



**NOTIFICATION TO ATTEND MEETING OF THE PROTOCOL COMMITTEE TO BE HELD BY
REMOTE VIDEO CONFERENCE - ,ON THURSDAY 24 MARCH 2022 AT 8.00 AM**

AGENDA

THURSDAY 24 MARCH 2022

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MINUTES OF THE PROTOCOL COMMITTEE MEETING HELD

ON THURSDAY 3 MARCH 2022

1 Minutes of the meeting held on 27th January and matters arising.

Cllr. Costello requested that Richard Shakespeare contact him directly in relation to the situation when his request for a Planning Information Meeting was refused but was subsequently granted when another Councillor in the Central Area made the same request. The Manager agreed to contact Cllr. Costello directly on the matter.

Order: Minutes agreed.

2 Format of meetings post Covid 19 Restrictions

Order: It was agreed that the Protocol Committee would continue on a remote basis and that the Monthly Council meeting would continue in a hybrid format going forward.

The Manager agreed to write to Group Leaders to request that they discuss the format of meetings with their party colleagues. The issue would be revisited at the next meeting of the Protocol Committee.

3 Planning Matters

a) Planning Information Meetings

The Members thanked Richard Shakespeare for the revised policy on the Planning Information Meetings and were broadly supportive of the changes. They requested greater clarity on the role of the Planner at PIM meetings, flexibility on the number of representatives that a Councillor good bring to a meeting and also the acknowledgement that there would be exceptional circumstances which would be judged on a case by case basis. The Manager was happy to revise the policy to reflect these concerns.

Order: It was agreed that following consultation with the Chair, the Manager would circulate a revised policy addressing the issues raised. The policy would be implemented and then reviewed in September to assess how it is functioning.

b) **Large-scale Residential Developments (LRD's) - (Circulated to Councillors on 3rd February)**

Mary Conway gave an overview of the new Large scale Residential Developments system which has been introduced to replace the SHD system. It will re-establish Dublin City Council as the primary authority when dealing with large scale planning applications. The planning applications will be available to view on the existing system and on the applicants website. Presentations on LRD's will be made at the Area Committee meetings. However, there is no provision in the legislation to include comments or views of the Members made at such presentations to be included on the planning file. Formal submissions have to be made through the official process.

Order: Report Noted.

4 **Report on Security Issue with Councillor iPads**

The Manager confirmed that the security issue with the iPads had been quickly identified and resolved and thanked the Members for their co-operation. The Members accepted the report and commended the team in Chief Executives in dealing with the matter in such a timely manner.

It was agreed that the Manager would request a report from the Head of IS on general IT security measures in the organisation for a future meeting of Protocol.

Order: Report Noted.

5 **IT Sub-Committee Update - Cllr. Michael Pidgeon**

Cllr. Michael Pidgeon informed Members that a meeting of the IT Sub-Committee was held on 18th February. They received a very informative presentation from the Transformation Unit on Dublin City Council's Draft Digital Strategy, the establishment of the Digital Services Unit and the Citizen Hub Platform. The presentation is part of the minutes if Members wished to access it. Cllr. Pidgeon also informed Members that work on the Councillor representation system would begin shortly.

Order: Noted.

6 **Unveiling of Richard O'Carroll Portrait**

The Manager informed Members that it was proposed to hold an unveiling ceremony for the Richard O'Carroll photographic portrait on 5th May 2022, which would be the anniversary of Richard O'Carroll's death. The portrait would be unveiled by the Lord Mayor and members of Richard O'Carroll's family and members of the Protocol Committee and the Commemorations & Naming Committee would be invited to the event. The event will take place between 6pm – 7pm in City hall.

Order: Agreed.

7 **Approval for Councillor Attendance at the Irish Planning Institute Annual Conference on 7th & 8th April 2022**

Order: Agreed.

8 **Manager's Report**

The Manager reported that the upgrade to Councillor facilities on the lower ground floor of City Hall were ongoing and would be due for completion within 3 to 4 weeks. However, there was also a requirement for the installation of a new Mechanical and Electrical system to service these facilities which would be installed later in the year with minimal disruption.

It was agreed that the Fianna Fail Party Room would be used as a prototype for the upgrade of the Party Rooms on the 1st and 2nd Floors of City Hall. Cllr. Donna Cooney requested that the security code locks on the party rooms be upgraded as part of this process as well as the security alarms on the windows.

