



**NOTIFICATION TO ATTEND MEETING OF THE PROTOCOL COMMITTEE
TO BE HELD IN THE RICHARD O'CARROLL ROOM - CITY HALL,
ON THURSDAY, 29 SEPTEMBER 2016 AT 8.00 AM**

**AGENDA
THURSDAY, 29 SEPTEMBER 2016**

- 1 Minutes of Protocol Meeting held on the 1st September 2016 and matters arising
- 2 Receptions Notified by the Lord Mayor

Date	Function	No
01.09.16	DCIF (Dublin City Interfaith Forum) and religious leaders meeting	21
24.09.16	European Schoolboy Boxing Championship Boxers.	40

- 3 Conferences:
 - a Conferences attended by Councillors
 - Cllr. Declan Flanagan. AILG Module 4 “Local Authority Housing and the National Action Plan for Housing”. Rochester Park Hotel, County Cork. 10th September 2016.
 - Cllr. Andrew Montague, “Irish Transport Research Network Conference”, DIT Grangegorman, Dublin. 31st August – 2nd September 2016.
 - b Conference Reports Received from Councillors
 - Cllr. Declan Flanagan. AILG Module 4 “Local Authority Housing and the National Action Plan for Housing”.
 - Cllr. Andrew Montague, “Irish Transport Research Network Conference”, DIT Grangegorman, Dublin.

- 4 Motion in the name of Councillor Mannix Flynn:

“That this Protocol Committee agree to initiate appropriate protocols and guidelines for the Office of Lord Mayor. At present there are no guidelines or boundaries with regards public or other announcements by the elected Lord Mayor or by the Lord Mayor’s Office. This is not best practice and can lead to confusion regarding media statements. The recent controversy regarding a motion to disband the Artane Band was commented upon by

the Lord Mayor, creating a potential conflict of interest between his elected position as Chairperson, Lord Mayor and First Citizen of the city. That role must be impartial and should not be exploited under any circumstances for personal capital through media statement or otherwise.”

5 Motion in the name of Councillor Michael O'Brien:

That the protocol committee notes:

- ***The increase in the rate of emergency motions being ruled out of order from June 2014 to the present at the monthly meetings of Dublin City Council.***
- ***That an inconsistent approach is taken towards the ruling out of order of motions depending on whether or not they originate from the ruling group on the council or the opposition.***

And therefore resolves:

- ***That a fair and consistent approach be taken on emergency motions.***
- ***That emergency motions ruled out of order be circulated to all members before the monthly meeting with an accompanying explanation.***

6 Motion in the name of Councillor Paul McAuliffe:

“That the flag of the EU join the City Flag and the National Flag in the Rotunda of City Hall. “

7 Request from the Irish Institute of Legal Executives to use the Council Chamber to hold a seminar in the Autumn of 2016 **1 - 2**

8 Modern.gov Meetings Management System

9 Managers Report

10 A.O.B.

11 Proposed date for next Protocol Meeting: Thursday, 3rd November, 2016, 8am, Richard O'Carroll Room, City Hall.

**Deirdre Ní Raghallaigh
Senior Executive Officer,
Chief Executives Department**

12 Appendix A

MINUTES OF THE PROTOCOL COMMITTEE MEETING
HELD ON
THURSDAY, 1ST SEPTEMBER 2016 AT 8 AM IN THE
RICHARD O'CARROLL ROOM, CITY HALL

1. Minutes of Protocol Meeting held on the 23rd June 2016 and matters arising.

Order: Agreed

2. Receptions notified by the Lord Mayor

Date	Function	Nos
29.06.16	Reception for the Election of new Lord Mayor	100
11.07.16	Members of The World Internet Marketing Association	35
27.07.16	Ireland Chamber of Commerce in USA groups	60
26.08.16	Retirement Function for James Hogarty	100

Oder: Agreed & recommend to Council

3. Conferences:

a. Conferences attended by Councillors

- Cllr. Mary Freehill and Cllr. Declan Flanagan. AILG Module 3 “Local Authority Planning – an update brief for Elected Members”. Crowne Plaza Hotel, Dundalk, County Louth. 18th June 2016.

Oder: Agreed & Recommend to Council

b. Conference Reports Received from Councillors

- Cllr. Mary Freehill and Cllr. Declan Flanagan. AILG Module 3 “Local Authority Planning – an update brief for Elected Members”.
- Cllr. Mannix Flynn. Seafest, Ireland’s National Maritime Festival. “Ocean Wealth Conference and Launch of Commission of Irish Lights Exhibition”.

Oder: Noted

4. Motion in the name of Councillor Paul McAuliffe:

“That the flag of the EU join the City Flag and the National Flag in the Rotunda of City Hall. “

Order: As Councillor McAuliffe was not in attendance when his

motion was reached it was deemed to have fallen.

5. Archiving of Historical Webcasts:

Order: Report noted. It was agreed to continue the current practice of providing a DVD copy of an archived meeting on request.

6. Policy on the Naming of New Schemes and Developments:

John Downey of the Planning Department provided the Committee with the background to the policy and explained the role of the Area Committees in this process. The Members suggested the policy be revised to provide for earlier consultation with the elected representatives and for the final decision to be brought to the Area Committee for agreement.

