusion Steering Committee, of which she is a member. Helen also told the meeting that she has informed the Steering Committee that the PPN is happy to work with them on community consultations etc.

**Action:** Helen to continue as the PPN representative on this Committee.

### **SDG Mapping Project**

The meeting was informed that the introductory section of the SDG animation is completed and was aired at the Plenary where it received very positive feedback. Helen reported that the remaining section of the animation, which highlights community projects and links them to the SDGs will be finalised before we break for Christmas.

**Action:** Helen/Grainne to circulate the final animation to Secretariat and members as soon as it becomes available.

### **Website Development & Other IT issues**

The meeting was informed that the new Website is completed and was launched at the Plenary.

The Secretariat was also reminded of the availability of a @countywicklowppn.ie email address, should they wish to use it for all their PPN correspondence.

### **Action:**

- Helen/Grainne to receive training in updating/maintaining the website.
- Secretariat members to contact Helen/Grainne if they need assistance in setting up the @countywicklowppn.ie email address.

# County Wicklow PPN

## Training

Helen raised the issue of the Training Fair and suggested that it not be held as a physical event during 2021. The meeting agreed with this suggestion.

Good Governance Training in collaboration with Carmichael.

Helen reported that the first session of this training had been well attended and that feedback was positive. She also informed the meeting that the second session is scheduled for Monday 25<sup>th</sup> January and that it is still possible for people to join.

SJI PPN Creating Capable Communities /Supporting Active Communities Training

The meeting was informed of the proposal to work with SJI to provide training for Secretariat, Reps and member groups which would aim to give people an understanding of: The Local Authority role, structures, and budget; the role and responsibilities of Local Elected Councillors; how to make submissions; and the role of PPN Representatives on Committees. The training will be run over 4 one-hour online sessions.

This proposed training and the recent letter sent by the PPN to Wicklow County Council requesting that PPN Representatives participate in WCC policy & planning, workshops prompted a discussion on the benefits of all Stakeholders in a Committee training together. The meeting acknowledged the benefit of all members of a committee training together.

The meeting agreed to proceed with the SJI/PPN training as outlined above during the first quarter of 2021.

**Action:** Helen/Grainne to progress work on this training with SJI.

Supercharge Your Selfcare with Avril Bailey

Helen notified the meeting that work on the series of short videos based on the Selfcare programme is well underway and that the videos will be available before the end of the year.

## Migrant Integration Strategy

Helen updated the meeting on developments in relation to the Migrant Integration Strategy. She reported that many Local Authority areas are highlighting the lack of resources available to develop and implement this strategy.

Options for accessing funding even for a Regional officer to work on/support development and implementation of this strategy are currently being explored.

**Action:** Helen will continue to work to support the development of this strategy in Co. Wicklow.

## PPN National Reports

National Secretariat Network

Mai informed the meeting that the next meeting of this Network will be held on the 14<sup>th</sup> January.

National Resource Worker Network

Helen reported that the December 2020 meeting of the Resource Workers focused on issues raised by a number of PPNs in relation to the workings of SPCs and the impact this is having on

# County Wicklow PPN

the role and effectiveness of PPN Representatives sitting on them and more generally on the impact of PPNs. She also spoke about concerns amongst PPNs that the outcome of the planned 2021 Review by the Department of PPNs could be negatively impacted by this.

The next Resource Worker meeting is scheduled for the 13<sup>th</sup> January 2021

## National PPN Conference

The meeting was informed that the National PPN Conference is scheduled to go ahead in Wicklow on the 4<sup>th</sup> & 5<sup>th</sup> November 2021.

## **4. Workplan 2021**

In addition to the usual work of the PPN the following were identified as important pieces of work which the PPN will undertake during 2021:

- Hosting the National Conference
- Policy review and development to ensure Co. Wicklow PPN policies are in line with the new PPN Handbook
- Engaging with the Department review of the PPN
- PPN Representatives and Networks support

### ***Action:***

- Helen/Grainne to finalise and circulate Annual Members Survey. The survey results will help to inform the 2021 workplan.
- Helen/Grainne to establish a Policy Review subgroup, the Annual Members Survey will include a question inviting people to express interest in joining this Subgroup.
- Helen to update the 2021 budget and workplan to reflect further refinement of the 2021 plans.

## **5. AOB**

The promotion of Carlow and Kilkenny PPN on local radio was highlighted. Ideas to promote Co. Wicklow PPN and its work were discussed.

### ***Action:***

- Helen to prepare an article for the local papers.
- Options around linking with local radio to be explored during 2021.

Phyllis provided a brief update to the Meeting on recent work of the Local Sports Partnership including: the presentation of funds raised at their LSP Awards night to Wicklow Hospice; the presentation of the Katie Taylor award and the Boards work on Governance.

## **6. Date for Next Secretariat Meeting**

Tuesday 2<sup>nd</sup> February 2021 at 7.30pm via Zoom call.