The Chief Executive's Office in conjunction with City Architects were beginning the process of compiling a 10 year maintenance programme for City Hall.

There is currently an issue with the heating on the upper floor of City Hall which hopefully will be resolved within a couple of weeks. Temporary heaters have been provided in the interim.

There was two requests to illuminate City Hall in April in support of Congenital Diaphragmatic Hernia Awareness Day on April 19th and World Autism Day on 2nd April. However, the Protocol Committee had already agreed to illuminate City Hall on 23rd April in support of Donor Awareness Day. The Lord Mayor confirmed that the Mansion House would light up in support of both causes.

Order Noted.

9 **A.O.B.**

The Manager confirmed that Members could now hold meetings in City Hall following the lifting of Covid 19 restrictions.

Order Noted.

10 **Proposed Date of next meeting; 24th March 2022**

Order: The date of the next meeting was agreed for 24th March 2022.

Councillor Anne Feeney
Chairperson
Thursday 3 March 2022

Attendance:

Members:

Anne Feeney (Chairperson)
Anthony Connaghan
Mannix Flynn
Darcy Lonergan
Cat O'Driscoll

Members:

Alison Gilliland (Lord Mayor)
Donna Cooney
Deirdre Heney
Briege MacOscar
Michael Pidgeon

Members:

Joe Costello
Dermot Lacey
Naoise Ó Muirí
Noeleen Reilly

Officers

Mary Conway
John O'Hara

Ruth Dowling
Richard Shakespeare

Michael Gallagher

To the Chair and Members
Of the Protocol Committee



City Hall Councillor Facilities Works

The construction works to the two Party Rooms in City Hall's lower ground floor are nearing completion. The team from Civic Maintenance are in the final stages of the works with paint work, glass installation and door installation happening simultaneously. The Office structures are already in place.

It is expected the Civic Maintenance will have completed construction (as much as possible without M & E) by 25th March. Temporary furniture will be delivered on the 28th March. The Party Rooms will be then available for use. Construction of the consultation hubs are well underway and their completion shortly after the completion of the party rooms. The co-ordination of the construction works and City Hall activities have been phased and managed so that there is limited interruptions to events.

A mechanical and electrical (M&E) package will be installed in Q2 of 2022 and this may require closing the offices for 1 – 2 weeks to allow for this upgrade work. All efforts will be made to minimise any disruption.

Allocation of Rooms

It was proposed by the City Hall Sub-Committee that the new party rooms on the lower ground floor be allocated to the Social Democrats who have never had a party room in City Hall and the Sinn Féin group whose current party room has no windows. Once the new furniture is approved this can be swapped out within half a day. As usual, the allocation of rooms will be reviewed at the start of a new term of Council.

Furniture

Furniture has been ordered through a Framework supplier, Farrell Brothers in Ardee.

Generally the darker walnut finish will be used for furniture in the upper floor existing rooms and the lighter oak finish in the new rooms in the lower ground floor.

In two of the existing Party Rooms the existing large central meeting tables and chair sets will be retained as they suit the rooms and are in good condition. The new furniture although clearly of contemporary design will match well given use of darker walnut finish.

Although the photos of the new furniture are indicative of shape and finish, our final selection may change slightly from those indicated as we have selected sizes and arrangement to suit available wall spaces and height. Every room will get a paper storage unit and a locker unit, both lockable.

Office chairs will come from Civic Offices Facilities Management and will be similar to those in the Civic Offices.

The Fianna Fáil party room will be set up as a sample room in approximately 6 weeks.



Room 1 (Independents Room) & Room 2 (Fianna Fáil) Layout



View of layout of independent Party Room



View of layout of Fianna Fáil Room



Sample 6 door locker unit



Walnut Oak Sample

Darragh Cunningham

Project Manager

Oiseen Kelly

Senior Executive Architect

16th March 2022.

