



**MINUTES OF THE PROTOCOL COMMITTEE MEETING
HELD ON THURSDAY 24 NOVEMBER 2022**

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

Councillor Mícheál MacDonncha requested that Item 12. A.O.B of the minutes be amended to reflect the fact that the Committee did not make a decision with regard to the Lord Mayor's proposal to discontinue the Live Animal Crib at the Mansion House in 2022. It was clarified that the serving Lord Mayor has responsibility for deciding which events take place at the Mansion House. The minutes were amended to state the following "There were no objections from Members, however, no decision was taken by the Committee as events at the Mansion House are the prerogative of the Lord Mayor."

The Chair also requested that the Manager bring a report to the next meeting of the Protocol Committee outlining those areas of the management of the Mansion House where responsibility lies with the Lord Mayor.

The Members requested that in future, items of significance such as this are listed on the agenda to allow for proper discussion and consideration.

Councillor Mícheál MacDonncha informed the Committee that he had conveyed his dissatisfaction to the Assistant Chief Executive, Richard Shakespeare in relation to the report he issued with regard to the demolition of 40 Herbert Park. It was agreed to invite the Assistant Chief Executive and the Law Agent to the next meeting of the Committee to further discuss the issues raised by Cllr. MacDonncha.

Councillors Joe Costello and Mannix Flynn expressed serious concern regarding events in the Rotunda of City Hall causing significant disturbance to the working environment of Members upstairs in the Council Chamber and party rooms. The Manager confirmed that she was aware of the problems and reported that City Architects were investigating a number of options including the installation of a sound absorbing curtain at the entrance to the Chamber and installing acoustic measures in the Rotunda itself. She is working closely with CRES to ensure that this issue is addressed. The Members requested that the matter would be kept under review and monthly updates would be brought to the Committee.

Order: The minutes as amended agreed.

2 Electoral Reform Act 2022 and Rolling Register

Ruth Dowling and Carol McAuley gave a presentation on the impact of the Electoral Reform Act 2022 and the Modernisation of the electoral registration process. The main points were as follows:

- Establishment of an independent electoral commission
- Introduction of a Rolling Register
- Provision for voters with no fixed abode and Anonymous Voters
- Provision for 16 & 17 year olds to register
- Online registration

The full presentation is attached to these minutes.

Order: Report Noted.

3 **Management of City Hall**

Executive Manager Tony Flynn gave an overview of the report on the proposed new Management Structure for City Hall which would see the Dublin Cultural Company taking over management of events in the Rotunda. He confirmed that the management of the upper floors including the Council Chamber, Richard O'Carroll Room and the Party Rooms would remain under the responsibility of the Chief Executive's Office.

The Members thanked Tony for the report and raised the following issues:

- Minimising disruption to the Councillors working environment from events and prioritising the needs of Councillors.
- Ensuring that priority is given to Civic and Cultural events above commercial interests.
- Ensuring that working conditions and pay of City Hall staff are maintained.
- Establishing an agreed Protocol with Councillors for the remit of the Cultural Company in relation to City Hall.
- The use of the City Hall Sub-Committee to co-ordinate the Members position

The Manager welcomed the input from the Members and acknowledged their concerns. He confirmed that there would be no impact on City Council staff in relation to their pay and conditions as they would remain within the CRES Department. He commended the team for their work in City Hall and acknowledged the excellent service they provide. However, he noted that the Cultural Company would provide dedicated event management expertise which would improve the overall experience for users of City Hall, as well as delivering a consistent offering across Richmond Barracks, Henrietta Street and City Hall. He reassured the Committee that responsibility for maintenance, security and protection of City Hall would remain with Dublin City Council.

The Members wished it noted that they valued and recognised the commitment and service provided by the City Hall Staff for which they were immensely grateful.

Order: It was agreed that the City Hall Sub-Committee would be reconstituted to provide a forum for Councillors and officials to discuss these issues and establish an agreed framework for the future management of City Hall.

4 **Councillor Training Programme 2023**

Ruth advised Members that the Training Program provided for a €1,000 annual budget for each Councillor for courses related to their role as elected representative. There was also an additional allowance of €1,500 for non-council related Level 6+ courses. Sanction for these courses must be sought in advance.

