



## MINUTES OF THE PROTOCOL COMMITTEE MEETING

HELD ON THURSDAY 22 MARCH 2018

1 **Minutes of the Meeting held on 1st February and matters arising**

**Order: Agreed.**

2 **Lord Mayor's Receptions and Engagements of the Deputy Lord Mayor**

**Order: Noted and Recommend to Council**

3 **Chief Executives Report on City Hall, Rates Office and Palace Street**

The Chief Executive, Owen Keegan, addressed the Members regarding the need to provide additional facilities for Councillors and the current use of City Council buildings. He reported that it was his intention to relocate staff from the Rates Office to Civic Offices and Palace Street. This would provide the opportunity to refurbish the Rates Office and bring it back into public use. As part of the refurbishment two upper floors of the building would be made available to Councillors. The Chief Executive proposed that he work with the Protocol Committee and architects to design a space which best suited the needs of the Councillors within the limitations of the building. To this end he suggested a site visit to the Rates Office as part of a future Protocol Committee meeting. He also advised the Members that he intended to redevelop the Exhibition Space in City Hall to strengthen what it offers to the public.

**Order: The Members thanked the Chief Executive for his report and welcomed the proposals and looked forward to working with him.**

4 **Draft Flag Flying Policy**

Cllr. Anne Feeney briefed the Members on the work carried out by the Flags Working Group and the processes that they went through in agreeing the policy. It was acknowledged that although Members had differing views on certain issues the policy represented a practical compromise that they all were prepared to endorse.

The Chair and Members thanked Cllr. Feeney for her efforts as Chair of the Working Group.

**Order: Agreed and Recommended to Council**

5 **Report on the Impact of General Data Protection Regulations (GDPR) on Council Questions**

Deirdre Ni Raghallaigh briefed the Members on the impact of the General Data Protection Regulations on Council questions. She explained that questions with personal data posed a risk as they were circulated throughout the organisation.

There were additional concerns regarding the use of non-DCC email addresses to send responses with personal data to Councillors. There was also a transparency issue with large numbers of questions without personal details not being published as they were categorised as “**details supplied**”.

The Manager put forward two possible solutions to address these concerns. Firstly, all questions with personal data would be forwarded to the Area Office for direct response to the Councillor as part of their Area questions. Secondly, “**details supplied**” questions without personal data would be published in full as part of the City Council minutes the following month.

Members acknowledged the need to treat Council questions with personal data sensitively. However, they were reluctant to assign all such questions to the Area as there were instances when they wanted a response endorsed by the Chief Executive.

On “**details supplied**” questions there was disagreement on how much of the question and response should be published. However, there was agreement that it was not appropriate for the whole question and response to be concealed as “**details supplied**”.

**Order: The Manager to report back to the next meeting with possible wording on amendments to standing orders to address the issues posed by GDPR.**

6 **Portrait of Richard O'Carroll**

The Manager informed Members that the family of Richard O'Carroll wished to commission a portrait of him which would be hung in the Richard O'Carroll Room.

**Order: Agreed. The Manager to liaise with the City Archivist, Dr. Mary Clarke and the City Arts Officer, Ray Yeates to advise on criteria with regards the quality, size and frame for the portrait.**

7 **Request for the Lord Mayor to be Patron of the Gregor McGuckin Golden Globe Race 2019**

**Order: Agreement was given in principle but was dependent on due diligence being carried out and information regarding sponsorship requirements.**

8 **Motion in the name of Councillor Teresa Keegan:**

*“With the increased considerations of the Environment becoming an everyday part of the lifestyle of every citizen of Dublin City, I feel that the City Council should, where possible, lead by example by introducing a policy of the non-use of non-biodegradable items.”*

**Order: Motion as amended agreed and recommend to Council.**

9 **Motion in the name of the North West Area Committee:**

*“This Committee calls on the Chief Executive to include any planning applications submitted to An Bord Pleanála as a Strategic Housing Development to be included on the weekly Planning List circulated to Councillors.”*

**Order: Agreed and recommend to Council**

10 **Membership of Northside Partnership Board**

**Order: Noted and referred to the North Central Area Committee.**

11 **Amendment to the Intern Programme**

Cllr. Costello had requested that the Intern Programme be amended to allow for a political party to have two interns in City Hall at one time.

**Order: Members were concerned that amending the policy in such a way could place additional stress on the facilities of City Hall. However, it was agreed that one political party could forgo their right to an intern and allow another party to use that intern position.**

12 **Managers Report**

The Manager informed the Committee that some alterations will be made to the positioning of the Councillors room in the Civic Offices over the next few weeks.

13 **A.O.B.**

- Cllr. Deirdre Heney raised the issue of the annual turning of the Sovereign Seal at the Mansion House. She requested that the Manager investigate the matter and report back to the Committee.

**Order: Agreed. The Manager will bring a report to the next meeting.**

- Cllr. Aine Clancy enquired was there an official policy in relation to when to the Deputy Lord Mayor should deputise for the Lord Mayor.

**Order: The Manager responded that it was common practice for the Deputy Lord Mayor to deputise for the Lord Mayor at official City Council functions and events. For other events it was at the discretion of the Lord Mayor.**

14 **Proposed Date of next meeting - Thursday 5th April 2018 at 8am in the Richard O'Carroll Room, City Hall**

**Order: Due to the proximity of the next meeting and the time constraints of GDPR it was agreed to reschedule the meeting to the 3rd May 2018.**

**Councillor Deirdre Heney  
Chairperson  
Thursday 22 March 2018**

**Attendance:**

**Members:**

Deirdre Heney (Chairperson)  
Aine Clancy  
Teresa Keegan  
Michael Mullooly

**Members:**

Patrick Costello  
Dermot Lacey  
Naoise O'Muirí

**Members:**

Anne Feeney  
Ray McHugh  
Ciaran O'Moore

**Officers**

Michael Gallagher

Owen P. Keegan

Deirdre Ni Raghallaigh