



**NOTIFICATION TO ATTEND MEETING OF THE PROTOCOL COMMITTEE  
TO BE HELD BY REMOTE VIDEO CONFERENCE VIA - MICROSOFT TEAMS  
ON THURSDAY 26 NOVEMBER 2020 AT 8.00 AM**

**AGENDA**

**THURSDAY 26 NOVEMBER 2020**

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## MINUTES OF THE PROTOCOL COMMITTEE MEETING

HELD ON THURSDAY 22 OCTOBER 2020

### 1 Newcomen Bank - City Hall Proposals

Darragh Cunningham, the Newcomen Bank-City Hall Project Manager, provided a comprehensive report to the Members outlining the high level proposals for both buildings and the estimated costs and timescales involved. He confirmed that Newcomen Bank was suitable for cultural and public usage with the provision of exhibition spaces at basement and ground level as well as conference rooms and offices on the upper floors. The redevelopment of Newcomen Bank is a significant project as there are structural and remedial works required to maintain its integrity. It is estimated that the project will cost €9.4 million and would be completed by mid-2023. The Project team are currently investigating sources of funding, however that will be determined by the nature of the final usage.

Darragh reported that the current facilities for Councillors in City Hall are not adequate. The redevelopment of the basement area would provide significant improvements in the way of two additional party rooms, consultation offices and individual work stations as well as an exhibition space. The orientation of the new rooms would take advantage of the natural light coming in from Bernardo Square. There would also be provision for upgrades to the existing party rooms in terms of furniture and office equipment. The current restriction of activities in City Hall brought about by Covid-19 would provide an opportunity to complete the works with minimum disruption. It is estimated that the project will cost €700,000 and would be completed by the end of 2021. There is funding available in the capital budget to carry out the redevelopment.

Brendan Teeling briefed the Members on the existing exhibition on display in the basement of City Hall. In conjunction with Dr. Mary Clarke they carried out a thorough review of the exhibition and identified those artefacts with significant historical value which could be incorporated into the reimagined gallery space in the basement. He was satisfied that the new proposals would be able to accommodate a modernised exhibition which could take advantage of technology and provide an improved experience for visitors. Darragh confirmed that Brendan's report had been accepted by the Project Team and would be circulated to the Protocol Committee.

The Members thanked Darragh and Brendan for their presentations and were supportive of the proposals. They emphasised the need to provide enhanced facilities for Councillors and to ensure that Newcomen Bank would be used as a cultural and public space which would be accessible to the public, community

groups and Councillors. They also stressed that functionality was a priority and should not be sacrificed for design in the final proposals.

The Members agreed that the project should be considered as two distinct segments – City Hall and Newcomen Bank. The plans for Newcomen Bank are substantial and will require significant resources which may involve a more medium term approach. The redevelopment of City Hall is a viable project which can deliver considerable benefits in the short-term.

**Order: It was agreed that the Project Team should proceed with detailed designs for City Hall with a view to implementation in early 2021. The Protocol Committee to be updated on a regular basis as the project progresses.**

## 2 Minutes of the meeting held on 24th September and matters arising.

**Order: Minutes agreed.**

Cllr. Feeney informed the Committee that she and Cllrs. Lacey & MacDonncha had met with Minister Burke and used the opportunity to emphasise the importance of Councillors in local government. They highlighted the fact that Dublin City is the largest local authority in the country and is the capital city yet the proposals do not reflect the significance of Dublin City Councillors and indeed have a negative financial impact on them. These concerns along with the input from the AILG on expenses and resources would be considered by the Minister.

## 3 Amendments to Standing Orders

Minister for Housing, Local Government and Heritage, Darragh O'Brien TD, on 20th October 2020 signed an order which will allow County and City Councillors to hold meetings and vote remotely. Although the Statutory Instrument supersedes standing orders and meetings can proceed remotely without the need to amend them it is important for standing orders to be updated to reflect the change in the regulations. As a result the following changes to standing orders have been proposed. Green denotes additional text and red denotes the removal of text.

### 8. Summoning of Meetings

#### I. The 'place' at which the meeting is held may be at:

- the Council Chamber
- one or more Council buildings or rooms
- an external venue used to accommodate meetings of the council
- the location of the organiser of the meeting
- an electronic, digital or virtual location, web address or a conference call telephone number

The "place" of the meeting could also be a number of these combined, with at least some of the elected members and the public and/or media (as provided for under the provisions of Section 45(3) of the Local Government Act 2001) attending remotely.

### 13. Quorum

The Quorum for the City Council is 17. **Members attending physically and remotely will together constitute a quorum** (See sections 41 and 43 for SPC and Area Committees.)