Report to Protocol on Policy for Naming of New Developments

Under the current Dublin City Development Plan 2016-2022, the following is stated:

16.10.5 Names of Residential Developments.

All new street and development names shall reflect local historical, heritage or cultural associations and the basic generic description (i.e., Court, Quay, Road, etc.) must be appropriate. The planning authority will approve the naming of residential developments in order to avoid confusion with similar names in other locations. Developers shall agree a scheme's name, which shall be in both the Irish and the English language, with the planning authority prior to commencement of development, and the name selected shall be installed on site. Street/road signs on the public road must be in both the Irish and English languages. Within residential or residential/mixed-use developments, street signage should be in both the Irish and English languages. All unit numbers must be visible.

The following policies are also contained in the plan:

CHC11: To preserve historic place and street names and ensure that new street names should reflect appropriate local historical or cultural associations.

CHC35: To highlight the profile of the Irish language in the urban environment, and support the Irish language as reflected in local history/ folklore/place-names and that such place names are stated in Irish.

In the draft Dublin City Development Plan 2022-2028 the following is stated:

15.8.9 Naming of Residential Estates

All new street and development names shall reflect local historical, heritage or cultural associations and the basic generic description (i.e., Court, Quay, Road, etc.) must be appropriate. The planning authority will approve the naming of residential developments in order to avoid confusion with similar names in other locations. Developers shall agree a scheme's name, which shall be in the Irish language, with the planning authority, prior to commencement of development, and the name selected shall be installed on site. Internal and external street/road signage must be in both the Irish and English languages or, for newly named developments, in Irish only. All unit numbers must be visible.

The draft plan also contains the objective:

CUO50 Naming of new developments

To ensure that all new developments are named in the Irish language only, to redress the historic under-representation of Irish language names in the City; whilst also reflecting the rich diversity of history and origins of place names and townland names within Dublin and also names that are reflective the social history of each place. All place names installed for new streets or estates must be bi-lingual.

The following policy is also contained in the draft plan:

BHA28 Historic Place and Street Names

To preserve historic place and street names and ensure that new street names reflect appropriate local archaeological, historical or cultural associations.

At present, the Area Office do the ground work between the Heritage Office and the Developer to ensure the name chosen is in line with the Council's criteria and also arranges the names translation into Irish (or gets confirmation that the correct Irish has been used where it has been provided by the developer).

The role of the Area Committee is to comment on the name submitted. The approval of the name is an Executive Function. The above procedure has to date worked well.

The changes in the timeline for compliance with planning conditions that came into effect on the 17th December 2021 will place pressure on turning around decisions on naming within the statutory 8 week period.

It is recommended that the standard condition be updated to include the following:
'Developer shall submit a minimum of 2 names and include details of the criteria (including consultation with An Post) used to select the names as well as confirmation that due diligence was undertaken to ensure there is no duplication of the name proposed with existing names in the city or bordering county areas (to ensure no confusion for emergency services). It is also advised that naming proposals are supported with a brief report by a suitably qualified and experienced historian.'

The naming of major infrastructure (new roads, bridges, etc.) comes under the Commemorative Naming Committee which is informed by the Policy for Commemorative Naming of Infrastructure and the Provision of Monuments, Memorials and Plaques.

Richard Shakespeare
Assistant Chief Executive
Planning & Property Development

16th March 2022

Emergency Motion as Agreed at March Monthly Council Meeting

Emergency Motion No. 2 in the names of Cllr James Geoghegan, Lord Mayor Alison Gilliland, Cllr Ray McAdam, Cllr Danny Byrne, Cllr Anne Feeney, Cllr Declan Flanagan, Cllr Terence Flanagan, Cllr Paddy McCartan, Cllr Naoise Ó Muirí, Cllr Colm O'Rourke.

That Dublin City Council;

- agrees to initiate the relevant procedures required under [Local Government Act 2001, Section 75] and agree, in principle, pending the legislative requirements being met, to seek to enter into a twinning arrangement with Kyiv, and does so to demonstrate our undivided solidarity with the elected government and people of a free and independent Ukraine;
- further agrees that the Protocol Committee be responsible for overseeing the implementation process of the twinning arrangement with Kyiv;
- resolutely condemns in the strongest possible terms the Russian Federation's ongoing illegal, unprovoked and unjustified military aggression against and invasion of Ukraine;
- welcomes the decision taken by all EU Member States to support Ukraine in its efforts to defend itself against the Russian aggressors; and
- agrees to fly the Ukrainian Flag over City Hall and the Mansion House as further symbolism of our united stance with Ukraine and our soon to be twinned city of Kyiv.