



**NOTIFICATION TO ATTEND MEETING OF THE PROTOCOL COMMITTEE
TO BE HELD IN THE RICHARD O'CARROLL ROOM - CITY HALL
ON THURSDAY 22 MARCH 2018 AT 8.00 AM**

AGENDA

THURSDAY 22 MARCH 2018

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6	Portrait of Richard O'Carroll	
7	Request for the Lord Mayor to be Patron of the Gregor McGuckin Golden Globe Race 2019	13 - 14
8	Motion in the name of Councillor Teresa Keegan: <i>“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 at all meetings.”</i>	
9	Motion in the name of the North West Area Committee: <i>“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.”</i>	
10	Membership of Northside Partnership Board	15 - 16
11	Amendment to the Intern Programme	
12	Managers Report	
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14	Proposed Date of next meeting - Thursday 5th April 2018 at 8am in the Richard O'Carroll Room, City Hall	



MINUTES OF THE PROTOCOL COMMITTEE MEETING

HELD ON THURSDAY 1 FEBRUARY 2018

1 Minutes of the meeting held on 4th January 2018 and matters arising

Order: Agreed.

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

Order: Noted and Recommend to Council

3 Commercial Concessions within Dublin City Council Parks

Order: Deferred to March Meeting

4 Motion in the name of Cllr. Dermot Lacey:

“In order to assist the viewing public this Committee agrees to propose a method whereby the text of Emergency Motions are either read out or put up on web for clarity purposes.”

Order: Agreed.

5 Report on Disability Access at the Mansion House

Order: The Manager gave a brief report on the proposed disability access works to the Mansion House.

Report Noted.

6 Local Electoral Area Boundary Committee Submission Invitation

Order: Members can make submissions to the Boundary Committee but the Manager asked was there any aspect that members would like to include in the Corporate submission. The Members expressed the view that as far as possible traditional communities should be preserved intact.

7 Approval for Councillor Attendance at the "European Energy Poverty Conference 2018"

Order: Councillor attendance at the “European Energy Poverty Conference” was approved.

8 Request by the "3FiveTwo Group" to address Councillors on the Cross Border Healthcare Directive

Order: It was agreed that the Health Forums would be the most appropriate environment to discuss this issue.

9 **Managers Report**

- The Vouched Expenses Regulations have been issued by the Department and any Councillor wishing to avail of the new system should inform the Chief Executive's Office before the end of February 2018.

Order: Noted

- Media Relations have launched a new Press Cuttings service called TrueHawk. It collates print and broadcast media in relation to Dublin City Council.

Order: The Protocol Committee to trial the new system on behalf of Councillors with a view to making it available to the full Council.

- Following on from Cllr Ray McHugh's motion regarding a queuing system for speaking at Council meetings, this functionality has now been enabled in the current audio/visual system. It will be introduced on a trial basis once the Lord Mayor has been briefed on how to use it.
- GDPR: The Manager will bring a report to the next meeting outlining the impact of GDPR on the details supplied aspect of Council Questions. The Law Department will arrange for a briefing for Members once the legislation has been published.
- Owen Keegan will attend the next meeting to brief the Members on the plans for City Hall and the Rates Office.

10 **A.O.B.**

Nothing to Report.

11 **Proposed Date of next meeting - Thursday 1st March 2018 at 8am in the Richard O'Carroll Room, City Hall**

Order: Agreed.

