

# LIMERICK PUBLIC PARTICIPATION NETWORK

---

## *City & County Plenary Meeting*

*Christ Church Hall, Limerick*

*April 27<sup>th</sup> 2017*

---

## MINUTES

Present:

Secretariat: James O'Donoghue, Patrick Cummins, Patrick English, Prionsais McMahaon, Leonie Kerins, Ailbe Burke, Nollaig Coleman and Trish Forde-Brennan

Members: Monica McElvaney, Deirdre Barret, Brian Leddin, Thomas O'Dwyer, Zara O'Driscoll, David Thompson, Cillian Flynn, Alisa O'Donovan, Noreen Meagher, Cait ni Cheallachain, Juam Carlos Azzopardi, Catherine Aylmer, Trish Forde Brennan, Liz Price, Tony Lynch, Tracey McElligott, Joe McNamara, Miriam Duffy, Jim Prior, Helen Flanagan, Brian Thompson, Susan O'Neill, Martha Potter, Denis McAuliffe

In attendance: Vicky Ward, Charles Stanley Smith (Tipperary PPN Secretariat member)

Apologies: coordinator has list of emailed apologies

The quorum of 20 organisations was not reached at the beginning of the meeting so the agenda order was not followed.

Coordinator Update

- First quarter Secretariat travel expenses are €2700. Request for budget allocation to go back to €10,000 for the year. Discussion on travel expenses and coordinator stated that the amount of mileage claimed shows how many meetings the Secretariat members attend and the commitment they show in doing so. Comment from the floor that it is important that secretariat members should not be out of pocket. Some members feel that it is a lot of travel and coordinator hopes that the meetings may be reduced in frequency as time progresses. Coordinator was asked if this includes her travel and explained that as she is on a contractor

basis she is not claiming travel. Agreed to leave budget at €6000 but to leave additional funding in the excess and to review in September if required.

- Rest of the budget as ratified in January remains largely the same the same.
- Linkage Group consultation ongoing re dates for meeting etc. This will allow as high participation as possible.
- Representatives Charter (draft) sent to all Rep's for feedback. Closing date of 1<sup>st</sup> May and if no feedback it will be assumed that the Rep is in agreement with the content. Tony Lynch stated that he did not receive the email with the draft Rep Charter and does not agree that having a deadline to make comment is correct. Consensus from the floor was that a date is required to ensure that the document can be completed. Coordinator to check emails to see if Tony Lynch was sent the charter and if not he will be given an extended deadline to make comment. Process queried as to why Reps and Secretariat members will have the option to amend. Coordinator explained the process as (a) Reps first, (b) Secretariat review and finally (c) Member organisation review. All disagreed with coordinators request to approve the final document via email and that it will need to be ratified at plenary.
- Working group following last Plenary overhauling P&P. Should be completed soon. Again, all disagreed with coordinators request to seek agreement via email and they will need to be ratified at Plenary. Coordinator expressed the importance of members reading the document prior to the Plenary.

Quorum now at meeting so revert to Agenda

#### Ratification of New Members

Ailbe Burke, Nollaig Coleman, Leonie Kerins and Trish Ford-Brennan-proposed by Jimmy Prior and seconded by Liz Price. Trish Forde Brennan stated that as she is a Rep she will only remain on the Secretariat for 6 months.

Jimmy Prior asked that we contact groups that didn't re-register and ask why. Coordinator has been doing so and she will send a list to Jimmy Prior of groups local to him. 176 groups re-registered.

#### Minutes of last meeting and matters arising:

Lengthy discussion in relation to the contents of the minutes of the last plenary and how decisions were then made after the meeting in relation to renting the office space and the open emailing of all members.

It was explained that the last plenary in 2016 agreed to renting an office and this contract was entered into before the January plenary agreed to housing within LCCC. Susan O'Neill stated that the 2016 plenary expected the Secretariat to come back with information before entering into a contract. The decision was made to ask the members who attended the January plenary for permission to amend the decision via email. A majority of those who attended amended the decision via email. Question raised why not all members were emailed and the coordinator explained that only the members who had made the decision were emailed with the request to amend the decision.

It was agreed that there needs to be guidance in the P&P as to what decisions the Secretariat can make between Plenary meetings. A comment was made from the floor that the Secretariat are volunteers and did not make the decision to harm the PPN and were working to progress the PPN. Prionsais McMahon expressed concern that the coordinators office was the boot of her car prior to the space being rented and it is working well now. P&P review to include what decisions the Secretariat can make.

Susan O'Neill felt the minutes also did not accurately reflect the decision for the coordinator to stop blind copying members when sending emails. This is noted as an amendment to the previous minutes. Coordinator explained that she cannot legally carry out the decision of the January plenary and stop blind copying email addresses. To do so would make the coordinator in breach of Data Protection legislation, this breach would fall on the coordinator and not the Plenary.

Comment from the floor that the Secretariat and the Coordinator are doing an excellent job and we are all learning.

Comment from the floor that the conversation is actually not about proposing and seconding the minutes and if this continues there will be less people willing to attend meetings.