### 56. Remote Meetings

- I. Committees of the Council may host remote meetings through video conferencing **and also hybrid meetings though a combination of physical and remote attendance. provided they do not make legally binding or statutory decisions.** Committees should adhere to the "Remote Meetings Guidelines" as approved by the Protocol Committee on 7th May 2020 **as amended**, when conducting such meetings.
- II. The agenda and minutes of remote meetings should be produced and published to the same extent as physical meetings.
- III. Meetings held remotely should be recorded and published subsequent to the meeting.
- IV. **Any member participating in a meeting remotely must, when they are speaking, be able to be heard (and seen, where practicable) by all other Members in attendance, and the remote participant must, in turn, be able to hear (and see, where practicable) those other Members participating.**
- V. **The Cathaoirleach will at the outset and at any reconvening of a meeting conduct a roll call of participating members and ensure that they can see and/or hear those in attendance. Any member participating remotely should also inform the meetings administrator if they lose connection.**
- VI. **Every reference to quorum contained within the standing orders shall be construed as permitting councillors participating remotely to count towards a quorum when Committees of the Council are hosting remote meetings.**  
The normal quorum requirements for meetings as set out in the Council's Standing Orders will also apply to a remote meeting. **Members attending physically and remotely will together constitute a quorum.**
- VII. **In the event of any apparent failure of the video, telephone or conferencing connection to one or more members, the Cathaoirleach should immediately determine if the meeting is still quorate. If there is no quorum, then the meeting shall adjourn for a short period specified by the Cathaoirleach, to allow the connection to be re-established.**
- VIII. **Should a Member's remote connection fail, the obligation is on the Elected Member to inform the meeting of this fact. If the connection is successfully re-established, then the remote member(s) will be deemed to have returned at the point of re-establishment**
- IX. **If the connection cannot be restored or an alternative method of communication established within the time specified by the**

**Cathaoirleach, the meeting should continue, provided the meeting remains quorate.**

- X. If a connection to a member is lost during a statutory vote, every effort will be made to re-establish a connection. If, a connection cannot be restored within a reasonable timeframe the onus is on the member to indicate to the meeting his/her voting intention by the agreed alternate method.**

**Order: Agreed and recommended to Council.**

**4 Information Technology Update**

Brian Curtis provided a comprehensive review of the various remote video conferencing platforms that are available to the City Council. The main focus was on Microsoft Teams and Zoom. Teams is embedded as part of Office 365 which is a corporate application and is designed for collaboration. Zoom is a dedicated video conferencing application and has a more intuitive user interface. There were issues regarding the security of Zoom meetings, however these have largely been resolved. The decision on which application to use is largely determined by the nature of the end usage. Both applications are supported by DCC IS Department.

The decision as whether the November City Council meeting proceeds as a remote meeting or as a hybrid physical and remote meeting will be made by the Lord Mayor and Group Leaders. The manager reported that there are significant challenges in hosting a hybrid meeting.

The Modern.Gov meeting management system has been upgraded and can provide the option for electronic voting within the application. The Chief Executive's Office in conjunction with the IS Department are investigating if this new feature can be utilised for Council meetings.

**Order: Report Noted.**

The tender process to provide a new CRM system has been concluded. It will contain a dedicated Councillor portal. The Protocol IS Working Group will be involved in the development of the portal and will report back to the Committee. It was agreed to invite Councillor Declan Meenagh on to the IT working group to replace Councillor Dermot Lacey.

**Order: Agreed**

**5 Vacancy of the selection panel for the portrait of Caitlín Bean Uí Chléirigh following the resignation Cllr. Criona Ni Dhalaiagh**

It was proposed by Cllr. Anthony Connaghan and second by Cllr. Mannix Flynn that Cllr. Micheal Mac Donncha be appointed to the Kathleen Clarke Portrait selection panel.

**Order: Agreed. Cllr. Michael Mac Donncha was appointed to the selection panel.**

**6 Women and Diversity in Local Government**

The Members thanked Ruth Dowling and Eileen Quinlivan for their involvement in the development of the proposals which were broadly welcomed. Members

recommended that the proposals be amended to reflect that diversity in local government extends beyond elected representatives and should take account of the role of women in the Community and Voluntary sectors and also within local government management structures. They emphasised the importance of inclusivity and the need to ensure the opportunity for participation.

**Order: The Manager to amend the proposals to reflect the views of the Members. It was agreed that the Women's Group would co-ordinate the initiative going forward,**

**7 Manager's Report**

The Manager reported that a new corporate Dublin City Council website would be launched next week. She will contact all Councillors in due to course to provide further information on the launch and usability of the site.

**Order: Noted.**

**8 A.O.B.**

No further issues were raised.