Cllr. Dermot Lacey
Acting Chairperson
Thursday 1 February 2018

Attendance:

Members:

Brendan Carr
Teresa Keegan
Naoise O'Muirí

Members:

Patrick Costello
Dermot Lacey
Sonya Stapleton

Members:

Mannix Flynn
Ray McHugh

Officers

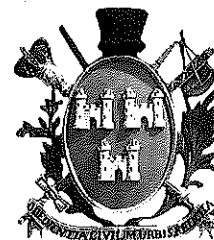
Michael Gallagher

Deirdre Ni Raghallaigh

Apologies:

Deirdre Heney

Ciaran O'Moore



Ardmhéara Bhaile Átha Cliath
Lord Mayor of Dublin
Mícheál Mac Donncha

21st February 2018

Mr. Deirdre Ní Raghallaigh
Senior Executive Officer,
Chief Executive's Department

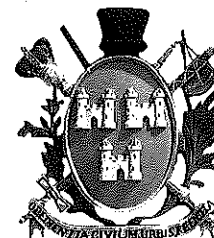
Dear Deirdre,

I would be obliged if you would bring the following receptions for the month of February 2018 to the attention of the Protocol Committee.

Date	Function	Nos
31.01.18	Gaelscoil Uí Riada, Kilcock	71
02.02.18	Our Lady Immaculate School Darndale	32
06.02.18	Reception to mark centenary of the passing of the franchise for women & actions of Hanna Sheehy Skeffington	80
06.02.18	Cumann Gaelach Chois Life & an tIonad Buail Isteach@Connolly Books	40
07.02.18	Meeting between DCC. Fire Brigade and Trade Unions	35
08.02.18	St. Agnes Dementia Choir and Lower Crumlin Ladies Club	80
09.02.18	Dominic Street Residents	40
13.02.18	Reception for Russian Festival Volunteers	100
14.02.18	Civic Reception for HE Mr Sergio Mattarella President of the Italian Republic	50
14.02.18	Trinity Club (Social Club for adults with additional supportive needs)	35
17.02.18	Irish Peace & Neutrality Alliance Conference	80
20.02.18	Kenilworth Bowling Club	33
22.02.18	Half Time Talk Charity - Launch	40
24.02.18	Kilbarrack CCP (Active Retirement & Recycled Teenagers Groups)	50
27.02.18	Bradogue Youth Service Project	20
28.02.18	St. Patrick's Athletic FC Volunteer Night	100

Yours sincerely,

Mícheál Mac Donncha
Ardmhéara Bhaile Átha Cliath



Ardmhéara Bhaile Átha Cliath
Lord Mayor of Dublin
Mícheál Mac Donncha

22nd February 2018

Ms. Deirdre Ní Raghallaigh
Senior Executive Officer,
Chief Executive's Department

Dear Deirdre,

Please see below, list of functions, receptions and events in which I had a Deputy/Representative attend on my behalf during the month of February 2018:

Date:	Function:	DLM/Cllr:
02.02.18	Dublin North West Area Partnership Seminar on Equality & Inclusion	Deputy Lord Mayor, Cllr. Áine Clancy
10.02.18	Ireland vs Italy Six Nations Rugby Match	Deputy Lord Mayor, Cllr. Áine Clancy
11.02.18	World Day of the Sick Mass	Cllr. Ray McHugh
12.02.18	Courtesy call by French Naval Survey Ship LAPEROUSE	Cllr. Vincent Jackson
16.02.18	Dublin Chinese New Year Festival Opening Ceremony	Cllr. Paddy McCartan
24.02.18	Ireland vs Wales Six Nations Rugby Match	Cllr. Larry O'Toole
24.02.18	IABA National Senior Elite Championship.	Deputy Lord Mayor, Cllr. Áine Clancy
26.02.18	Opening of Coolock Primary Care Centre	Cllr. Edel Moran

Yours sincerely,

Mícheál Mac Donncha
Ardmhéara Bhaile Átha Cliath

Draft Protocol for the Flying of Flags from Civic Buildings

1. Aim of Policy

This Protocol aims to clarify procedures for the flying of Flags from Dublin City Council's Civic Buildings including City Hall, the Mansion House and Civic Offices and by default to other City Council buildings. It does not apply to banners on the Quays or elsewhere.

Its purpose is to ensure that flags on Dublin City Council buildings are flown and displayed properly and that the procedure followed ensures the dignity and respect for those whom the flags are flown.

