



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

AGENDA

THURSDAY 24 NOVEMBER 2022

- | | | |
|---|---|----------------|
| 1 | Minutes of the meeting held on 27th October and matters arising. | 2 - 7 |
| 2 | Electoral Reform Act 2022 and Rolling Register | |
| 3 | Management of City Hall | 8 - 10 |
| 4 | Councillor Training Programme 2023 | 11 - 17 |
| 5 | Request to Illuminate City Hall on 3rd December 2022 in support of Disability Federation of Ireland's "Purple Lights Campaign". | |
| 6 | Manager's Report | |
| 7 | A.O.B. | |
| 8 | Meeting Dates: | |
| | a) Proposed of date of next meeting: 22nd December 2022 at 8am | |
| | b) Proposed dates of meetings in 2023 | |
| | • 26 th January | |
| | • 23 rd February | |
| | • 23 rd March | |
| | • 27 th April | |
| | • 25 th May | |
| | • 29 th June | |
| | • 21 st September | |
| | • 26 th October | |
| | • 23 rd November | |
| | • 21 st December | |

Ruth Dowling
Senior Executive Officer
18th November 2022

MINUTES OF THE PROTOCOL COMMITTEE MEETING HELD

ON THURSDAY 27 OCTOBER 2022

1. Minutes of the meeting held on 22nd September and matters arising

Order: Minutes Agreed.

2. Councillor Conference Reports:

Councillor Dermot Lacey, Dublin Economic Workshop, 16th-17th September 2022, Whites Hotel County Wexford.

Order: Report Noted

3. St. Patrick's Festival

The Manager reported that she circulated a redacted version of the report into governance of St. Patrick's Festival to the Members.

Following a discussion on the importance of St. Patrick's Festival to the City of Dublin the Members agreed the following actions:

- Write to the Minister requesting he provide for a Councillor Representative on the Board of St. Patrick's Festival.
- Invite the Chair of the Board of St. Patrick's Festival to attend a future meeting of the Protocol Committee.
- Request of full un-redacted copy of the report into the governance of St. Patrick's Festival

Order: Agreed

4. Request to Illuminate City Hall Red in support of the Bram Stoker Festival 28th - 31st October 2022.

The Manager informed Members that a request from HIV Ireland had also been received to illuminate City Hall Red on 1st December 2022 in support of World Aids Day.

Order: The Members agreed to the illumination requests for both the Bram Stoker Festival and World Aids Day.

5. Play on Kathleen Clarke in the Council Chamber

The Manager informed Members that the Dublin City Council Arts Office would like to support a rehearsed reading of a new play by Jessica Freed titled "Waking the Land" about the life of Kathleen Clarke in the Council Chamber on the 3rd and 4th November 2022.

Order: Agreed.

6. **Section 254 License Applications**

The Manager informed Members that this issue was placed on the agenda following a request from Councillor Naoise Ó Muirí.

Cllr. Ó Muirí reported that there was a lack of clarity and transparency surrounding the process of applications for Section 254 licenses, which provided for the installation of equipment and items on a public road or footpath. Councillors and members of the public were not adequately informed when these applications are submitted and considered.

Deri Flood, Senior Executive Engineer from the Road Maintenance Services Division gave a report on the matter. She informed the Committee that Section 254 Licenses are not considered planning applications and therefore are not governed by the same process. When an application is received a site notice is erected at the location and Councillors and members of the public have 3 weeks to make a submission. The City Council has 4 months to consider the application and a report is prepared by the area planner using the same criteria used to determine planning applications. The responsibility to grant a license rests with the Environment and Transportation Department. Licenses are granted for 1 or 5 years depending on the nature of the installation. The decision of the City Council can be appealed to An Board Pleanála at any point after the license is granted. However, only Section 254 licenses issued from 2001 onwards can be appealed. Infrastructure installed prior to that dated cannot be appealed.

Deri Flood confirmed to the Committee that the Road Maintenance Services were reviewing how the consultation process could be improved. In the first instance Section 254 license applications would be included in the Area Planning lists circulated to Councillors. It was also requested that applications and decisions would be published online and be available to Councillors and members of the public to view.

The Members thanked Deri for the informative report and welcomed the changes to the process which would improve transparency. They also requested that consideration be given to treating license applications in the same way as planning applications and conducted through the APAS system. The Members also requested that a report and presentation also be made to the Planning and Urban Form SPC on this issue early in the New Year. The Manager also agreed to get clarification regarding the duration of planning permission for telephone boxes.

Order: Report Noted.

