



MINUTES OF THE PROTOCOL COMMITTEE MEETING

HELD ON THURSDAY, 1 DECEMBER 2016

- 1 Minutes of the meeting held on 3rd November 2016 and matters arising
Order: Minutes as amended Agreed.
- 2 Mansion House Engagements
 - a) Lord Mayor Receptions
Order: Agreed
 - b) Deputy Lord Mayor Functions
Order: Agreed
- 3 Conferences
 - a) Conferences Attended by Councillors:
 - Cllr. Declan Flanagan, Cllr. Sean Paul Mahon & Cllr. Paddy Bourke. AILG Module 5, "National and Local Authority Emergency Planning". Raddison Hotel, Rosses Point Road, County Sligo. 21st – 22nd October 2016.
 - Cllr. Dermot Lacey. AILG Autumn Seminar, "Housing and Regional Assemblies." Morans Hotel, Red Cow, County Dublin. 19th November 2016.**Oder: Agreed & Recommend to Council**
 - b) Conference Reports Received from Councillors
 - Cllr. Declan Flanagan, Cllr. Sean Paul Mahon & Cllr. Paddy Bourke. AILG Module 5, "National and Local Authority Emergency Planning". 21st – 22nd October 2016.
 - Cllr. Declan Flanagan. AILG Autumn Training Seminar. 13th -14th October 2016.
 - Cllr. Dermot Lacey. AILG Autumn Training Seminar. 19th November 2016.**Oder: Noted**

4 Motion in the Name of Councillor Patrick Costello

Order: The Members of the Committee supported the overall objective of the motion and acknowledged the need to facilitate and support Councillors with young families. However it was recognised that there were many factors be taken into account before proceeding. To this end they recommended that a Working Group be established to investigate the issues raised by Cllr. Costello's motion and which would report back to the Protocol Committee by the 28th of January with recommendations. Deirdre Ni Raghallaigh and assigned staff from Chief Executive and Corporate Services Departments will support the working group.

5 Report on Leases and Licences

Paul Clegg from the Planning and Property Development Department gave a brief presentation explaining the background to the report and outlining the process for both leases and licences. While the the granting of leases is a reserved function the granting of licences remains an Executive Function. The Members thanked Paul and welcomed the new policy and requested that Councillors be notified in advance of the granting of a license of a building to a community/voluntary group so they would have the opportunity to provide relevant local information.

Order: Report noted.

6 Review of Standing Orders 2016

Oonagh Casey gave a brief background to the review process and informed Members that a combined document tracking all the changes would be issued prior to Monday's Council meeting. Cllr John Lyon's wished it be noted that as he only joined the Working Group very recently he did not have an input into the proposed changes. Cllr. Paddy Bourke proposed that any request to extend the finishing time of the Monthly Council Meeting should come no later than 9pm on the evening.

Order: Report agreed and recommended to Council. Cllr. Bourke's amendment to be referred to the City Council for consideration.

7 Correspondence from the Department of Transport, Tourism and Sport

Members expressed their dissatisfaction with the Minister's response. They felt that the Public Appointments Service is an appropriate mechanism for the nomination of members of the public to the boards of state bodies but not for democratically elected public representatives.

Order: Correspondence noted and the Manager to write to the Minister.

8 Protocol Meeting Dates for 2017

Order: Agreed

9 Managers Report

- Modern Gov will officially launch in January 2017 and hard copies of agenda and reports will no longer be provided to Councillors who have migrated to the new system. Members requested that during the initial transitional phase a small number of printed agenda be available at meetings.

- The cost of the new Public Reps System is estimated to be €50,000 and it estimated that it will be in place by the middle of 2017.
- The annual pocket diaries for 2017 will be available from 12th December.
- Councillor Donation Returns are due at the end of January 2017. Councillors are advised that the returns should not be signed prior to 31st December 2016.
- Jim Keogan is retiring from Dublin City Council and Declan Wallace will be taking over as the Acting Assistant Chief Executive for the Planning and Development Department.

10 A.O.B.

- In relation to Councillor Access to Civic Offices the Manager clarified the position by stating that City Council officials will continue to facilitate Councillors where appropriate. It was advised that should councillors wish to meet specific officials it would be appropriate to make an appointment in advance.
- Members requested that the provision of facilities in the Civic Offices be placed on the next agenda.

11 Proposed date for next Protocol Meeting: Thursday, 5th January 2017, 8am, Richard O'Carroll Room, City Hall.

Order: Members agreed that due to the Christmas holidays the next meeting of the Protocol Committee will take place on 2nd February 2017.

Councillor Dermot Lacey
Chairperson
Thursday, 1 December 2016

Attendance:

Members:

Paddy Bourke
 Deirdre Heney
 Micheal Mac Donncha
 Sonya Stapleton

Members:

Aine Clancy
 Teresa Keegan
 Michael Mullooly
 Dermot Lacey

Members:

Patrick Costello
 John Lyons
 Ciaran O'Moore

Officers

Oonagh Casey

Michael Gallagher

Deirdre Ni Raghallaigh

Apologies:

Brendan Carr

Ray McHugh

Non-Members:

Mannix Flynn

Mary Freehill