2. Standard Arrangements.

- a) Where 3 flagpoles are in place and are of equal height the order of flight from left to right is the National Flag, The Dublin Municipal Flag and the flag of the European Union. When the flagpole in the centre is the highest then this should take the national flag with the left taking the Dublin flag and the E.U to the right. Flags flown together should always be of equal size. The national flag should only be flown during daylight unless it is floodlit.
- b) The National Flag will be flown in accordance with guidelines from Department of An Taoiseach.
- c) The National Flag and the Dublin Flag should only be flown during daylight hours unless they are floodlit.
- d) Flags should be maintained in good condition and disposed of respectfully when worn or damaged.
- e) The Chief Executive's Department is authorised to order the raising of flags at properties and facilities operated by the City Council.

3. Mourning and Half-Mast Arrangements

- a) All buildings will fly the National Flag at half - mast when requested by National Government. In these circumstances any accompanying flags will be removed for the duration of the mourning period.
- b) The Mansion House will fly the Dublin Flag at half-mast on the death of a Current Lord Mayor, former Lord Mayor or holder of the Freedom of the City of Dublin. The accompanying flags will be removed for the duration of the mourning period.
- c) City Hall will fly the Dublin Flag at half mast for the death of a serving Councillor, a former Councillor on request, or holder of the Freedom of the City of Dublin. The accompanying Flags will be removed for the duration of the mourning period
- d) The Civic Offices will fly the Dublin Flag at half mast for the death of a serving Lord Mayor, (2 days) Councillor (1 day), holder of the Freedom of the City of Dublin (1 day) and for an employee (1 day) when the death is as a direct result of performing their work related duties.
- e) There may be other occasions when Chief Executive's Department in consultation with the Lord Mayor decide that it is appropriate to fly Flags at half-mast on one or all of the Civic Buildings.
- f) In all cases if the period between death and funeral services is more than three days the Flags will fly at half mast on the day of death and subsequently the day of the funeral

4. Flying of Flags of Sovereign States recognised by the Irish Government

Dublin City Council may fly other National Flags (as recognised by the Department of Foreign Affairs) on one of its Civic Buildings when that Civic Building is hosting a Head of State or senior government delegation. On occasions the Department of Foreign Affairs may request that the National Flag of another state be flown. The decision to fly the flags on these occasions will be taken by the Lord Mayor for the Mansion House, the Protocol Committee for City Hall and the Chief Executive's Department for all other buildings.

5. Flying of Flags of Sister Cities /Twin Cities

The City Council may fly the flags of those cities with whom Dublin City has a recognised Sister City or co-operation agreement when hosting an official delegation from that city.

6. Guest Flags

- a) The City Council may, at its discretion, fly a Guest Flag on City Hall.
- b) The City Council will not fly any flag that represents a position or philosophy that is contrary to Dublin City Council policies or by-laws or espouses hatred, violence or racism.
- c) When considering whether to fly the flag of a nation or state not recognised by the Irish Government the Council will give due consideration to the advice of the Department of Foreign Affairs.
- d) No Guest Flag will fly for more than seven days in any month or more than once in any year.
- e) Only one guest flag may be displayed per calendar month.
- f) Motions or applications to fly any flag should be lodged with the administrator of the Protocol Committee at least two months before the desired date.
- g) No commitment on dates can be given to any party in advance of the Council Decision
- h) Application or motions considered inappropriate by the Protocol Committee will not be referred to the City Council.
- i) The City Council on the basis of a simple majority will be the deciding authority with regard to guest flags.
- j) Flag raising ceremonies will not be permitted in City Hall
- k) Delegations will not be permitted to present directly to the Protocol Committee or City Council on this topic
- l) Guest Flags will replace the EU Flag except on Europe Day (9th May), in which instance the Dublin Flag will be the one replaced.

