



**MINUTES OF THE PROTOCOL COMMITTEE MEETING HELD ON THURSDAY 23 NOVEMBER 2023**

- 1 **Minutes of the meeting held on 26th October 2023 and matters arising:**  
**Order: Minutes Agreed**
- 2 **Receptions of the Lord Mayor and Engagements of the Deputy Lord Mayor**  
**Order: Receptions and Engagements noted.**
- 3 **Approval of Councillor attendance at "Celtic Conferences: Irish Social Welfare System" on 1st-3rd December 2023 in O'Donovan's Hotel, Clonakilty, County Cork.**  
**Order: Conference approved and recommended to Council**
- 4 **Corporate Policy Group Attendance Report as per Standing Order 45.ii**  
**Order: Report noted.**
- 5 **Women's Committee Annual Report 2023**  
Councillor Heney and Members of the Committee thanked Cllr. Darcy Lonergan and all her colleagues on the Women's Committee for their hard work and commitment over the course of the year.  
**Order: Report noted.**
- 6 **Councillor Training Programme 2024**  
The Manager briefed the Members on the Training Programme and advised that she was engaged with Conradh na Gaeilge in developing a course for Councillors to assist with hosting the March City Council in Irish.  
  
Cllr. Cat O'Driscoll asked that consideration be given to including the ODV Digital Meta Training for Political Messaging. She had recently completed the training and noted that it would be useful for all Councillors if considering carrying out advertising for campaigns and targeting their communications with constituents locally. The Members agreed to this request.  
**Order: Training Programme 2024 approved and recommended to Council.**
- 7 **Motion in the name of Councillor Mannix Flynn:**  
*"That this Protocol Committee of Dublin City Council agreed to fly the national flag at half-mast on City Hall for three days in collective solidarity with all of those who have lost their lives, and have been injured in the dreadful war that is now taking place in Palestine Gaza."*  
  
The Chair informed Members that responsibility for protocols surrounding the National Flag lay with the Department of the Taoiseach.

**Order: It was agreed that the Committee write to the Taoiseach's Office and request guidance in relation the treatment of National Flag in regards Councillors Flynn's motion before the Members make a decision.**

8 **Manager's Report**

The Manager reported that the review of the operation of the City Hall lift showed only 1 breakdown event and no entrapments in the last 6 months. The issue was a consumable part that failed, the lift was returned to service the same day.

The Manager informed Members that the time period for making a contribution to the review of Strategic Policy Committees (SPCs) was coming to an end. The closing date to complete the IPA survey is 5pm on Friday 24th November. The Manager agreed to recirculate the reminder to all Councillors.

9 **A.O.B.**

Cllr. Flynn raised the issue of the proposal to replace the Joint Policing Committees with Local Community Safety Partnerships. He was concerned that the proposal would weaken the role of Councillors in local policing. The Chair requested that the views of the Members on this matter be sought and that a report on the new proposals be brought to the January Protocol Committee meeting.

Cllr. Cat O'Driscoll ask if the terms of the Cycle to Work Scheme could be amended to allow the repayment to be made over a shorter period of time. Currently it is automatically set at 12 months.

Cllr. Donna Cooney gave a brief update on her trip to Oslo and informed Members that she would submit a report to the next meeting.

Cllr. Horner raised the issue of etiquette at remote/hybrid meetings, especially in relation to microphones being active when other attendees are speaking. This has resulted in disruption to meetings and private conversations being broadcast. The Manager confirmed that recommendations regarding etiquette for online meetings were part of the "Remote Hybrid Meeting Guidelines" which has been incorporated into Standing Orders. The Manager agreed to issue a reminder to Committee administrators asking them to ensure their Members were aware of the guidelines and that they actively apply them in meetings.

10 **Meeting Dates:**

- a) **Proposed date of next meeting: 21st December 2023 at 8am.**  
**Order: It was agreed not to have a meeting in December and the next meeting would take place on 25<sup>th</sup> January 2024 at 8am.**
- b) **Proposed dates of meetings in 2024**
- 25<sup>th</sup> January
  - 22<sup>nd</sup> February
  - 28<sup>th</sup> March
  - 2<sup>nd</sup> May

**Order: The meeting dates for 2024 were agreed.**

**Councillor Deirdre Heney**  
**Chairperson,**  
**Thursday 23 November 2023**

**Attendance:**

**Members:**

Deirdre Heney (Chairperson)  
Anthony Connaghan  
Anne Feeney  
Dermot Lacey  
Briega MacOscar  
Michael Pidgeon

**Members:**

Fiona Connelly  
Mannix Flynn  
Darcy Lonergan  
Naoise Ó Muirí  
Noeleen Reilly

**Members:**

Donna Cooney  
Janet Horner  
Micheál MacDonncha  
Cat O'Driscoll

**Officers**

Ruth Dowling

Michael Gallagher

**Apologies:**

Daithí de Róiste