

**Clare PPN Secretariat meeting,
Tuesday 2nd March, 2021
Minutes**

Present:

Sarah Clancy
Fionnuala Collins
Elaine D'Alton
Sarah Ferrigan
Dermot Hayes
Padraic Hayes
William Hederman
Monica McKenna
Tracy Watson
Damon Wise

Apologies:

Kay Murphy
Mary O'Donoghue

AGENDA:

1. Minutes of previous meeting
2. Work report.
3. Financial Report.
4. Update on CPPN compliance with user guide.
5. Update on training and forthcoming projects.
6. Schedule Strategy Planning Session.
7. Reps attendance/new elections/ vacant seats.
8. CRO and signatory update.
9. Schedule staff reviews- with staff liaisons.
10. AOB

1. Minutes of previous meeting

Secretariat meeting on 26th January 2021

Proposed by Elaine. Seconded by Monica. Approved.

2. Work Rreport

We have been very busy:

- Irish Water submission
- LGBTQ+ Clare launched
- Migrant Forum restarting
- Feedback from PPN Reps - survey circulated
- Wellbeing Vision complete

- Climate Conversations due to happen this month: we are trying to find out from Dept of Environment, Climate etc what's the intended outcome of these workshops are.
- Motion on CETA carried unanimously by Clare County Council (Motion initiated by members of Clare PPN Environmental College)
- Annual report: Sarah Ferrigan liaising with Ciara Bates and SJI – online platform very problematic, might switch to SurveyMonkey
- Traveller project: this is progressing. Question is whether the funding is there in the Department of Justice to set it up. Also, an issue maybe who will host the employment, and it might fall to Clare PPN.

3. Financial Report

A copy of this is available for a secretariat members who want it. There are some funds that were paid out by Claire PPN, for which the services have not yet been availed of (partly due to Covid restrictions), including Clare Bus and a radio ad.

4. Update on CPPN compliance with user guide.

We are working through the Evaluation Checklist:

- MOU between Clare PPN CLG and Clare PPN
- Review CLG constitution in line with PPN handbook
- Signed contracts of employment
- Member group needs analysis re: training
- New member group induction pack/welcome pack – work started on this
- New member welcome event – in planning stages
- Re-register again 2021 towards end of year
- All policies and procedures to be ratified by Plenary
- Budget and workplan approved by Plenary
- Complaints procedure for members
- Representative removal procedure

5. Update on training and forthcoming projects.

6. Schedule Strategy Planning Session.

Agreed that in place of next Secretariat meeting, we will have a Strategy Planning Session – on Tuesday, 6th April, 2021

7. Reps attendance/new elections/ vacant seats.

- There is a vacancy on the Secretariat for an environmental rep.
- Also, Mary O'Donoghue is stepping down from the LCDC.
- We may need to consider a process to replace a rep if that rep is attending very few committee meetings and/or is not reporting back to the PPN.

8. CRO and signatory update.

CRO form now signed by trustees - thanks. Submitted.

9. Schedule staff reviews- with staff liaisons.

Reviews for Clare PPN staff are overdue – this needs to be arranged. Sarah Clancy to liaise with the relevant Secretariat members.

10. AOB