Cllr Anne Feeney
21st February 2018

Report to Protocol Agenda - “GDPR & Council Questions”

I undertook to review the processes and procedures around Council Questions submitted to City Council and Area Committee meetings and prepare a report for your consideration. An initial driver for this review is the advent of General Data Protection Regulations (GDPR) which will come into operation across Europe in May 2018. As a processor of personal data, GDPR will require DCC and Councillors to take enhanced care when dealing with personal data. Should there be a data breach compensation claims and/or heavy fines may apply to Dublin City Council as an organisation or to an individual Councillor even if there is not damage to the individual concerned.

All Departments in DCC have been required by the DCC Data Protection Officer (Terence O’Keeffe) to audit all our processes around the acquisition, processing, communication and retention of personal data. The Chief Executive’s Department reviewed the 5,526 questions submitted by Members in 2017 for Council and Area Committees. This identified a number of risks and issues that need to be addressed in how questions are currently managed.

Personal Data

2017	Questions	Personal Data	%
Totals	5,526	883	16%

It is a core role of a Councillor to make representations on behalf of constituents and there is an obligation on staff to respond to these representations. The Data Protection Commissioner had issued guidance in 2007 that Public Representatives are deemed to have consent for these written enquiries but it is unclear yet whether this guidance still applies.

16% or 883 of questions submitted and responses received contained personal data of constituents including name, address, telephone number, children, disability/illness or mental health status, age, marital status, incomes and often other sensitive data. These questions are largely aimed at the Housing functions in DCC with some minor exceptions (disabled parking etc). These questions and responses are circulated widely by email across the organisation and then emailed back to the Councillor concerned. The organisation is required to minimise the sharing of this data. Under the new regulations people are entitled to identify all such data kept by DCC and by Councillors as data controllers themselves. There has to be clarity about how long this data is acquired, shared, and retained by the Council and the Councillor concerned.

Potential Responses:

- Separate those questions with personal data and submit and receive responses through a secure system or through secure encrypted email systems e.g. @dublincity.ie.
- Agree retention and deletion practices for current and historic questions.

Details Supplied Questions

In the interest of transparency, responses to Council and Parliamentary Questions are published as standard by other Local Authorities and by the Houses of the Oireachtas. In Dublin City Council less than 30% of responses are published as they are submitted with a “Details Supplied request” by Councillors.

The category of Details Supplied Questions was initiated to deal with questions which contained personal details. However in 2017, 71% of questions were listed as detailed supplies across all meetings. 56% of those questions had no personal details attached. In some instances all Area Committee questions submitted fall into this category. While the Councillor concerned receives a reply here is no public record of these questions or the replies issued. It also leads to multiple questions on the same issue being submitted from different councillors.

Set out below is a breakdown of the status of questions submitted to the Area and City Council Committees.

Combined Area & City Council Questions			
	Total Questions	Details Supplied	Published Responses
Totals	5,526	3928	1598
%		71%	29%

City Council Questions				
	Total Questions	Details Supplied	Personal Data	Published Responses
Totals	1520	875	262	645
		57%	17%	43%

Area Committee Questions				
	Total Questions	Details Supplied	Personal Data	Published Responses
SEA	778	147	114	91%
NCA	1008	997	200	.1 %
CA	505	505	39	0%
SCA**	744	520	41	30%
NWA	971	884	227	9%
Totals	4006	3053	621	
%		75%	15%	24%

**Estimate based on 3 month period.

% Figures are rounded to nearest decimal

Potential Responses:

- Reconsider practices around “Details Supplied” questions.
- Include Response to all questions that do not contain personal details in minutes of relevant meeting
- Agree time gap to allow the Councillor who posed the question to communicate to interested parties in advance of publication of minutes

Recommendation

Given the changes required by GDPR it is time for this committee to reconsider current practices around Council Questions and responses.