**9 Date of the next meeting: 26th November 2020 at 8am**

**Order: Agreed.**

**Councillor Anne Feeney**  
**Chairperson**  
**Thursday 22 October 2020**

**Attendance:**

**Members:**

Anne Feeney (Chairperson)  
Racheal Batten  
Joe Costello  
Dermot Lacey  
Naoise Ó'Muirí

**Members:**

Anthony Connaghan  
Mannix Flynn  
Darcy Lonergan  
Cat O'Driscoll

**Members:**

Donna Cooney  
Deirdre Heney  
Micheal Mac Donncha  
Noeleen Reilly

**Officers**

Darragh Cunningham  
Michael Gallagher  
Brendan Teeling

Brian Curtis  
Donncha O'Dúlaing

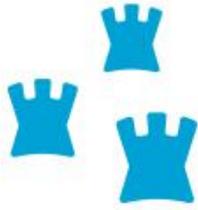
Ruth Dowling  
Deirdre Ní Raghallaigh

**Apologies:**

Michael Pidgeon

**Non-Members:**





Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

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**DUBLIN CITY COUNCIL  
TRAINING PROGRAMME  
for  
ELECTED MEMBERS  
2021**

## **DUBLIN CITY COUNCIL TRAINING PROGRAMME for MEMBERS 2021**

### **Background**

Circular LG 2/2010, issued by the Department of the Environment, Heritage & Local Government, on the 11<sup>th</sup> February 2010, provided, inter alia, for a formal Training & Development Programme for Councillors to be drawn up by each local authority.

Circular LG 12/14, issued by the Department of the Environment, Community & Local Government on the 30<sup>th</sup> May 2014 and circulated to all Members on the 12<sup>th</sup> June 2014, contained revised arrangements for training for Members. Under section 142(5A) of the 2001 Act, as inserted by section 53(1)(d) of the 2014 Act, the provision of allowances for expenses for training is separated from the allowances for expenses for conferences, on the basis that attendance at training events would be of greater advantage to individual councillors and thus to the overall membership of the council and ultimately of greater benefit to the people the councillors represent.

Training Programmes are prepared annually and circulated to Members. Following consultation with the elected members this programmes has been developed.

A training budget is provided in the annual estimates to cover necessary relevant training. There is an annual allowance of €1,000 per Councillor in the 2020 Budget. All Training returns must be made to Chief Executives. Conferences with the exception of AILG and LAMA must be approved by Protocol in advance and there is a budget of €700 for conferences (includes travel and subsistence). Circular LG 03/2020 recommends that Councillors should endeavour to attend conferences and training in the Eastern Midlands Region, members are only permitted to attend two outside of that area during the year.

### **Aim of the Training Programme**

The aim of the Training & Development Programme is to :-

- Adopt a more structured approach to supporting the development needs of councillors so that they can discharge their duties as effectively as possible.
- Inform decisions by the elected council on the training events at which councillors should be supported.
- Address any knowledge gaps identified by individual Councillors.

### **Scope of the Training Programme**

In line with policy of the Department of the Environment, Community & Local Government, the Programme must have regard to –

- The key policy issues and challenges facing the councillors and the local authority generally
- The stage of the local government term (the training and development needs may be different at the beginning and end of a local government term)
- The profile and experience of the councillors, including the events already attended by councillors generally
- The resources that will be available annually to meet training needs under section 142(5A) of the 2001 Act for the development of councillors.

Circular Letter LG 12/14 recommends that, within the context of the overall programme, consideration be only given to funding :-

- Attendance at the annual conference of, and specific training events provided by, the Association of Irish Local Government (AILG);

- The need at the beginning of a new local government term for induction courses organised by the local authority itself within the local authority area and by the AILG;
- Attendance at appropriate events organised by national representative bodies for functions for which local authorities have responsibilities. The bodies must have a remit in relation to the relevant functional area, and represent relevant bodies or individuals active in relation to that function across a range of matters other than provision of training.
- Programmes of education and training which relate to functions for which local authorities have responsibilities and which are validated by Quality and Qualifications Ireland
- The possible inclusion of structured training or educational courses that would lead to or contribute to qualifications of relevance to the functions of the local authority and of councillors.
- Such other training which may be approved by the Minister from time to time. The Minister, in the development of a training regime for elected members will assess the programmes or bodies that contribute to the training and/or continuous professional development of elected members. Training provided by the Institute of Public Administration in relation to local government is approved by the Minister for the purposes of this provision.

### **Types of Training available**

Training may be divided into 3 types :-

- In-house, either individual or group
- Outsourced, either individual or group
- Seminar/Training, provided by LAMA or AILG

In-house is by far the most economical method of providing training, either group or on a one-to-one basis and has been used very successfully used in DCC in the past. Training/coaching is given by the I.T. Specialist based in the Chief Executive's Dept to Members. Induction courses have also been provided by staff in the Chief Executive's Dept to new Councillors.

Outsourced training is provided by various agencies, several of whom specialise in 'Local Authority' training, such as the Institute of Public Administration (IPA).

Cost of this initial training will be borne by the Chief Executive's Dept and not taken from the individual Member's Training Budget.