7. **Renewal of Memorandum of Understanding between Dublin, Ireland and City of Dublin, Ohio, USA**

Fanchea Gibson made a presentation to the Members on the request to renew the Memorandum of Understanding with Dublin Ohio. The request was in accordance with the criteria outlined in the newly agreed policy on “Twinning and Informal Agreements”. The Members thanked Fanchea for the presentation and welcomed the renewal. It was formally proposed by Councillor Michael MacDonncha and seconded by Councillor Naoise Ó Muirí.

Order: Proposal to renew the Memorandum of Understanding with Dublin Ohio was agreed and recommended to Council.

8. **Request to consider awarding Honorary Freedom of the City of Dublin**

The Members discussed the matter and acknowledged that although the decision to award the Freedom of the City was a reserved function and a matter for the City Council the accepted procedure was to bring such requests to the Lord Mayor's Office.

Order: It was agreed to refer the matter to the Standing Orders sub-committee to review the mechanism by which nominations for Freedom of the City should be considered.

9. **Proposed Deadline for submission of Questions and Motions to the January 2023 Council meeting - Monday 19th December 2022**

Order: Agreed.

10. **Vacancy on the Dublin Mid-Leinster Regional Health Forum**

Order: The Members to revert to their groups and seek a nomination for this vacancy.

11. **Motion in the name of Councillor John Lyons:**

"To encourage more Councillors and City Council Staff to cycle to City Hall, provision for the safe parking of bicycles inside the building shall be made."

The Manager informed the Members that plans were in place to install a secure lockable bike storage facility at Palace Street by the end of November 2022. The facility will be open to both Councillors and the staff of Palace Street.

The Committee welcomed the Managers proposal and requested that further details regarding the design and location of the facility be circulated to the Members.

The Members also requested that the wider issue of Councillor involvement in the operation of City Hall be listed for discussion at the next meeting of the Protocol Committee.

Order: Report noted and the Manager agreed to circulate further information on the bicycle storage facility to the Members and to bring a report on the operation of City Hall to the next meeting.

12. **Manager's Report**

a) **Hybrid City Council meetings - Councillor Attendance and Sound Quality**

The Manager reported that a sound engineer has assessed the Council Chamber and confirmed the audio / visual system was operating optimally. However, a sound quality audit would be conducted at the November City Council meeting to identify any ongoing issues.

Councillor Heney also requested that the operation of the automatic door to the Council Chamber during meetings be reviewed as it was a contributing factor to sound quality.

Councillor Flynn thanked the Manager for the report on remote attendance at Council meetings which was very informative.

Order: Report Noted.

b) **City Hall Sculpture**

The Manager reported that the sculpture on the plinth at City Hall would remain in place until November before being relocated to Grangegorman TU. There were no current plans to replace sculpture.

The Members expressed their support for the continued use of the plinth to display public art and sculpture and asked the matter be considered by the Arts SPC.

Order: Noted.

c) **Tea & Coffee Facilities in City Hall**

The Manager reported that the low numbers of physical attendees at Committee meetings in City Hall was resulting in significant waste of tea and coffee. She suggested that for smaller meetings Members self-serve using the facilities provided.

Order: Agreed.

12. **A.O.B.**

- Lord Mayor Caroline Conroy informed the Committee that she wished to introduce a new installation at the Mansion House this year. Rather than the live animal crib she was proposing an interactive Winter Wonderland experience.

There were no objections from members. They also wished to acknowledge the role of the Irish Farmers Association and DSPCA in supporting the live crib over many years. Their involvement has ensured that animal welfare was always of paramount importance.

Order: Noted.

- Councillor Mannix Flynn highlighted the importance of online protection for Elected Members and informed the Committee of a system which provided online monitoring of social media platforms in relation to Councillor safety.

The Manager confirmed that Councillors could avail of such systems through the use of the vouched expenses scheme.

Order: Noted.

- Councillor Micheál MacDonncha raised the issue of the right of Councillors to information on matters which formed part of court proceedings. He was concerned that the use of the concept of “sub judice” was frustrating the Members legitimate requests for information. He gave the example of the current situation in relation to the unauthorised demolition of the O’Rahilly house as a case in point. He also requested that the Chief Executive respond to his correspondence on the matter.

It was agreed that this issue deserved greater consideration and that it should be listed for a future meeting of the Protocol Committee.

The Manager also confirmed that she would raise Cllr. MacDonnacha's specific concern regarding the O'Rahilly House with the Chief Executive.

Order: Noted.

- Councillor Dermot Lacey asked for clarification with regard to the decision of Dublin City Council not to nominate Councillors to Area Partnerships.

The Manager confirmed that this decision was taken following guidance from the Department on the matter. The Manager agreed to investigate further and to report back to the Members.

13. **Proposed date of Next meeting: 24th November 2022 at 8am**

Order: It was agreed that the next meeting of the Protocol Committee would take place on 24th November 2022 at 8am.