The Manager thanked Shannon Kelly for her role in creating the Councillor Training Programme and advised Members to contact Shannon or herself if they wished to avail of any courses or training events.

Order: Agreed and recommend to Council.

5 **Request to Illuminate City Hall on 3rd December 2022 in support of Disability Federation of Ireland's "Purple Lights Campaign".**

The Manager confirmed that lighting requests for the Mansion House was at the discretion of the Lord Mayor and also that City Hall was not involved in the Winter Lights program for 2022.

Order: The lighting request from Disability Federation of Ireland was approved.

6 **Manager's Report**

The Manager informed the Members on the following matters:

- A review of the lift in City Hall has determined that there have been 5 breakdowns, 1 entrapment and 5 maintenance visits in the last 6 months. The breakdowns appears to be one off events due to general wear and tear. Doyle Lifts who have the maintenance contract have identified a number of additional maintenance items that should improve the reliability. It is proposed that the lift performance be monitored over the next six months to determine if these works have improved the situation. The members requested a report on the reliability of the lift in comparison to those in Civic Offices and also to investigate the costs of replacing the lift in its entirety.

Order: Noted and the Manager to revert to the Committee in due course on the issues raised.

- The Dublin City Council pocket diaries will arrive next week. The Members requested that they be posted to their home addresses.

Order: Noted.

- Members were reminded that invoices and receipts in relation to the Local Representative Allowance have to be returned to Michael Gallagher in the Chief Executive's Office by 31st December 2022. An email will be issued with a spreadsheet template to assist Members in making their vouched expenses return. For Members who are awaiting Invoices/receipts relating to home office utilities, these can be submitted in January 2023. Members were reminded that the onus was on them to comply with the new regulations and to make the return.

Order: Noted.

7 **A.O.B.**

There was no A.O.B.

8 **Meeting Dates:**

- a) **Proposed of date of next meeting: 22nd December 2022 at 8am**

Order: It was agreed that the next meeting of the Protocol Committee would take place on 23rd December 2022 at 8am.

- b) **Proposed dates of meetings in 2023**

Order: The following dates for Protocol Committee meetings in 2023 were agreed:

- | | |
|----------------------------|----------------------------|
| • 26 th January | 29 th June |
| • 3 rd February | 21 st September |
| • 23 rd March | 26 th October |
| • 27 th April | 23 rd November |
| • 25 th May | 21 st December |

Attendance:

Members:

Deirdre Heney (Chairperson)
Anthony Connaghan
Anne Feeney
Micheál MacDonncha
Cat O'Driscoll

Members:

Donna Cooney
Mannix Flynn
Briege MacOscar
Michael Pidgeon

Members:

Joe Costello
Dermot Lacey
Naoise Ó Muirí
Noeleen Reilly

Officers

Ruth Dowling
Fanchea Gibson
Carol McAuley

Anthony Flynn
Ciara O hAodha

Michael Gallagher
Natalie Leonard

Apologies:

Caroline Conroy

Non-Members:

Olivia Kelly

New Electoral Act 2022



Main provisions

- ▶ The Act provides for:
 - ▶ Establishment of an independent electoral commission
 - ▶ Modernisation of the electoral registration process : Rolling Register
 - ▶ No more draft registers
 - ▶ Supplement now called a balancing list
 - ▶ The regulation of online political advertising
 - ▶ Measures to facilitate the holding of electoral events when public health restrictions are in place
 - ▶ No fixed abode
 - ▶ Anonymous Voter
 - ▶ 16 & 17 year olds can register



