



**MINUTES OF THE PROTOCOL COMMITTEE MEETING
HELD ON THURSDAY 20 FEBRUARY 2020**

1 Minutes of the meeting held on 19th December 2019 and matters arising

Order: Agreed

2 Lord Mayors Receptions and Engagements of the Deputy Lord Mayor

Order: Agreed and Recommend to Council

3 Conferences

a) Conferences Attended:

- Cllrs. Donna Cooney and Neasa Hourigan. "Fuel Poverty Conference". 21st October 2019. Croke Park, Dublin City.
- Cllr. Sophie Nicoullaud. "Irish Waste Management Conference". 28th November 2019. Croke Park, Dublin City.

Order: Agreed and recommend to Council

b) Conference Reports Received:

- Cllrs. Donna Cooney and Neasa Hourigan. "Fuel Poverty Conference". 21st October 2019. Croke Park, Dublin City.
- Cllr. Sophie Nicoullaud. "Irish Waste Management Conference". 28th November 2019. Croke Park, Dublin City

Order: Noted

4 Councillor Training Program

Members requested that the Training Program include specific mention to courses on the Irish language and appropriate organisations that provided such training.

Order: Agreed and Recommend to Council

5 Councillor Letterhead Options

Order: The Members felt that the design options were too distinct from the Council's existing corporate brand. They preferred a variation on the existing letterhead with specific reference to Councillors and City Hall.

6 **City Hall Improvements - Usage & Facilities**

Order: The Manager reported that the City Hall – Newcomen Bank Working Group had met before Christmas and there was a general preference for additional Councillor facilities in City Hall. This would involve additional meeting and office space in the basement and improvement works to the existing party rooms. Cllr. Heney requested that any new furniture used would not include leather or any other animal products. The Committee Members did not oppose this request.

The Members acknowledged that the provision of additional facilities in City Hall were desirable on a temporary basis while works were taking place on the Rates Office but that their preference would be for permanent space in Newcomen Bank.

Cllr. MacDonncha informed Members that the Working Group was still at an early stage and that any proposals were a work in progress. The intention would be to survey Councillors to assess their requirements and this would be factored in to any recommendations. The Working Group will report back to the Protocol Committee with various options which would then have to be agreed by Council.

7 **Review of Councillor Email and GDPR**

In general the Members were satisfied with the policy with the exception of the section that dealt with enquiries by phone. They felt that the prohibition on divulging third party or sensitive information over the phone was too strict and would hinder them in the performance of their role. They suggested that once a staff member confirmed they were speaking with a Councillor by means of a call back, then the information could be relayed.

Order: The Manager to review the phone enquiries section and revert back to Members with an alternative taking into consideration their concerns.

8 **Approval of Councillor Attendance at the Irish Planning Institute Annual Conference in County Wexford from 22nd - 24th April 2020**

Order: Agreed and Recommend to Council

9 **Managers' Report**

- There was a Drainage issue in City Hall on Monday which resulted in the closure of the Café, Exhibition and Rotunda to the public. The problem has been resolved although further investigation will be required. Cllr. Flynn suggested that the entire building should have been closed on health and safety grounds.

Order: The Manager to review procedures when dealing with such instances in future.

- There will be a Special meeting on Monday 24th February to deal with the co-option of new members and the election of Lord Mayor and Deputy Lord Mayor. The Manager requested that due to the limited number of seats in the public gallery that guests be restricted to the family of the Lord Mayor, Deputy Lord Mayor and those being co-opted. There would also be a reception in the Mansion House after the meeting.

- The new furniture for the Supper Room would be installed on 21st February.
- The creation of a dedicated Public Reps system would be investigated through the IT Working Group. It was envisaged that any such system would be optional for Members.

10 **A.O.B.**

- Cllr. Lacey raised the issue of the inclusion of motions on Area Committee breviate and requested that some flexibility be applied.

Order: The Manager advised that the matter could be considered by the Standing Orders Working Group.

- Members raised concerns regarding the new Traffic Portal. In some instances Councillors had not received a response to the matters they had reported and also the system presupposed existing knowledge of traffic management issues.

Order: The Manager advised that she would highlight these concerns to the A/Assistant Chief Executive with responsibility for Environment and Transportation.

- Cllr. MacDonncha expressed concern regarding how major projects that effected the whole City were being dealt with at Area Committee level in the first instance. He thought it more appropriate that such City wide issues be considered either by the full Council or the relevant SPC.

Order: The Manager to prepare a report on current practice in this area.

- Cllr. Flynn highlighted the following issues in the Planning Department:
 - Failure of the Planning Portal
 - Failure of the Credit Card system to facilitate payments
 - Lack of staff awareness that Councillors are exempt from payment of fees with regards planning observations.
 - The possibility of Councillors borrowing copy of plans and designs particularly for large scale developments for public consultation.

Order: The Manager to raise these concerns with the Assistant Chief Executive of the Planning and Development Department. The Manager to invite an official from the Planning Department to attend a future meeting of the Protocol Committee to discuss any ongoing concerns in relation to planning matters.

- The next meeting of the Standing Orders Working will take place at 3pm on Tuesday 3rd March in the Richard O'Carroll Room, City Hall.

Councillor Deirdre Heney
Chairperson
Thursday 20 February 2020

Attendance:

Members:

Deirdre Heney (Chairperson)
Anne Feeney
Micheal Mac Donncha

Members:

Mannix Flynn
Michael Pidgeon

Members:

Dermot Lacey

Officers

Michael Gallagher

Deirdre Ni Raghallaigh

Apologies

Naoise O Muirí