Order: Report noted. The Planning Department to revert back to the Protocol Committee following consideration of the Members views.

7. Corporate Policy Group Attendance Report in accordance with requirements of Standing Order 64

Order: Report circulated. All Members of the CPG were in compliance with standing orders.

8. Motion 411 forwarded from the July South Central Area Committee Meeting

Order: Noted

9. Request from the OPW for the loan of the Daniel O'Connell Painting in the Mansion House

Order: Report Noted. The Committee agreed to the request provided the OPW put in place all measures requested by Dublin City Council to ensure the security of the painting.

10. Na Fianna Éireann Banner

Order: Report noted. The Members expressed their gratitude and asked that their appreciation be conveyed to Deputy Jim O'Callaghan and the British Authorities for their role in securing the return of the banner.

11. Managers Report

- The Department of Sport and Tourism had requested clarification on the motion passed by the Protocol Committee at its meeting of

23rd June 2016 in relation to the appointment of a member to the Board of Tourism Ireland. As Fáilte Ireland is the agency that deals with domestic tourism the Department asked if the Committee wished to change its request for a nomination to that agency instead of Tourism Ireland.

Order: The Members agreed to ask for a nomination to the board of Fáilte Ireland.

- The Manager reported that Standing Orders Working group would consider the issue of the release of Council Reports to the media in advance of meetings with a view to agreeing a consensus for all committees.

Order: Noted

- The Manager confirmed the changes to the Senior Management Team will take place on 19th September. Brendan Kenny is taking over in Housing, Dick Brady is moving to Environment & Transportation and Declan Wallace is taking over in Culture, Recreation and Economic Services.

Order: Noted

- The Centenary of the 1st Dáil will be taking place in January 2019. As part of the commemorations the Mansion House is considering alterations to the Round Room to reinstate many of the original features. A feasibility study is being commissioned and the Manager will report back to the Committee in due course.

Order: Noted

- The Manager reported that the Lord Mayor was introducing a traffic light and countdown system in the Chamber to ensure Members adhered to the speaking time limits. This is not a change to standing orders but a matter of enforcing the current standing orders. He is also introducing a new form for amending motions which will be circulated to all Members. All amendments must be submitted to the Lord Mayor and Councillors on the official form.

Order: Noted

- The Manager reminded Members that although any Councillor can

attend a SPC meeting and speak on an issue, only SPC members are permitted to vote on matters raised. Also if a Councillor has an issue with the administrative staff they should raise it in private with the Manager rather discuss it in a public forum.

Order: Noted

- The Manager asked Members to clarify their position in relation to allowing non-members to enter the tea and coffee area in City Hall prior to meetings.

Order: The Committee agreed that former Members may be invited into the inner room by a sitting Councillor. A Councillor may also invite a member of the public into the ante room and provide them with tea or coffee. However the Councillor is responsible for looking after them.

- The Manager reported that the new Modern.gov meetings management system would initially be used by the Protocol Committee and for the Monthly Council Meeting. It is envisaged that all Area, JPC and Strategic Policy Committees will be using the system from the beginning of 2017.

Order: Noted

- The Manager Reported that she was investigating the introduction of a new Public Reps System which would allow Councillors to log and track service requests. Similar systems have been introduced in Fingal and South Dublin County Council's. However, the scale of Dublin City Council's operations may prove problematic.

Order: The Manager will report back to the Committee by the end of the year with a feasibility and costings study.

12. AOB

- Cllr. O'Muirí expressed his disappointment over the summer deadlines for the Development Plan which created significant difficulties for Councillors.

Order: The Members requested that the Manager write to the Planning SPC to ask them to consider the issue with a view to making a submission to the Department of Housing, Planning,

Community and Local Government on the matter.

13. Proposed date for next Protocol Meeting: **Thursday, 29th September, 2016, 8am, Richard O'Carroll Room, City Hall.**

Order: Agreed

Cllr. Dermot Lacey

**Chair Protocol Committee
September 2016**

Dated: 2nd

ATTENDANCE:

Members

Cllr. Dermot Lacey (Chair)

Cllr. Paddy Bourke

Cllr. Ciaran O'Moore

Cllr. Teresa Keegan

Cllr. Patrick Costello

Cllr. Deirdre Heney

Cllr. Ray McHugh

Cllr. Sonya Stapleton

Cllr. Naoise O'Muire

Cllr. Aine Clancy

Apologies

Lord Mayor, Brendan Carr

Cllr. Ray McAdam

Officials

Deirdre Ni Raghallaigh, Acting Executive Manager

Michael Gallagher, Staff Officer

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Irish Institute of Legal Executives Ltd.

Ms Oonagh Casey
Dublin City Council
Civic Offices
Wood Quay
Dublin 8

21st September 2016

Attention of the Protocol Committee

Dear Sir/Madam,

The Board of the Irish Institute of Legal Executives (IILEX) would like to apply for the use of Chambers of City Hall to host a talk for our members in October or November 2016.

You kindly facilitated our talks on previous occasions and our members and directors appreciated very much the use of such a prestigious venue.

I understand that you meet on the 29th September and that hopefully this could be on the agenda.

Looking forward to your reply.

Thank you in anticipation.

Kind regards,

A handwritten signature in cursive script that reads 'Veronica Duffy'.

Veronica Duffy

Vice-President.

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