



**NOTIFICATION TO ATTEND MEETING OF THE PROTOCOL COMMITTEE
TO BE HELD BY REMOTE VIDEO CONFERENCE ON THURSDAY 3 JUNE 2021 AT 8.00 AM**

AGENDA

THURSDAY 3 JUNE 2021

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| 1 | Minutes of the meeting held on 29th April 2021 and matters arising. | 3 - 6 |
| 2 | Discussion with Chief Executive, Owen. P. Keegan | |
| 3 | Motion in the name of Cllr. Dermot Lacey:

<i>"This Committee requests a report using some case studies on the implications for Councillors of the new Remuneration rates and expense allowances for Councillors."</i> | |
| 4 | Managers' Report | |
| | a) Councillor Support Services | 7 - 8 |
| | b) Upgrade of Wi-Fi Broadband in the Mansion House | |
| 5 | A.O.B. | |
| 6 | Proposed date of next meeting: 24th June 2021 or 29th July 2021 | |

Ruth Dowling
Administrative Officer
27th May 2021

MINUTES OF THE PROTOCOL COMMITTEE MEETING HELD ON THURSDAY 29 APRIL 2021

1 **Minutes of the meeting held on 1st April 2021 and matters arising.**

The Chief Executive has welcomed the invitation to attend the June meeting of the Protocol Committee to discuss Councillor Membership of the Eurocities network and other matters. The Members to identify areas of interest to raise with the Chief Executive.

Order: Minutes Agreed.

2 **Review of Standing Orders**

The Protocol Committee thanked the members of the working group and the administrative staff for the considerable time and effort that they had dedicated to the review and agreed to recommend the Draft Standing Orders 2021 to the City Council, to be included on the agenda for the May City Council meeting.

Order: Agreed and recommended to Council.

3 **IT Sub Committee Update**

Councillor Michael Pidgeon informed Members that they had held a meeting of the IT Sub-Group on 20th April where the provision of a Councillor portal on the on the new CRM system was discussed. During the meeting they identified four areas of importance; Communication Channels, Tracking & Follow up, Response Times and Communication with Constituents. He also confirmed that the system would not replace person to person contact between Councillors and officials.

Ruth Dowling confirmed that the development of the system is at an early stage and that once further progress had been made a full report would be brought to the Protocol Committee as well as wider consultation through the Area Committees.

Order: Report Noted.

4 **Women's Sub Committee Update**

Councillor Darcy Lonergan informed Members that the Women's Committee had met on 22nd April and highlighted the following areas that the Committee was involved with:

- The drafting and proposing of the Emergency Motion on the design of public spaces and public transport to enhance the safety of women and marginalised groups which was approved at the April Council meeting.
- The development of a mentoring programme with Comhairle na nÓg.
- The development of a Women's Safety Initiative
- Voice Training and Storytelling Training

Order: Report Noted.

5 **Arrangements for Future Council Meetings**

The Manager informed Members that changes in the Covid-19 restriction levels would have an impact on the arrangements surrounding City Council meetings, mostly notably the reintroduction of hybrid meetings. Under previous public health guidance hybrid meetings had a maximum length of 2 hours which would have implications for meetings such as the Development Plan.

Members were keen to see the reintroduction of physical meetings while retaining the facility for Councillors to participate remotely, particularly for the Annual City Council Meeting at the end of June.

The issue would be revisited following any change to the national restriction level.

Order: Noted.

6 **Covid Mobility Report to the City Council**

The Members confirmed that they wished the Covid Mobility report to continue to be presented to the City Council meeting on a monthly basis as it remains an important issues with significant implications for the City. However, the situation will be reviewed in six months.

Order: Noted.

7 **City Hall Illumination Policy**

The Members welcomed the new Illumination Policy for City Hall. The following amendments were proposed and approved:

- The addition of May Day (1st May) and Republic Day (24th April) as days of special significance where City Hall would be illuminated.
- The additional of the caveat “unless otherwise deemed appropriate by the Protocol Committee”, to Section 7 a & b.