Councillor Deirdre Heney
Chairperson
Thursday 27 October 2022

Attendance:

Members:

Deirdre Heney (Chairperson)
Anthony Connaghan
Joe Costello
Darcy Lonergan
Cat O'Driscoll

Members:

Caroline Conroy
Mannix Flynn
Micheál MacDonncha
Michael Pidgeon

Members:

Donna Cooney
Dermot Lacey
Naoise Ó Muirí
Noeleen Reilly

Officers

Ruth Dowling
Fanchea Gibson

Deri Flood

Michael Gallagher

Apologies

Anne Feeney

Culture, Recreation & Economic Services, Dublin City Council,
Civic Offices, Wood Quay, Dublin 8
T. 01 222 5099

Áineasa & Eacnamaíochta, Comhairle Cathrach Bhaile Átha Cliath,
Oifigí na Cathrach, An Ché Adhmaid, Baile Átha Cliath 8, Éire
T. 01 222 5099

08th November 2022.

Ruth Dowling,
Senior Executive Officer,
Chief Executives Department.

Dear Ruth,

I am bringing to your attention a proposal to transfer a number of functions/services currently provided by DCC staff in City Hall to Dublin City Council Culture Company.

Dublin's City Hall is one of Dublin city's most historic buildings with its origins as the Royal Exchange, the epicentre of trade in Dublin city for the latter part of the 18th century. In 1852, Dublin City Council bought the building and it was used as the Council Chamber and staff offices. It had a role in the events of 100 years ago as one of the garrison buildings of the Easter 1916 Rising and venue of historic events including the lying in state of Arthur Griffith and Michael Collins in 1922. As one of the millennium projects undertaken by Dublin City Council, it was restored to its original state and included a public element with the Story of the City exhibition in the basement.

City Hall is currently home to the Council Chamber used for meetings of Dublin City Council and related committees. The exhibition in the basement did not re-open after the Covid19 pandemic and the area was restructured to allow for additional Councillor Party Rooms and Councillor areas where they can meet with constituents. The circular room will be available for hire for small receptions and will include display cases incorporating some of the civic regalia. An additional room in the basement will also be available for hire as a small conference/meeting room. The café did not reopen after the pandemic. The Rotunda is in demand as a venue for events and weddings and is available for hire 6 days a week Monday to Saturday, excluding times of Statutory Council meetings. The practice for Civil weddings taking place in City Hall dates back to 2009 following a decision of Dublin City Council, with Secular Ceremonies being introduced in 2013. The number of weddings in City Hall has increased year on year and it is the leading venue in Leinster after the HSE Registry Office which hosts multiple weddings per day. In 2022 City Hall will host 222 weddings and 30 events. There are 160 wedding bookings in place for 2023 and 50 wedding bookings in for 2024. Enquiries are being

made for subsequent years though bookings have not opened. Bookings are taken with a view to the pre-booked statutory meetings of Dublin City Council and its committees to ensure there is limited noise overflow to the Chamber.

Management of City Hall falls under two Departments with Culture, Recreation and Economic Services responsible for the basement and Rotunda areas and Chief Executive's Department responsible for the first floor area which includes the Council Chamber and Party meeting rooms. There are five staff ranging from Clerical Officer to Senior Staff Officer who manage the public areas of City Hall including bookings for weddings and events and one staff member, a General Operative, from Chief Executive's Department who assists the Elected Members in the building.

Dublin City Council Culture Company was established in March 2018, and runs cultural initiatives and Dublin City Council owned buildings across the city including 14 Henrietta Street and Richmond Barracks. I am of the opinion that it would be appropriate to transfer responsibility of a number of functions/services currently provided by DCC staff in City Hall to Dublin City Council Culture Company as I believe the company would have the expertise and experience to enhance the use of the building.

I am proposing that responsibility for the following functions/services will transfer with an appropriate budget.

1. Hospitality
2. Tours/Visits by public
3. Venue Hire/ Weddings/Events
4. Event Management
5. Catering
6. Media/ Promotion of venue/Communications/Marketing
7. Development of protocol with Chief Executive/Elected members
8. Customer Services
9. Health & Safety
10. Administration / Services City Hall Rotunda

In relation to DCC staff currently operating services in City Hall, as outlined above Management of City Hall falls under two Departments with Culture, Recreation and Economic Services (CRES) responsible for the basement and Rotunda areas and Chief Executive's Department responsible for the first floor area which includes the Council Chamber and Party meeting rooms. The proposal will not have any impact of staff assigned by Chief Executive Department carrying out services in City Hall.

The five administrative Staff under the control of CRES Department will be impacted if this proposal is agreed and I propose that staff will be offered opportunities in CRES Department. I intend to make contact with the following interested parties to commence a dialogue and seek their comments on the proposal, and I will be in contact with you to discuss in the coming weeks.