Deirdre Ni Raghallaigh
Senior Executive Officer
21st February 2018



Cllr Mícheál MacDonncha,
Lord Mayor of Dublin,
Mansion House,
Dublin 2

Neil O'Hagan,
Team Ireland,
59 Mount Merrion Square,
Dublin 2

3rd January 2018

+353 86 409 5225
Neil@TeamIreland.com
www.GregorMcGuckin.com

Dear Lord Mayor,

Thank you for taking the time to meet with Gregor McGuckin and I in relation to the Golden Globe Race Gregor is undertaking next year. As you hopefully realise this is an adventure of epic proportions that will have broad appeal and also help educate our nation about the ocean.

I am writing with two objectives. Firstly, to confirm the support and endorsement of you as the Lord Mayor and Admiral of the Port for the project. It will be an honour for Gregor to fly the flag of his hometown and the prestige your office would bring will be fantastic. Following confirmation we would like to issue a press announcement that the Lord Mayor and Admiral is now a Patron of the project.

Secondly, we would like to explore some ways of furthering our educational programme and building strong links into the communities you represent. Below are some suggestions to be explored:

Pre Race Start:

- Primary School Visits – Gregor to conduct 10 visits to primary schools, 2 in each administrative area.
- Sailing experiences / boat visits
- Send Off Function – Host the official send off party

During the Race:

- Option to create the official race office in a city centre location. In effect a screen with the race tracker, media reports, and images. This can be managed remotely by Gregor's shore team
- Technology permitting, calls to the Mayor and / or local schools

Post Race:

- Option for the City Council to put the boat on public display
- Primary School Visits – Gregor to conduct 20 visits to primary schools, 4 in each administrative area
- Homecoming event – Host the official homecoming for Gregor and the boat

By supporting the above activities financially the City Council would be helping to raise essential funds to get Gregor to the starting line while also expanding the educational programme that is already in place.

Given Gregor's own background and Dublin base, we believe there is a strong case that Dublin City Council and Dublin Port should support this adventure.

Perhaps a meeting between Dublin City Council and Dublin Port officials would be the best next step. Please advise how we might facilitate this.

Yours Sincerely,

Neil O'Hagan

Revision of the Board of the Northside Partnership

In 2016 the Board of Northside Partnership undertook a review of its Memorandum and Articles of Association to ensure compliance with the new Companies Act 2014 and development of a company Constitution.

In preparing the constitution the Board agreed to reduce the size of the Board from 24 to 15 Directors with a minimum Board of 8 Directors. This entailed a reduction in representation from across all sectors including Dublin City Council (please see extract from Northside Partnership Constitution below).

The constitution was approved by both Revenue and the Charities Regulatory Authority in 2017.

34. Directors shall be appointed to the Company as follows:

(1) The Local Government Sector in the Company's area of operation recognised from time to time by the Board shall be entitled to nominate two (2) persons to be Directors, each of whom will be either co-opted by the Board of Directors or appointed by the Members in General Meeting.

One (1) of these members will be an elected public representative from Dublin City Council who are nominated by the Local Government Sector for approval by the Board.

(2) The National Social Partners Sector in the Company's area of operation recognised from time to time by the Board shall be entitled to nominate four (4) persons to be Directors, each of whom will be either co-opted by the Board of Directors or appointed by the Members in General Meeting.

Two (2) of these Directors shall be from the Business Pillar, two (2) will be from the Trade Union Pillar

(3) The Community and Voluntary Sector in the Company's area of operation shall be entitled to nominate five (5) persons to be Directors, who will be either co-opted by the Board of Directors or appointed by the Members in General Meeting.

The body known as Northside Community Forum, which has the same catchment area of the company and which is made up of a range of organisations from the Community and Voluntary Sector shall elect the directors from this sector. Occasional vacancies from this sector shall be filled by way of election.

(4) The fourth pillar will be constituted by four (4) individuals drawn from the third level education sector and reserved places for key strategic partners. The Board will make recommendations to the members at general meeting on this pillar from time to time.

