***PPN Secretariat Meeting***

***12th January 2017***

***Venue: Ardboyne Hotel***

**Attendees** (Chair) William Brennan, Pat Wigglesworth, Bernard Kenny, Garet O’Brien, Michael Gunn, Patricia Lynch, Keith Mulvey.

**Apologies** Tracey Holsgrove, Ronan Murtagh, Karen Mahon, Teresa Stack.

**Officials** Catherina O’Rourke (PPN Support Officer)

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| **Item** | **Discussion / Action** |
| **1.** | **Minutes of Previous Meetings**  The minutes of the meeting held on 30th November 2016  Proposed by: Michael Gunn  Seconded by: Bernard Kenny |
| **2.** | **Meath Partnership Board Nominees**  Michael Ludlow (ML) presented the list of PPN nominees for the Board of Meath Partnership to the Secretariat members. ML highlighted the issue raised by the Department and Pobal in relation to gender balance and the fact that all the nominees were male. ML outlined the process that took place to seek PPN nominees and the scoring matrix that was applied. ML requested that the Secretariat would review the list and come back with a response in relation to the issue raised by the Department and Pobal.  ML outlined that there were 2 nominees to be selected from each pillar for the Board. There was a query raised in relation to the areas identified within the document circulated. ML outlined the corresponding pillars within the PPN.  On ML’s departure the Secretariat discussed the gender balance issue raised by the Department and Pobal. The Secretariat decided to vote on the following:   1. To revert back to the PPN membership requesting female nominees for the positions on the Board of Meath Partnership   or   1. To select from the list of PPN nominees presented by Meath Partnership.   The Secretariat voted by a majority of 6 to 1 in favor of option no. 2. There followed some discussion on ways that the gender imbalance could be addressed in the future by the Secretariat to encourage more female participation on committees.  It was noted that the list circulated by ML would need to be reviewed by COR to ensure that the nominees were attached to the pillars stated. On completion of this review COR will forward the list to ML to revise and return to COR for distribution to the Secretariat. |
| **3.** | **Matters Arising**  **Workplan 2017:** All members were requested to submit priority tasks to be included in the workplan for 2017 to COR and any estimated costs that may apply. COR will correlate for circulation  **Waste Research Survey:** CO’R will liaise with Conor in REDC to distribute the survey to all PPN members.  **Purchase of Defibrillators:** 12 defibrillators have been purchased for allocation to PPN groups. Garet outlined the draft criteria that he has drawn up for groups that wish to apply to have one of the defibrillators. He will review the criteria with the National Ambulance Service and the Cardiac First Responders groups prior to circulation. An application form and scoring matrix will also be drawn up by Garet for the allocation process.  **Article for Meath Chronicle:** The first article for the Meath Chronicle is due for submission on 30th January. William Brennan will compile the article.  **Representatives on the Secretariat:** Marjan Boers has been nominated to the Secretariat by the Social Inclusion Pillar to replace Vicky Harris.  **Review of current position of referral themes:** Keith will circulate the referrals register to all Secretariat members and has requested that they update the issues for their area.  **Newsletter Items:** CO’R circulated the newsletter to all PPN groups before Christmas.  **Update on MoU:** Secretariat to meet to discuss MoU.  **Information on grants from the Wheel/Funding Point:** Catherina has been in contact with the Wheel and they will be issuing the Funding Digest for Meath in February. |
| **3.** | **AOB**  **Vacancy on the LCDC:** Sinead has submitted her resignation to the Secretariat. Catherina will follow up with the Social Inclusion College in relation to this.  LECP launch to take place on 18th January. |
| **4.** | **Next Meeting: Wednesday 1st March at 7.30 in Unity Centre, Navan** |

**Follow up agreed**

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| **Item** | **Action** | **Responsibility** | **Timeframe** |
| Decision by the Secretariat to proceed with the current list of nominees from Meath Partnership for consideration to the Board of Meath Partnership | Current list to be reviewed to confirm membership of the PPN and college to which nominee’s group is affiliated.  Updated information will be forwarded to Meath Partnership and a request that the current list be revised based on the information.  Revised list will be circulated to the Secretariat members for consideration and nominees selected for the Board. | Catherina/Michael Gunn  Revised list has been forwarded to Michael Ludlow to update.  Updated list will be circulated to the Secretariat by Catherina when completed by Meath Partnership. Secretariat to select members for the Board (2 per pillar). Currently only one on the list from the environment pillar so another will be required. To address the issue of gender balance a female could be requested. |  |
| Waste survey | Follow up with REDC  on the PPN members links to emails to proceed with the distribution of the survey. | Catherina |  |
| Defibrillators | Criteria for groups applying for the defibrillators was presented by Garet. Feedback will be requestedon the criteria from the National Ambulance Service and Cardiac First  Responders.  Application form and scoring matrix to be developed for applications. | Garet/Patricia | All defibrillators allocated and distributed by June 2017 |
| Workplan | Priority tasks to be included in the workplan for the year and related costs to be submitted by all Secretariat members to Catherina to correlate. | All Secretariat members | 31/Jan/2017 |
| Promotion | To be included as part of the promotional strategy in the workplan | All Secretariat members | 31/Jan/2017 |
| Advertisement space | Article for the Meath Chronicle to be completed | William | Article to be completed by 27th Jan for submission into  4th Feb edition. |
| LECP invitation | Invitation to the launch of the LECP on 18/01/2017 | Catherina, Patricia, Bernard will attend |  |
| Referral themes | Keith will update the list and circulate to all members. Each Secretariat member will need to update the sections relevant to their area.  Keith will give Catherina an overview of the register and its operation. | All Secretariat members | By  next meeting |