

# County Wicklow PPN

## Minutes of Secretariat meeting held

3<sup>rd</sup> Nov 2020

via Zoom Call

**Attendees:** Diana Gallagher (Chair), Gertie Salley, Grainne Quinn, Helen Howes, Mai Quaid, Niamh Wogan, Phyllis Farrell and Sarah MacArtain.

**Apologies:** Aisling Foran, Aoibhinn McCloy, Eleanor Phillips and Stephen Kearon.

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

Minutes of the 15<sup>th</sup> Sept 2020 were approved on Mai's proposal and seconded by Niamh.

### **2. Correspondence:**

- Launch of the PPN Handbook - the Meeting was notified of the Dept email notification on this event, which will be held as a virtual event on the 19<sup>th</sup> November. Mai, Helen and Grainne will attend this event on behalf of Co. Wicklow PPN.
- Request for information for Govt. Dashboard – Helen informed the meeting of the request from the Dept for information from PPN's for this Dashboard. (the dashboard, highlights the work being done in response to the Covid-19 outbreak by organisations under the Departments umbrella – including PPNs.). Helen to prepare a response to this request.

### **3. Finance**

Helen presented the October 2020 Finance Report, to the meeting. She highlighted that spending continues to be under budget due to changes imposed by COVID restrictions on workplan. The estimated underspend will be around €5/6,000

In light of this reported expected underspend, the meeting considered; exploring the provision of additional training for PPN Representatives and/or Member groups.

The meeting was also informed that Wicklow County Council will make a financial contribution (€10,000) to the PPN in relation to the hosting of the National Conference in 2021

Finance report approved: proposed by Niamh and seconded by Phyllis.

### **Action:**

- Niamh & Sarah to send details of possible training/trainer to Helen

### **4. Workplan 2020**

#### **Membership**

The meeting was informed that 7 groups had joined the PPN since the September meeting. Details of the new member groups were presented, and their membership was approved: proposed by Sarah and seconded by Diana

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## Plenary

The meeting was notified that the 2020 PPN Plenary will be held online (via Zoom) on Monday 7<sup>th</sup> December from 7.30 to 9pm.

Helen outlined the draft plenary plan as follows:

- Usual PPN business and reports
- Launch of new PPN Website
- Acknowledgement of the contribution of the Arts in Wicklow during COVID-19. A small selection of community projects undertaken will be highlighted.

**Action:** Helen/Grainne to progress plans for the Plenary

## Disability Sub-group report

Helen informed the meeting that the Wicklow Co. Co. Disability Inclusion Steering Committee, of which she is a member, had been established and held its first meeting. Laura O'Callaghan (DFI & Wicklow Co.Co.) has developed the work plan and will co-ordinate the work of this steering committee.

The meeting was also informed that the work of the PPN established Disability Working group will be included/covered by this new Steering Committee and that the members of the PPN Working group are now represented on this new Committee. It is envisaged that the PPN Working group could operate as a sub-group of this Steering Committee if required.

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

## Social Inclusion Week

Helen reported to the meeting that the plans for Co. Wicklow Social Inclusion Week 2020 were severely impacted by COVID-19 restrictions. She highlighted the collaboration with County Wicklow Partnership, the County Library service and others to raise awareness of Social inclusion and in particular inclusion of the LGBTQI+ community in Co. Wicklow. Helen also pointed out the media coverage on Social Inclusion within Co. Wicklow received during the focus Social Inclusion week.

## SDG Mapping Project

The meeting was informed that the PPN online workshop run in collaboration with Wicklow County Council and Development Perspectives (Saolta) was a great success. The event was used to launch the online SDGs mapping tool developed by WCC. The mapping tool is available to use and add content to on the WCC website.

The meeting was also informed that work is continuing on the production of a short animation on the SDGs, which will aim to raise awareness of the SDGs and encourage engagement with them and the mapping tool.

**Action:** Helen/Grainne to continue to work on the animation to support this project with a view to having it ready for launch at the December Plenary.

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## Website Development & Other IT issues

The meeting was informed that work on this project is progressing very well. It is hoped that the new website will be completed and ready for launch at the 2020 Plenary.

The meeting was informed that Stephen has set up PPN addresses for the Secretariat.

### **Action:**

- Helen/Grainne to continue to work with the Website developer.
- Grainne available to support anyone needing help to change over to the @countywicklowppn.ie email address.
- Grainne to follow up with Stephen to set up email address for Sarah and issues that Phyllis is experiencing with Outlook.

## Training

Good Governance Training in collaboration with Carmichael.

The meeting was informed that 29 expressions of interest had been received for this training and that the first session in this training will be held on Monday 30<sup>th</sup> November commencing at 7pm.

Supercharge Your Selfcare with Avril Bailey

Helen notified the meeting that plans to provide this training online to small hubs based in the premises of three member are not possible under current COVID-19 restrictions. Options in relation to this training/resource were discussed and it was agreed that the preparation of short videos based on the programme content be explored with Avril

SJI PPN Stakeholder Training

The meeting was informed that Co. Wicklow was very well represented at this training with 8 participants attending and that it is the only county that has elected representatives participating.

**Action:** Helen/Grainne to progress work on the Good Governance and Supercharge your Selfcare programmes.

## Meet your Local Elected Representatives Events

Helen reported that all five Municipal District Meet your Local Elected Representatives had gone ahead and the feedback from both Councillors and Community was very positive, with the vast majority of people attending indicating that they would like this to be an annual event.

## Migrant Integration Strategy

The meeting was brought up to date on the work being undertaken within Co. Wicklow to develop a Migrant Integration Strategy:

- The process is been led by Hannah Greene (funded by Wicklow Co. Co)
- Helen is liaising with Hannah.
- Glencree Centre for Peace and Reconciliation have also become involved and are currently working to organise a regional peer support meeting, as many other counties are also currently working on the development of Migrant Integration

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Strategies. The first meeting of this regional peer support group will be held on the 5th November.

Helen highlighted the following concerns:

- There appears to be an expectation at national level that PPNs will deliver this strategy. PPN resources are limited and would not stretch to this
- How to meaningfully involve groups in the development of the Strategy.

**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 Department approved the reappointment of the Facilitator for the National Secretariat Network for another year.

In relation to the National PPN Handbook, Mai spoke about the work undertaken by this group to review the handbook and despite this role the final version was not shared with them ahead of going to print.

### National Resource Worker Network

The meeting was informed that the next meeting of this Network will be held online on the 5<sup>th</sup> November. Helen reported that there is significant turnover in PPN staff around the country.

### National PPN Conference

The meeting was informed that the provisional date for this conference is now May 2021, but that there are still concerns around the practicalities of this in light of COVID-19.

#### **Action:**

- Helen to email the Dept and contact Arklow Bay Hotel to seek an alternative later 2021 date and confirm plans.
- Helen to raise issue of National Secretariat not seeing final PPN Handbook version ahead of it going to print at National Resource Workers Meeting as the Department will be in attendance.

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

Monday 14<sup>th</sup> December at 7.30pm via Zoom call.