

Cork County PPN Secretariat Minutes 16th Nov 2021, 7.30pm MS Teams

Attended: PPN Secretariat, PPN Resource Worker, PPN Support Worker

Apologies: Peter Dineen, Pat Dooley, Jude Gilbert

Not attended: Iniobong Usanga, Ronan Kenneally, Tomas O'Sullivan

Chair: Carol Harpur

Minute Taker: Patrick Buckley

Cork County PPN, Secretariat meeting DRAFT

Tuesday 12th Oct 2021, 7.30pm via MS Teams

Present: Brid Coakley, Tommy Collins, Colum Cronin, Pat Dooley, Michael Doyle, Peter Dineen, Gavin Falk, Anne Finch, John Fuller, Carol Harpur, Tom Howard, Sean Kelly, Liam McCarthy, José Ospina, Jude Gilbert, Ronan Kenneally, Sandy McGroarty, Patrick Buckley, Pauline O'Dwyer.

Rotating Chair: Carol Harpur

Minute taker: Patrick Buckley

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1) Welcome, apologies, ground rules

Everyone was welcomed to the meeting and apologies were received from Peter, Pat and Jude who were unable to attend. All present were reminded of the agreed ground rules for conduct during the meeting and to raise their hands or say their name to indicate if they wished to contribute to discussions.

2) Condolences

The group would like to pass on their condolences to Liam with the passing of his father.

3) Agenda (Draft) accept? (5 mins – 7.40pm)

The agenda is accepted, proposed by Liam and second by Tommy

4) Minutes & Matters Arising (5 mins- 7.45pm)

Gavin would like a hard copy sent to him of the minutes and Jose would like an iCloud set-up where all minutes, agenda and documents can be kept.

5) Grievances/ Complaints (5 mins – 7.50pm)

None

6) National Secretariat Network (10 mins- 7.55pm)

Sandy gave an update of the most recent circular (Circular Letter CVSP 3/2021- PPN 2nd Tranche payment and carryover of unspent budget into 2022, PPN Financial Controls and other key financial information updates). The department are open to the carry-over of any unspent money from this year into 2022. The second tranche payment was sent by the DRCD which totalled €14,700 with €5,700 recouped from the DRCD for unspent support worker salary from 2019. The recoument of unspent support worker salary from 2020 will happen at a later, undisclosed date.

7) Nominations and Elections (30 mins- 8pm)

There were over 70 nominations, people heard about the election from different sources including social media, newsletter, etc. Once the secretariat approve all the nominations, there will be 13 elections. A letter will be sent this week to people who have won uncontested seats. The secretariat approved the nomination list, this was proposed by Gavin and seconded by Liam. It was agreed that the Staff Liaison Sub-Committee would verify the count along with PPN Staff and approve the winners.

After the elections and when all new Reps are decided, a report will be sent to Corporate in Cork County Council so that all new Reps will be ratified at a full council meeting. It is hoped this will happen at the full council meeting on the 13th of December.

Regarding vacant seats, people asked if a seat is not filled by a college can it be moved to another college, so the seat is not left empty. There were concerns that this would be 'messy' and the council might permanently change the seat to a different college. People felt the best thing to do is to run another election at the April plenary if there are vacation seats. It was also suggested that a member of secretariat might take an empty seat on temporary basis until it is filled or the secretariat may decide to fill these vacant seats temporarily by allowing a Rep to sit on a second committee who had originally submitted a nomination for the now vacant seat. This is to avoid a seat going vacant. There is provision in the PPN Handbook for temporary Reps on vacant seats.

Gavin would also like a hard copy of all the seats available.

The group would like clarification around the rules of sitting on a LCDC seat in terms of the length of time you can sit on the seat and whether the same rules apply for a PPN rep and a councillor. The group would like a letter sent to the department and this question also raised at a national level. This issue should also be on the MOU agenda.

8) Plenary (10 mins – 8.30pm)

- Feedback and Evaluation

Everyone would like to thank, Liam, Patrick, Sandy, Peter and Ann for speaking at the plenary and doing a great job. Liam would like to thank everyone for the support he

received when his father passed. Jose felt the plenary being online was great success and included more people.

9) Christmas Party (5 mins- 8.40pm)

- Friday 10th Dec at 7pm at The Kingsley

The Christmas party is booked per the above, however, there are concerns with the recent government announcement that was made about restrictions. This will be revisited closer to the time and a decision made then.

10) Secretariat Expenses (5 mins- 8.45pm)

- Expenses call on Monday 13th December for all outstanding expenses. Proof of indemnity must be received before the Christmas party if associated expenses are to be claimed.

We are still waiting on indemnity letters from secretariat members, if people can please send them in the next week. Sandy to send a sample letter of what people should ask their insurance companies for.

11) Re-negotiation of MOU (2 mins- 8.47pm)

- Date of meeting?

No date confirmed

12) Wellbeing Statement (7 mins- 8.52pm)

- 2 quotes received

The Wellbeing Statement was sent to 3 people, one would not quote and two sent a quote back. One of the quotes is under the amount allocated and one is over the amount allocated. The group have asked for a report on the tenders to review them and Sandy will send this out. Sandy has also asked the procurement section of the council on how to move forward if the selected tender is over the amount or do we need to put it out to tender again.

13) Any other Business

- Quarterly printed newsletter- Christmas edition to be designed and printed

This will be looked at in the coming weeks.

- Ideas for spending budget- merchandise, notebooks, iPads

The group has approved this.

- Member Training

There is Mojo training on next Wednesday and GRPR training on the 2nd of December, if people would like to attend please email ppn@corkcoco.ie

- PPN Awards

Pat has suggested there should be PPN awards and this will be looked at again in the new year.

Next meeting scheduled: - Jan 11th 2022 at 7.30pm

Liam has volunteered to chair the next meeting and if other people would like to chair a meeting please email Sandy.