



Breviate of the Meeting of the Protocol Committee held on 1st December 2016

In accordance with Standing Orders of the City Council, the Breviate of the Meeting of the Protocol Committee held on 1st December 2016 is submitted herewith.

- 1) Minutes of Protocol Meeting held on the 3rd November 2016 and matters arising.
Order: Minutes as amended Agreed.

- 2) Lord Mayor Receptions
Order: Agreed and recommend to Council

- 3) **Conferences Attended by Councillors:**

Cllr. Declan Flanagan, Cllr. Sean Paul Mahon & Cllr. Paddy Bourke. AILG Module 5, "National and Local Authority Emergency Planning". Raddison Hotel, Rosses Point Road, County Sligo. 21st – 22nd October 2016.

Cllr. Dermot Lacey. AILG Autumn Seminar, "Housing and Regional Assemblies." Morans Hotel, Red Cow, County Dublin. 19th November 2016.

Oder: Agreed & Recommend to Council

- 4) **Report on Leases and Licences**

Paul Clegg from the Planning and Property Development Department gave a brief presentation explaining the background to the report and outlining the process for both leases and licences. While the granting of leases is a reserved function the granting of licences remains an Executive Function. The Members thanked Paul and welcomed the new policy and requested that Councillors be notified in advance of the granting of a license of a building to a community/voluntary group so they would have the opportunity to provide relevant local information.

Order: Report noted.

- 5) Review of Standing Orders 2016

Oonagh Casey gave a brief background to the review process and informed Members that a combined document tracking all the changes would be issued prior to Monday's Council meeting. Cllr John Lyon's wished it be noted that as he only joined the Working Group very recently he did not have an input into the proposed changes. Cllr. Paddy Bourke proposed that any request to extend the finishing time of the Monthly Council Meeting should come no later than 9pm on the evening.

Order: Report agreed and recommended to Council. Cllr. Bourke's amendment to be referred to the City Council for consideration.

6) **Managers Report**

- Modern Gov will officially launch in January 2017 and hard copies of agenda and reports will no longer be provided to Councillors who have migrated to the new system. Members requested that during the initial transitional phase a small number of printed agenda be available at meetings.
- The cost of the new Public Reps System is estimated to be €50,000 and it estimated that it will be in place by the middle of 2017.
- The annual pocket diaries for 2017 will be available from 12th December.
- Councillor Donation Returns are due at the end of January 2017. Councillors are advised that the returns should not be signed prior to 31st December 2016.
- Jim Keogan is retiring from Dublin City Council and Declan Wallace will be taking over as the Acting Assistant Chief Executive for the Planning and Development Department.

7) **A.O.B.**

In relation to Councillor Access to Civic Offices the Manager clarified the position by stating that City Council officials will continue to facilitate Councillors where possible. It was advised that should councillors wish to meet specific officials it would be appropriate to make an appointment in advance.

- 8) Proposed date for next Protocol Meeting: Thursday, 5th January 2017, 8am, Richard O'Carroll Room, City Hall.

Order: Members agreed that due to the Christmas holidays the next meeting of the Protocol Committee will take place on 2nd February 2017.

Councillor Dermot Lacey

Chairperson

Thursday, 1 December 2016

Attendance:

Members:

Paddy Bourke
Aine Clancy
Patrick Costello
Deirdre Heney
Teresa Keegan
John Lyons
Micheal Mac Donncha
Michael Mullooly
Ciaran O'Moore
Sonya Stapleton
Dermot Lacey

Officers:

Oonagh Casey
Michael Gallagher
Deirdre Ni Raghallaigh

Non-Members:

Mannix Flynn
Mary Freehill

Apologies:

Brendan Carr
Ray McHugh