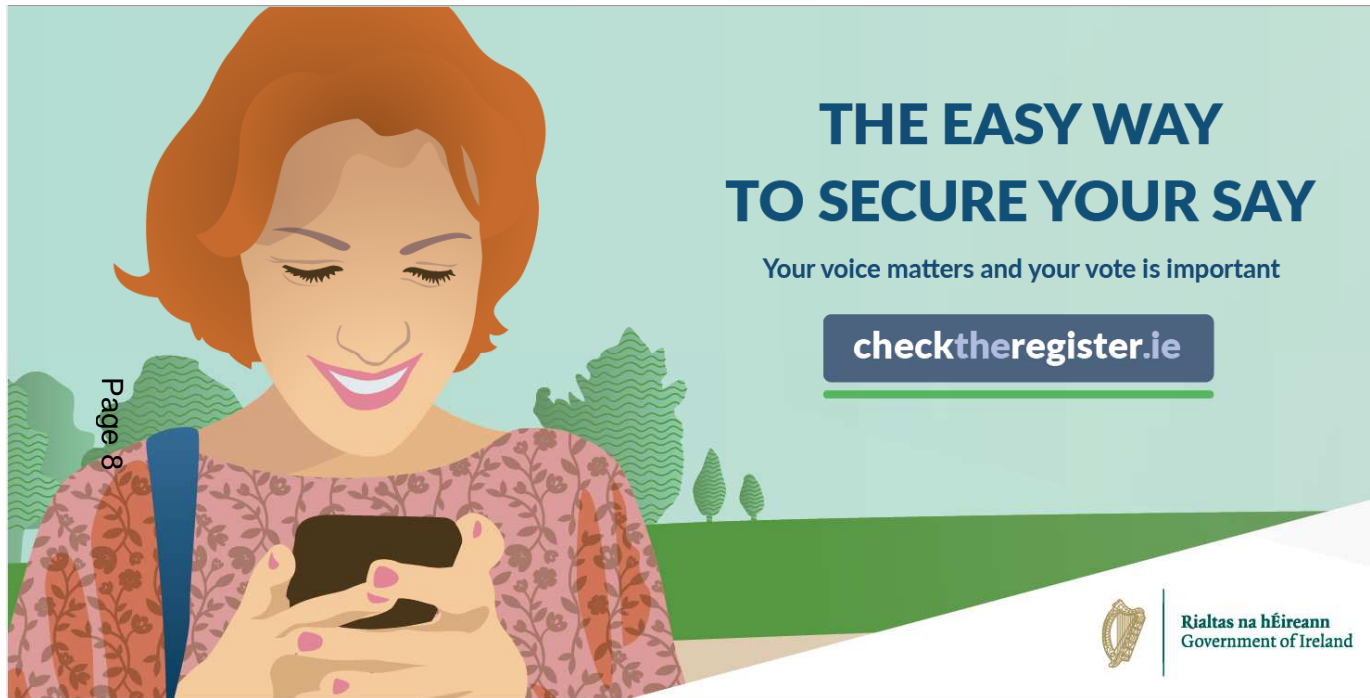
New information required from new & existing electors

- ▶ PPSN (small no of exceptions)
- ▶ Date of Birth
- ▶ Eircode
- ▶ This information is now required from 13th October to identify potential duplication & ensure elector is moved etc.

- ▶ 14 days before an election / referendum the local authority will close the register. Each citizen should check the register well in advance of an election to ensure that they are registered and all their details are correct.

Awareness campaign

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THE EASY WAY TO SECURE YOUR SAY

Your voice matters and your vote is important

checktheregister.ie

 **Rialtas na hÉireann**
Government of Ireland



THE EASY WAY TO SECURE YOUR SAY

checktheregister.ie

Your voice matters and your vote is important

In order to secure your say in shaping Ireland's future, you must be on the electoral register. The way we register to vote has changed and we're asking everyone to visit checktheregister.ie to confirm their details. It'll only take you a few minutes. Checking, updating or registering has never been easier.

Whether you're a long time voter, or a first time voter, visit checktheregister.ie

 **Rialtas na hÉireann**
Government of Ireland



- the easy way**

- to secure your say**

- checktheregister.ie**

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your vote matters

- The easy way
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checktheregister.ie
check now
 **Rialtas na hÉireann**
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How to update

- ▶ www.voter.ie - verified MyGov.id account needed
- ▶ www.checktheregister.ie
- ▶ New ERF1 Form

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The screenshot shows the 'Register of Electors' search interface on the voter.ie website. At the top, there is a navigation bar with the 'Voter.ie' logo, a home icon, and a 'Go to' link. The main content area is titled 'Register of Electors' and features a search form with the following fields: 'First Name', 'Last Name', 'House Number', 'Address', and 'Eircode'. There is an 'OR' option between the address and Eircode fields. Below the form, a message reads: 'Please enter either your First Name, Last Name & Address or First Name, Last Name & Eircode.' A 'Search' button is located at the bottom of the form. Below the search form, there are two main sections: 'Do you want to Register?' and 'Edit Your Details'. The 'Do you want to Register?' section includes a 'Register' button. The 'Edit Your Details' section includes a 'Go to' button. At the bottom, there is a 'Check and Update' section with a 'Check and Update' button.