Order: Policy as amended approved and recommended to Council

8 **Managers’ Report**

The Manager informed the Members on the following matters:

- The sad news of the passing of Ed Bowden who worked as Parks Supervisor in the Central Area for many years. The Committee extended their condolences to Ed’s family and colleagues.
- Fanchea Gibson will be on leave from the Lord Mayor’s Office for the next three months. Miriam Walsh will be taking over her duties in her absence.
- A new Lord Mayor will be elected at the Annual Meeting in June and as is customary any Committee established by a sitting Lord Mayor comes to a conclusion unless it is taken under the auspices of an existing SPC. The current Lord Mayor has made such arrangements for her Committee on Homelessness. The Manager to bring details of other such committees to the next meeting, including the Lord Mayor’s Forum on Moore Street.

- The current Covid 19 restrictions in City Hall will remain in place for the safety of both visitors and staff. They will be reviewed in light of changes to the national level 5 restrictions. The Manager welcomed the Members request for greater involvement in the governance of City Hall.

9 **A.O.B.**

- Councillor Mannix Flynn informed Members that he is intending to stand in the upcoming Dublin Bay South Bye-Election.
- Councillor Dermot Lacey expressed disappointment that Elected Representatives had not been invited to the recent National Investment Framework for Transport in Ireland event.

Order: It was agreed to write to the Minister on this matter.

10 **Proposed date of next meeting: 3rd June 2021**

Order: Agreed.

Councillor Anne Feeney
Chairperson
Thursday 29 April 2021

Attendance:

Members:

Anne Feeney (Chairperson)
 Racheal Batten
 Joe Costello
 Dermot Lacey
 Briega MacOscar
 Michael Pidgeon

Members:

Anthony Connaghan
 Mannix Flynn
 Darcy Lonergan
 Naoise Ó Muirí

Members:

Donna Cooney
 Deirdre Heney
 Micheál MacDonncha
 Cat O'Driscoll

Officers

Ruth Dowling

Michael Gallagher

Deirdre Ní Raghallaigh

Apologies:

Lord Mayor Hazel Chu



Procedure for Accessing Assistance Support Programme Elected Members

The Protocol Committee at its meeting on 1st April 2021 agreed a report on the provision of Counselling Services for Elected Members. The Assistance Support Scheme will provide a confidential counselling service through the City Council's own occupational healthcare provider, Corporate Health Ireland (CHI). The service will be contracted to CHI and the Elmwood Centre for counselling and psychotherapy and the contract managed by Dublin City Council's HR Department who have experience in managing the staff support service.

Elmwood offer the following mental health supports:

- Individual short term psychotherapy
- Psychological First AID
- Couples therapy
- Stress Management Workshops and Programmes
- Well-being Programmes
- Art therapy
- Online Individual therapy
- Telepsychology
- Low Cost Psychotherapy

In order to avail of this service please follow the steps outlined below:

- 1.) A Councillor can make a request for a referral to the counselling service to Brendan Hayden, Executive Manager in the Human Resources Department.
Email: brendan.hayden@dublincity.ie Tel: 222 2381
- 2.) The Executive Manager, Human Resources Department will arrange for a 1st assessment between the Councillor and CHI. This will involve the Councillor's contact details being forwarded to CHI who will then contact the Councillor directly to make the appointment.
- 3.) The CHI Occupational Health Professional will carry out the first assessment and determine the need for referral on to Elmwood counselling service and advise on the recommended number of visits.
- 4.) CHI will contact the Executive Manager, Human Resource Department to request approval for their recommendation.
- 5.) Once approved CHI will provide the contact details of the counselling service directly to the councillor who will arrange their own appointments with Elmwood Centre.

A maximum of 6 appointments per year will be provided to Councillors through the scheme at a cost of €100 per session. Councillors will have the opportunity to avail of further sessions at their own expense. The service is available to Councillors only and not to family members with the exception of couples therapy.

