



**Coimisiún Thithe
an Oireachtais
Houses of the
Oireachtas Commission**

*Minutes of Commission Meeting
Monday 28 February 2022*

The second meeting of the Commission of 2022 took place at 11.00 a.m. via MS Teams.

1. MEMBERS PRESENT

Deputy Seán Ó Feargháil, Ceann Comhairle (Chairperson), Senator Mark Daly, Cathaoirleach of the Seanad (Deputy Chairperson), Deputy Joe Carey; Deputy Francis Noel Duffy; Senator Seán Kyne; Deputy Jennifer Murnane O'Connor Deputy Louise O'Reilly; Senator Ned O'Sullivan; Senator Lynn Ruane; and Mr. Peter Finnegan.

Apologies were received from Deputy Sean Sherlock.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 31 January 2022 were agreed by the Commission.

3. UPDATE FROM FACILITIES MANAGEMENT

(a) Update from the Office of Public Works on the Programme of Work for the Leinster House Precinct

Mr. Ciarán O'Connor (State Architect) from the Office of Public Works (OPW), briefed the Commission on progress of work planned for the Leinster House campus.

The Commission was informed that the planning application for the installation of covered bicycle spaces on the Merrion Street side of Leinster House would be completed in ten days. OPW undertook to provide the drawings for the works to the Commission.

The Commission requested OPW to prepare for its consideration at the next meeting options including costings for appropriate paving for the Leinster House forecourt and information on the car parking management app, including timescale for implementation, having regard to the overall Master Plan for the campus.

(b) Covid 19 and Facilities Update

The Commission received a verbal update from the Head of Facilities Management.

4. ART AND PORTRAITURE

The Commission approved a proposal from the Working Group on Portraiture and other Art for the procurement of museum-standard display cases.

5. REPORTS FROM THE FINANCE COMMITTEE

Financial and Output Reporting - December 2021

Senator Mark Daly, Cathaoirleach and Chair of the Finance Committee, presented the report from the Finance Committee for the reporting period to end December 2021.

The Commission noted the financial report.

6. MEMBERS' PUBLIC REPRESENTATION ALLOWANCE

Revised Guidelines on Expenditure under the Public Representation Allowance

The Commission had before it revised guidelines for members of the Houses on expenditure under the Public Representation Allowance.

The Commission:

- (i) approved the proposed changes to the Guidelines and agreed that the Guidelines, as amended, would be circulated to members; and
- (ii) approved the draft letter to be circulated with the Guidelines.

7. DIGITAL TRANSFORMATION PROGRAMME

(i) Business Case for a Chamber Business Manager Application

The Commission approved a business case and budget for the development of a Chamber Business Manager application which will be implemented as part of the Digital Parliament System.

(ii) Business Case for a Speakers' Lists Application

The Commission approved a business case and budget for the development of a Speakers' Lists application which will be implemented as part of the Digital Parliament System.

(iii) Plan for the transfer of ICT services and storage of data to a cloud-based platform on a managed basis.

The Commission approved the plan for the transfer of ICT services and storage of data to a cloud-based platform on a managed basis.

8. LEGAL MATTERS

The Commission received a legal briefing from the Office of Parliamentary Legal Advisers.

The Commission, pursuant to section of the Commission Acts 2003 to 2021, agreed to table a motion in the Dáil to seek authorisation to conduct the defence of workplace relations proceedings, ref: 00045906; 00045907; 00045908; 00045910; 00045911; 00045912; 00045913; 00045914.

9. SCHEME FOR SECRETARIAL ASSISTANCE FOR MEMBERS

Update on SIPTU pay claim submitted for staff employed under the Scheme

The Commission received an update on the SIPTU pay claim submitted for staff employed under the Scheme for Secretarial Assistance for Members.

10. AUDIT COMMITTEE ANNUAL REPORT 2021

The Commission noted the Audit Committee Annual Report 2021 as presented to it in accordance with section 14A(10)(c) of the Commission Acts 2003-2021.

It also noted that the report will be published with the Commission's Annual Report 2021.

11. DRAFT STRATEGIC PLAN 2022 – 2024

In accordance with section 16(4) of the Houses of the Oireachtas Commission Acts 2003-2021, the Secretary General presented a draft Strategic Plan to the Commission for the period 2022 - 2024.

The Commission approved the Strategic Plan, subject to technical amendments, to be laid before the Houses and published.

12. PROTOCOL FOR FORMER MEMBERS' ACCESS TO LEINSTER HOUSE

The Commission approved the following change to paragraph 3.iv of the *Protocol for Former Members' Access to Leinster House*:

"3 iv. Car parking is available to Former Members on non-sitting days and advance notification should be made to head.usher@oireachtas.ie providing timing and car details so that car parking can be securely and efficiently facilitated. If Former Members are seeking to avail of parking on sitting days, requests must be made in advance to the Head Usher's office (head.usher@oireachtas.ie) as parking availability is limited on sitting days and permission to park is subject to availability of space."

13. ANY OTHER BUSINESS

(i) Correspondence

The Commission noted the following:

- (a) email from Deputy Sean Sherlock regarding the provision of covered bicycle parking spaces in the Leinster House campus;
- (b) email from Deputy Ivana Bacik regarding the provision of covered bicycle parking spaces;
- (c) email from Deputy Nessa Hourigan regarding the restoration of the Leinster House garden;
- (d) email on behalf of the Executive Committee of the Irish Association of Former Parliamentarians in relation to the *Protocol for Former Members' Access to Leinster House*.

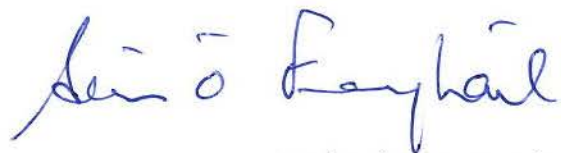
(ii) *Leinster House Tours*

The Commission requested that the information that was circulated on arrangements for the reintroduction of Leinster House tours, following the lifting of Covid-19 restrictions, be recirculated to members.

(iii) *Briefings on personal safety and security*

The Commission requested an update for the next meeting on the briefings that were provided to members on personal safety and security.

14. DATE OF NEXT MEETING: 4 April 2022.



SEÁN Ó FEARGHAÍL T.D.

Ceann Comhairle and Chairperson of the Commission

Dated: 10 May 2022