### **Potential Training and Development Programme**

- 1) **Series of lectures (In-house)** – can provided in-house on request on the functions of each Department, with special emphasis on the reserved functions pertaining to each and any attendant legalities or legal implications.
- 2) **IT Training** - based on individual needs and experience; this can be either in-house or outsourced, either individual or group
- 3) **Series of lectures (Outside provider)** – (subject to demand) provided by the IPA or other provider, in the Council Chamber, with particular emphasis on legislation that affects/governs Local Authorities and their functions/responsibilities. Sample subject for lecture: Corporate governance, particularly in regard to its application to the many
- 4) **Individual Courses** - Funding of individual courses as requested by a Member, subject to approval by the Chief Executive's Department. Must be Level 6 and above in the National Qualification Framework. (Including training provided by both the DIT and the City of Dublin Education Training Board).

- 5) **IPA Learning & Development Programme** - (see IPA website for details of available courses) - subject to approval by the Chief Executive's Department

### **Funding of the Training & Development Programme**

Funding for the Training Programme is provided for in the Revenue Budget adopted by the City Council each year. In election year, training allowances are only allocated on a pro rata basis up to the election date. In addition to individual or DCC members group training, the training budget covers :-

- (a) **LAMA** - Annual seminars and conferences of Local Authority Members Association (LAMA) - attendance will be limited to 2 events per annum organised by LAMA. Attendance at Members' discretion.
- (b) **AILG** - Seminars and conferences provided by the AILG, attendance and payment of expenses in accordance with DoHP&LG directives, Circular LG 03/2020. Attendance at Members' discretion.
- (c) **Educational programmes** at Level 6 and above in the National Qualification Framework, the local authority should pay a proportion only of the course fees where these are in excess of €500 per annum, and should in no case pay a contribution in excess of €1,500 per annum. The payment of a contribution only of such course fees reflects the expectation that qualifications at Level 6 and above will be of benefit to the elected member outside his or her role as an elected member.
- (d) **Individual Courses** : Refunds to Members will be in retrospect so costs will be known in advance to enable budget to be provided.
- (e) **IPA Learning & Development Programme/Other Training Providers**: Refunds to Members will be in retrospect on application to Chief Executive's Dept so costs will be known in advance to enable budget to be provided
- (f) **Series of lectures (In-house)** : The in-house training will be cost free to Members
- (g) **IT Training** : On an individual basis, delivered by staff member, will be cost free to Members
- (h) **Series of Lectures (Outside Provider)** – cost will be borne by the Chief Executive's Dept so will be cost free to Members

#### **(i) Irish Language Training**

There are a number of Irish Language Course Providers including the following:

Gaelchultúr Teo.  
11 Clare Street  
Dublin 2  
Ireland  
T. 01 484 5220 / 1890 252 900  
[www.ranganna.com](http://www.ranganna.com)

Conradh na Gaeilge  
6 Harcourt Street, Dublin 2  
T. 01 475 7401,  
Email: [eolas@cnag.ie](mailto:eolas@cnag.ie)  
[www.cnag.ie](http://www.cnag.ie)

Gael Linn  
 35 Dame Street  
 Dublin 2  
 D02 H797  
 T. 01 675 1200  
 Email. [eolas@gael-linn.ie](mailto:eolas@gael-linn.ie)  
[https://www.gael-linn.ie/en/courses/\\*new\\*-online-evening-courses/108-21/](https://www.gael-linn.ie/en/courses/*new*-online-evening-courses/108-21/)

Bookings for all courses can be made through Susan Fitzsimons  
 Email: [susan.fitzsimons@dublincity.ie](mailto:susan.fitzsimons@dublincity.ie)  
 Tel 01 222 2947

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### **Suggested Courses for 2021**

<b>Course Title</b>	<b>Provider</b>	<b>Date</b>
Personal Safety for Councillors	Brian Cremin, CMG	14 <sup>th</sup> January & 21 <sup>st</sup> January 2021
Effective Meeting Management	La Touche Training	February 2021
Ethics & standards	In-house (CEs & Law Department)	February 2021
GDPR	Law Department	TBC
Reserved Functions & Executive Functions	IPA (Dr. Philip Byrne)	TBC
A Guide to the Development Plan	Planning & Development Team	April, June & Oct 2021
Time Management	Carr Communication	September 2021
Media Skills / Presenting Skills	Carr Communication	TBC
Resilience & Well Being (Stress Management / Mindfulness)	Provider to be identified	TBC
Effective Social Media	LGIU	TBC
Training / Conferences during the course of 2021	AILG / LAMA	Agencies contact Councillors directly
Induction Programme for co-optees	In-house	As required

**Compiled by: Susan Fitzsimons,  
 Chief Executive's Department,  
 Updated: 20<sup>th</sup> November 2020.**

