



---

## Report on items at the sole discretion of the Lord Mayor

---

At the November meeting of the Protocol Committee, Members requested a report on what items were at the discretion of the Lord Mayor. The following is not an exhaustive list but is provided as guide for the Members.

The Mansion House is the official residence of the Lord Mayor therefore the following is at the discretion of the Lord Mayor:

- Events on the Forecourt e.g. Christmas
- Inviting groups into the Mansion House
- Use of the Oak Room
- Assigning a Deputy when unable to attend an event
- Selection of charity for the Annual Charity Ball (the LM can select more than 1 charity)
- Recipients of the Annual Lord Mayor's Awards
- Each year the Lord Mayor may choose a theme for their year (at their discretion)
- Illuminating the Mansion House for charities / events
- Hosting of Civic Receptions
- Flying of flags for sovereign states at the Mansion House or for mourning of citizens other than those listed in the Flag Policy
- The Lord Mayor is the final arbiter in deciding if a nomination for the freedom of the City is brought to the full City Council

### **Chair of the Council**

As the Lord Mayor is the first citizen and head of the Council there is an expectation that the Lord Mayor will officiate at any major City Council / Civic Events. They also Chair the monthly Council Meetings, Corporate Policy Group meetings and Group Leaders. They represent the City of Dublin internationally. They are an ex officio member on a number of boards in the City.

### **The Mansion House**

#### **Oak Room**

The Oak Room is part of the Lord Mayor's official residence. Therefore, it is at the discretion of the Lord Mayor that it is loaned out, free of charge, to organisations.

There are two types of requests for the Oak Room:

- Use of the Room by an Organisation
- Hosting of an Event for an Organisation by the Lord Mayor

The House is a National Monument and all events should be in keeping with the Office of the Lord Mayor and be mindful of the reputation of both the Office and Dublin City Council.

The Oak Room is available to groups to access from 10am Monday – Friday and from 12 noon on a Saturday.

The Mansion House is usually closed on a Sunday, however, events can be organised but it requires additional staffing and cost.

***If the use of the Oak Room is granted to an organisation, these*** functions are not covered by Dublin City Council's Insurance and it is necessary for those organisations to arrange Public Liability Insurance indemnifying the City Council for €2.5M (two and a half million euro).

The Mansion House is the official residence – the Lord Mayor can choose to live in the residence for their term of office except in circumstances where structural work is required to the House. The Lord Mayor is permitted to hold a personal event for family or friends in the Mansion House. However, all catering and entertainment costs for personal events should be borne by the Lord Mayor and should not come from the Dublin City Council / Office of the Lord Mayor budget.

The Mansion House is governed by a Conservation Plan and any decisions regarding ~~the~~ decoration or structural works are carried out by a team including Chief Executive Departmental Management and conservation architects.

### **Tours of the Mansion House**

The Mansion House is not open to the general public for viewing on a daily basis. However the Mansion House takes part in the annual Culture Night (September) and Open House (October) events. On other occasions open public tours can be arranged by agreement of the Lord Mayor, e.g. Seachtain na Gaeilge. Groups often request a visit to and tour of the Mansion House – these requests are brought to the attention of the Lord Mayor and they may facilitate them if they wish.

The Mansion House should not be used for any party political launches or fundraisers and there should be no party political banners or literature on display within the House at any time. No party political branded cars are allowed onto the forecourt.

**Ruth Dowling**  
**Senior Executive Officer**  
**14<sup>th</sup> December 2022.**