1. Staff City Hall
2. Trade Unions
3. Chief Executive
4. Human Resources
5. Protocol Committee
6. Dublin City Council Culture Company
7. Corporate Services.



Anthony Flynn
Executive Manger



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

**DUBLIN CITY COUNCIL
TRAINING PROGRAMME
for
ELECTED MEMBERS
2023**

DUBLIN CITY COUNCIL TRAINING PROGRAMME for MEMBERS 2023

Background

Legislation

Under section 142(5A) of the 2001 Local Government 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. The guidelines regarding attendance at training and conferences is set out in Circular LG 05-2022 "Allowances and Expenses of Elected Members of Local Authorities".

Under the regulations Dublin City Council is required to adopt a Training and Development Programme for the Elected Members.

Scope of the programme

This Programme should reflect the following

- a) the key policy issues and challenges facing the members and the local authority generally;
- b) 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;
- c) the profile and experience of the members, including the events already attended by councillors generally, and
- d) the likely resources that will be available to meet training needs under section 142(5A) of the 2001 Act for the development of members.

Courses for which expenses for attendance may be paid

Events / Seminars organised by LAMA, AILG and national representative bodies such as the IPI (Irish Planning Institute) are considered as training events under the regulations.

Programmes of education and training which relate to functions for which local authorities have responsibilities and which are validated by Quality and Qualifications Ireland (QQI), the body established by the *Qualifications and Quality Assurance (Education and Training) Act 2012*. This is to ensure that the training is externally accredited or validated, and includes courses and training programmes provided by a wide range of educational bodies.

Training may be approved by the Minister from time to time. Training provided by the Institute of Public Administration in relation to local government is automatically approved by the Minister.

Members may attend up to a maximum of 2 events per annum provided by the Local Authority Members Association (LAMA).

Budget

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 2023 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.

For educational programmes identified at subparagraphs (2)(d) and (e) above 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.

Payment should be made annually in arrears following satisfactory evidence that all examinations have been passed and the elected member is eligible to progress to the next stage of the course, were the course is not completed. 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.

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.

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

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).

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.
- 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 member's 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
- Conradh na Gaeilge
6 Harcourt Street, Dublin 2
T. 01 475 7401,
Email: eolas@cnag.ie
www.cnag.ie
- Gael Linn
35 Dame Street
Dublin 2
D02 H797

T. 01 675 1200
Email. eolas@gael-linn.ie
https://www.gael-linn.ie/en/courses/*new*-online-evening-courses/108-21/

Bookings for all courses can be made through Shannon Kelly
Email: shannon.kelly@dublincity.ie
Tel: 01 222 3762

Appendix 1 details training completed for Members since June 2019.

Suggested Courses for 2023

Following consultation with the Elected Members the following training is proposed for 2023.

Course Title	Provider	Date
Ethics & standards	In-house (CEs & Law Department)	TBC
Training / Conferences during the course of 2023	AILG / LAMA	Ongoing throughout 2023
Induction Programme for co-optees	In-house	As required
Briefings throughout the year on new initiatives / legislation / Policy		
Disability Awareness Training		

Courses may be added to the programme throughout 2023 as required.

Compiled by: Shannon Kelly

Chief Executive's Department.

Updated: 18th November 2022.

Appendix 1.

Completed Training 2019 - Present

Name of Course	Course Provider	Date	Number of attendees
Induction Course (All Councillors)	DCC	June 2019	
Training Housing Law	Mercy Law Resource Centre	25/09/2019	5
Chairing Online Meetings	Local Government Information Unit	11/06/2020	2
Councillor Security and Safety Awareness Training	Crime Management Group	14/01/2021	2
Learn Listen Link Dementia Awareness	The Alzheimer Society of Ireland	11/02/2021	4
Resilience in Public Office	Resilience International	05/02/2021	5
Social Media Training	LGIU	07/04/2021	5
Presentation Skills Training	Carr Communication	24/05/2021	3
Media Skills Training	Carr Communication	25/05/2021	7
Briefing of Chairpersons of Committees	DCC	July 2021	
Time Management Training	Carr Communications	21/09/2021	11
Speed Reading and Retention	LGIU	19/01/2022	10

Being an Effective Councillor	LGiU	28/02/2022	4
Climate Leadership Training	Local Authority Services National Training Group	25/02/2022 & 01/04/2022	11
Well-Being Programme	Be Well Do Well	14/04/2022	8
Overview of GDPR For Councillors	Byrne Wallace LLP	12/05/2022	
Tackling disinformation online and offline	LGiU	01/06/2022	2
TikTok Training	Digital Training Institute Limited	23/09/2022	10