The screenshot shows the 'checktheregister.ie' website. At the top, there is a navigation bar with the 'checktheregister.ie' logo. Below the navigation bar, there is a 'Check the Register' link and a 'Request Options' link. The main content area features a video player showing two people talking. Below the video, there is a 'Welcome to check the register - the easy way to secure your stay' section. This section includes a paragraph of text and a list of links: 'Register to vote', 'Confirm or update your details', 'Download forms', and 'Find more information'. Below this, there are four main sections: 'I'm already registered', 'I want to register to vote', 'Other ways to register or update your details', and 'Further information'. Each section has a corresponding button: 'Confirm update online', 'Register online', 'Download a form', and 'Check our FAQs'. The 'I'm already registered' section also includes a list of conditions: 'Have your PPSN and Eircode', 'Need to confirm your details', and 'Update your name or address'. The 'I want to register to vote' section includes a list of conditions: 'Want to register online', 'Have your PPSN and Eircode', 'Are aged 18 or over and living in Ireland', and 'Are aged 18 or 17 and want to pre-register'.

Forms

ERF 1	Main Registration Form
ERF2	No fixed address
PV1	Defence Forces
PV2	Illness / Disability
PV3	Diplomatic Commission
PV4	Student / Work Purposes
PV5	Garda Síochána
PV6	Prisoner Voters
PV7	Anonymous Electors
SV 1	Special Voters
TPC	Third Party Request Form

Main Form ERF1

1 page - PPSN
2nd page required if
not - requires
certification by a
Garda.

If ^{Page} page 2 is used
original is required
otherwise can be
scanned and
emailed.

Change to
nationality requires
documentary
evidence

**Cannot complete
for others**

Register of Electors It's easier online!
The easiest way for you to register to vote or update your details is online.
www.checktheregister.ie

Register to vote or update details

To process your application, we need to gather some personal information about you. We tell you how and why we use your personal information on pages 3 and 4. Please read this information to help you fill out this form.

Please complete this form in **BLOCK CAPITALS**

1 Your details

First name

Surname

Previous name (if this applies)

PPSN

Date of birth

Phone number

Email address

Nationality

Previous nationality (if this applies)

Address

Eircode

Previous address (if this applies)

Eircode

If you were registered before but have since changed your name.

If no PPSN, complete page 2.

You can complete this form from the age of 16 but you must be 18 to vote.

If updating your nationality please write in your previous nationality and include a photocopy of your new passport biometric page or a copy of your certificate of naturalisation.

Where you live now

If you were registered before but have since changed your address.

2 Sign here and post to your local authority

I believe that to the best of my knowledge the information I have provided:

- > is truthful, and
- > complete.

I understand that it is a legal offence under electoral law to knowingly give false or misleading information to a local authority.

Signature

Date

Postal Vote

- ▶ a member of the defence forces
- ▶ an Irish diplomat working abroad (and your partner / spouse with Irish citizenship)
- ▶ a member of An Garda Síochána
- ▶ unable to go to a polling station to vote due to physical illness or disability
- ▶ Page 11 working on the day of an election/ referendum and cannot attend your local polling station e.g. full time students studying away from home, polling staff or working away
- ▶ *a person whose safety may be at risk if your details are published (this also applies to people who live with you) you can remain anonymous on the register (NEW)*
- ▶ detained in Prison
- ▶ **Not eligible if on holidays**
- ▶ **Must be registered in the first instance**

What it means for Elected Members

- ▶ Facilitate inspection of the register for the public in the Civic Offices(hard copy and a portal)
- ▶ No longer in post offices or libraries
- ▶ Discard any old forms that you may have (old forms will not be accepted)
- ▶ Provide forms (no household form)
- ▶ Direct people to DCC website/voter.ie/ check the register
- ▶ Franchise hunt line: 222 5010
- ▶ franchise@dublincity.ie
- ▶ FAQ's on our website
- ▶ Electronic Copies of the Register for your LEA can be provided on request - provided sharefile.
- ▶ In an election year we can provide an extract to you in January / February

