

DRAFT Secretariat Meeting Minutes,

Monday Nov 21 7.30pm, Zoom online

Chair Pauline O'Dwyer

Apologies, Colum Cronin, John Fuller

Present: Michael Doyle, Sean Kelly, Tom Howard, Brid Coakley, Ena Howell, Liam McCarthy, Anne Finch, Gavin Falk, Gerry Moore, Jose Ospina, Tommy Collins, Carol Harpur, Jude Gilbert, Pat Dooley, Pauline O'Dwyer.

Opening welcome from Pauline.

Liam give an outline from Staff Liaison subcommittee explaining pressure staff were under for the last period.

Liam presented an outline of the timeline up to the current time.

Jose went through the tender process and the tender evaluation process and award of the tender. Jose presented the financial aspect/cost of the external independent investigator. Jose outlined the scoring criteria for evaluating the tender for investigator.

Carol outlined the heavy workload launching and arranging the wellbeing projects/workshops and the impact the stress of having a very full workload on Morrin on top of the constant emails and additional work related to the suspension of a secretariat member. Gavin gave a word of thanks to Carol for dedicating time to help out. Pauline thanked Carol, Liam and Jude for helping Morrin while Patrick was out on sick leave.

Brid queried the process for the tender evaluation, Liam clarified the details.

Gerry suggested we vote to ratify the appointment and queried funding from the department, and Liam outlined the current budget capacity.

Jose made the point that we need 3 members of the secretariat to act on a panel to oversee the work of the investigator who have not had any dealings with the party involved.

Anne, supported the investigation process as it is rolling out. Anne also noted that it was a great night in Bantry. Anne had to leave meeting at this point.

Gavin put his name forward for the oversight committee if appropriate.

Gerry put proposal, that the secretariat to ratify the appointment of Brendan Schutte as the investigator, seconded by Jose.

Morrin joined the meeting and reported on a brief initial conversation with Brendan Schutte. He said that the terms of reference (TOR) need to be set down for the investigation. Secretariat needs to work to develop the TOR. He can start once he gets a draft TOR. He will deliver the report to the oversight subcommittee on behalf of the secretariat. Timeline would be 6 to 8 weeks (including Christmas period). Oversight committee will take the report and make sure the outcomes are seen through at the end.

Jose suggested someone would put together a draft TOR and circulate. Gavin asked about cost on the other party, would the other party have any financial cost. Jose asked whether legal/civil issues would be raised in the process. Gerry suggested it would prevent legal action. Gerry put his name forward for the oversight committee.

Carol volunteered to get a first draft put together and looked for assistance in this. Liam said we need to get from the final report recommendations on our processes and whether what we have is strong enough, the investigation should follow the facts. Jude said there should be a clause to allow for new avenues of investigation if needed.

It was commented that this whole event has been a huge drain on time and resources of the resource worker, support worker and the entire PPN.

Gavin wondered if the recording of the previous secretariat meeting was available. Morrin reported that the recording was only as a tool for accuracy in recording the minutes, minutes were proofed by three people and then the recording was deleted, as this was the agreed basis of the recording being made.

Gerry said that the oversight committee need clear instructions too.

Jose, wants investigation to address issues e.g. as to establish whether all members of the PPN are bone fide, treatment of people, we need to put a list of things we need to be included in the investigation that should have as an outcome, a new code of conduct that supplements the existing code, so we take action and never have the situation arise again. Tom said to be careful not to have the TOR too broad. Gerry was wondering if the TOR should be extended to input from the suspended party. Liam said it is more that the focus should be on processes and procedures and Jose agreed on codes of behaviour and how we should focus on how we conduct our business. Pauline said that all the information should be kept inhouse.

Jude: need to outline the access to the investigator and the outcomes that we need, where are the holes at present and how to remedy, for example tightening procedures and policies. We need to keep flexibility, in the TOR. We all want to see a beneficial outcome from this procedure.

Tommy: we need to itemise in the TOR the events leading up to need for the investigation.

Jose: can we have a poll/vote on agreeing the TOR. Jude disagreed and said we should hold a meeting and have a full discussion before voting to finalise TOR.

Carol asked Jude to assist in composing the draft TOR. Jude agreed.

Liam proposed and Tommy seconded: Jude and Carol will get a draft TOR ready , to be circulated to secretariat and once a draft is ready it will be sent forward to Brendan Schutte. The draft will then be brought forward to a secretariat meeting and then ratified by the secretariat.

Morrin gave an update on the Wellbeing workshops and encouraged all to come out and attend the upcoming meetings. Pauline thanked Morrin, Patrick and Harriet for the great work they are doing.

Gerry and Gavin are wondering about the work of the panel members of the oversight committee. Pauline suggested that the TOR are finalised and then we can have some clarity on the work of the oversight committee and set down their terms. Gavin raised the need for very clear instructions for the investigation. Gerry said an examination of the process, was it fair and can it be stood over, and was the person dealt with reasonably and an examination

of the process. Is it fair is it reasonable, is it natural justice. Jose commenting that there was no process, we had to form our own process which resulted from a fault in the structure, so we have a clear guideline in future. Gerry the PPN guidebook has lots of words but can be weak on the implementation. Judith outlined the need to look at tender document to get the basis of the investigation. Pat said the chair of the previous meeting had been very clear on the reasons.

Liam proposed a vote of sympathy to John Fuller on the very sad death of his wife, Marian Fuller, RIP, seconded by Pauline.

Meeting brought to a close.

Notes of next actions, (Immediate / urgent)

Jude and Carol will co-ordinate to prepare a draft Terms of reference (TOR)

The draft TOR will be circulated to full secretariat for **immediate comment/amendment** (please **note** short time frame to respond)

The draft TOR will be sent to the investigator in order that he can commence his work.

The secretariat will meet on **2nd December** to discuss the draft TOR and ratify as appropriate.

Next Secretariat meeting Friday 2nd December, Kingsley Hotel 7pm (we are invited to the Kingsley for 6.45pm)