Brian Thompson sending in an amendment to the previous minutes to better reflect that he had expressed his agreement to using electronic methods, such as survey monkey, to ratify decisions in order to manage the lack of quorum at meetings.

Minutes, with amendments, proposed by David Thompson and seconded by Brian Thompson.

#### Proposal Presentation:

Before the presentation started Tony Lynch asked why do both options involve a limited company and that the plenary should be given a third option that does not involve a limited company.

Coordinator presented the two options, first stating that there is no option not including a limited company as the registration of a company was agreed by plenary in January where there was a quorum in attendance. Explanation given relating to the importance of protecting the Secretariat with limited liability as they are acting as a volunteer Board of Management with no legal protection. Tony Lynch expressed concerns as to if that is necessary and the coordinator gave an example where the Secretariat, or the plenary, could have been liable for an invoice that LCCC were unable to pay.

**The contents of the two options are included at the end of these minutes.**

**The Secretariat are recommending option two with the provision of reverting to option one should LCCC not agree conditions.**

Both options are the same in terms of registration of a company and the steps required. Option One includes a PPN led recruitment process and the PPN employment of a coordinator. Option Two includes a PPN / LCCC recruitment process and LCCC employment of a coordinator for a two – three-year period. This is the change since the last plenary agreed to LCCC hosting until the end of

2017 only. Option Two included the option for the Secretariat to revert to Option One should LCCC not agree the conditions.

Plenary amended Option Two so that if the conditions are not agreed in negotiations then another Plenary will be called to explore options available.

Charles Stanley Smith, a secretariat member from Tipperary, was in attendance in a personal capacity to give advice on the experience of Tipperary if needed. He explained they have made the decision to form a limited company with the powers to only assist the PPN in operational matters. The Plenary are still the ruling body of the PPN and the CLG only attends to making payments, employment and renting office space. They had initially hosted through a development company and did not feel hosting through the council provided autonomy for the PPN. It is written in to the constitution that if the CLG Directors were overstepping the mark in any way the Plenary could and would tell them to back off. Their Directors will be their Secretariat or a nominee from a Secretariat member should they not wish to be a Director. He felt the protection of limited liability is important to protect Secretariat members from being dragged through the courts. Advice given from Ciaran Lynch from LIT Thurles regarding the constitution wording and that Ciaran would be willing to share. Trish Forde Brennan thanked Charles for taking the time to attend.

The coordinator explained that this is the model being recommended in both options for Limerick.

Discussion from the floor;

Are Secretariat members willing to be Directors? Trish Forde Brennan said it hadn't been really discussed. The coordinator explained that the new Secretariat members have just started in the middle of the plans and the existing Secretariat members have discussed it in great length.

Floor agreed that the constitution will allow for Directors to be elected should Secretariat members be unable, rather than being nominated by the Secretariat.

Option One – amended that the constitution will not allow Secretariat members to nominate in their place.

Option Two – amended that the constitution will not allow Secretariat members to nominate in their place and that if LCCC are not agreeable to the conditions another Plenary will be called.

Ballot papers collected and counted by coordinator and Cillian Flynn.

Option 1: 10

Option Two: 17

Table of organisations represented at the end of these minutes.

### Community Day

Elisa O'Donovan from CPN gave a brilliant presentation on the community day and the action plan arising from the day.

### Outline of Decisions Made:

Travel budget to be reviewed in September.

P&P to be agreed at Plenary.

Rep's Charter to be agreed at Plenary.

The Secretariat will work to implement Option Two with the amendments as included in minutes.

END OF MEETING

## OUTLINE OF OPTIONS INFORMATION AS PRESENTED ON THE POWERPOINT PRESENTATION

### Option One;

- Company Limited by Guarantee
- Set up to run from 1<sup>st</sup> August 2017
- PPN administrate all budget (PPN bank account)
- Direct Employment

### Required Steps

- Register with the Charities Regulatory Authority (CRA). This requires a constitution to be submitted. The CRA strongly recommend the use of their template constitution as this meets the requirements of the CRA, the CRO and Revenue.
- Appoint an auditor.
- Register the company name with the Companies Registration Office (CRO). There is a €25 charge to register the name.
- Registration with the Companies Registration Office (CRO) using form A1. There is a €100 cost associated with this registration (minus €25 for registering the name).
- Tax registration as an employer with Revenue - this aspect of Revenue is completed using the local office in Limerick using TR2 form.
- Apply for tax exemption (charity) with Revenue - this aspect of Revenue application is made through the regional office in Nenagh using form and guidance in CHY1.

### Employment Steps

- Contract and employment P&P provided by Peninsula HR (paid in 2016)
- May – Select two Secretariat members and an elected PPN rep to sit on interview and recruitment panel. If required source an external person with interview experience to assist with the process also.
- June 1st - Place advertisement on avelink.ie with a closing date of 30<sup>th</sup> June at 5pm
- July 4th – Interview and recruitment panel meet to shortlist candidates for interview.
- June 5th - Write to all successful shortlisted candidates and offer interviews.
- June 12th – 16th - Interviews to be scheduled.
- June 19th – Interview panel make a decision on the successful candidate.
- June 20th - Offer position
- Hopefully they will be able to start in the position on July 1st, depending on their existing employment status and required notice period. However there is option of extending the current coordinators self-employed contract and this could be extended by a month in order to allow the new coordinator to work their notice period if they are already employed elsewhere.
- Establishment of an HR sub-group to meet coordinator on a 6-weekly basis to provide support and supervision (2 secretariat members and a PPN elected Rep)

#### Option Two;

- Company Limited by Guarantee
- Set up to run from 1<sup>st</sup> January 2018
- PPN administrate all budget apart from employment costs (PPN bank account)
- LCCC Employment for 2-3 years (not agreeable to employ only until 31<sup>st</sup> December 2017 as agreed at last Plenary)

#### Required Steps

- Register with the Charities Regulatory Authority (CRA). This requires a constitution to be submitted. The CRA strongly recommend the use of their template constitution as this meets the requirements of the CRA, the CRO and Revenue.
- Appoint an auditor.
- Register the company name with the Companies Registration Office (CRO). There is a €25 charge to register the name.
- Registration with the Companies Registration Office (CRO) using form A1. There is a €100 cost associated with this registration (minus €25 for registering the name).
- Apply for tax exemption (charity) with Revenue - this aspect of Revenue application is made through the regional office in Nenagh using form and guidance in CHY1.

#### Additional Requirements / Information

- Information to be gathered for the Directors in the format of a handbook clearly outlining the responsibilities associated with the position as well as to inform how to run an AGM, make annual returns etc.
- Governance training to be provided to all Directors.
- Implementation of the Governance Code.
- Ongoing overhaul of Policies and Procedures to be completed (working group has been set up for this purpose)

#### Employment Steps

THIS IS A DRAFT TIMELINE AND NEEDS CONFIRMING WITH LCCC

- May – Negotiate person / job spec, SLA, employment contract and employment P&P with LCCC
- May – Select two Secretariat members and an LCCC employee to sit on interview and recruitment panel.
- June 1st - Place advertisement on activelink.ie with a closing date of 30<sup>th</sup> June at 5pm
- July 4th – Interview and recruitment panel meet to shortlist candidates for interview.
- June 5th - Write to all successful shortlisted candidates and offer interviews.
- June 12th – 16th - Interviews to be scheduled.
- June 19th – Interview panel make a decision on the successful candidate.
- June 20th - Offer position
- *Timeframe to be confirmed with LCCC – indications are it would more than likely take until August*
- Establishment of an HR sub-group to meet coordinator on a 6-weekly basis to provide support and supervision (2 secretariat members and 1 LCCC selected person)

#### Additional Conditions to be Confirmed with LCCC re Employment

- The recruitment / interview panel will consist of 3 people - 2 Secretariat members and 1 employee from LCCC

- The recruitment process will be completed using the PPN agreed process, as outlined on previous slide.
- The employee will be housed in the PPN office in Central Building – or any other PPN selected office
- LCCC will be the legal employers but will waive the right to direct the programme of works for the coordinator. The programme of works will be directed by the PPN through the plenary and Secretariat
- The PPN coordinator will never be requested to attend to local authority work
- The PPN, through the Secretariat, will monitor the coordinators time sheet, agree training and attendance at local, regional and national events as they deem to be required for the development of the PPN
- The PPN, through the Secretariat, will negotiate the coordinator’s TOIL time and all other work related scheduling
- The PPN will set up a HR sub-committee which will consist of 2 Secretariat members and 1 LCCC employee. They will meet the coordinator on a 6-weekly basis to provide supervision and support as required.
- THE ABOVE CONDITIONS WERE NOT AMENDED BY PLENARY

#### Organisations Represented in the Voting

Organisation	Person Voting
Croom & Ballingarry FRC	Zara O’Driscoll
Anglesboro Drama Group	Patrick English
Doras Luimni	Leonie Kerins
Patrickswell Community Council	Joe McNamara
Limerick Women’s Network	Liz Price
Grow it Yourself	Trish Forde Brennan
Limerick City CDP	Juan Carlos Azzopardi
St Munchins Umbrella Group	Susan O’Neill
Moyross residents Forum	Tracy McElligott
GOSHH	Cillian Flynn
Southill FRC	Jim Prior
Moyross Community Enterprise	Tony Lynch
LCEN	Catherine Flanagan
St Marys Aid	Brian Thompson
BGM Community Council	Nollaig Coleman
Greta Southern Trail	Denis McAuliffe

Greenway	
St Marys Community Adult Ed Group	Helen Flanagan
Rape Crisis Midwest	Miriam Duffy
Adare Business Group	Prionsais McMahon
An Taisce Limerick	Brian Leddin
Glin Going Strong	Patrick Cummins
Limerick Chapter Irish Georgian Society	Cait ni Cheallachain
Step Forward Group	Martha Potter
Field Names Project Group	David Thompson
Hospital FRC	James O'Donoghue
Galbally Text Alert	Ailbe Burke
Headway	Elisa O'Donovan