

**South Dublin County Council**

**Protocols for the Awarding of Civic Honours**

**As amended 24th November 2016**

The protocol for the awarding of Civic Honours is provided to ensure that there is continuity and a uniformed approach in the awarding of Civic Honours by South Dublin County Council as provided for in Chapter 2 Section 74 of the Local Government Act, 2001 and to protect the integrity of the civic honours process.

[**Section 74 of the Local Government Act, 2001**](http://www.irishstatutebook.ie/2001/en/act/pub/0037/sec0074.html#partix-chapii-sec74)confers power on a Local Authority to honour distinguished persons in a manner that the Authority deems to be appropriate. Section 74 (3) states – “A decision of a local authority to confer a civic honour on a person is a reserved function” and therefore the basis of these protocols are in recognition of such. The aspiration of all Civic Honours is to appropriately recognise the achievements and contributions of both persons and bodies to the social, sporting, cultural and economic life of South Dublin County.

The purpose of the protocols are to set out the procedures that should be followed where the Council is proposing to honour distinguished persons/bodies for their significant achievements and to provide a clear and streamlined methodology for marking such achievements.

1. **Protocol Number One: The according of the Honour of Freedom of the County by South Dublin County Council.**
   1. This is the highest accolade at the disposal of South Dublin County Council and should be awarded to distinguished persons/bodies for their exceptional achievements/contribution at County, National or International level over a period of time.
   2. All proposals by elected members should in the first instance be submitted to the Mayor’s office outlining the exceptional reasons why such an honour should be bestowed.
   3. The Mayor’s Office and Meetings Administrator liaise and the matter will be listed on the agenda of the next meeting of the Corporate Policy Group for consideration by the members.
   4. In agreeing to recommend a Civic Honour to an individual / group the merit for such an award must be considered and the achievement should be of an exceptional nature at national and/or international level over a period of time.
   5. Where agreement in principle has been reached, a Headed Item will be placed by the Meetings Administrator on the agenda for the next meeting of the Organisation, Procedure and Finance Committee for consideration and recommendation by the elected members.
   6. If it is agreed to award the Civic Honour at the Organisation, Procedures and Finance Committee, the nominee(s) will then be contacted by the Mayor’s Office and advised that they have been nominated for the Honorary Freedom of the County.
   7. If the nominee(s) accept the honour, a recommendation by the Mayor will then be sent to the next full Council Meeting for ratification.
   8. As all nominations may not result in the awarding of a Civic Honour only details of those individuals and or groups confirmed for the awarding of Civic Award will be published.
   9. The Mayor will honour the recipient(s) with a Civic Ceremony and signing of the Roll of Honorary Freedom in the Council Chamber immediately following a meeting of South Dublin County Council.
   10. A Civic Reception will follow the ceremony subject to budgetary and time constraints and the agreement of all parties concerned in keeping with the stature of the event. Costs associated with civic honours are to be published in the Annual Report as per Section 76 on the Local Government Act, 2001.
2. **Protocol Number Two: - The according of Civic Receptions by South Dublin County Council County Council** 
   1. A Civic Reception is accorded to recognise a significant and momentous achievement or set of achievements by an individual, group or organisation over a period of time.
   2. In deciding to accord a Civic Reception the County Council will have regard to the maxim that “What is seldom is wonderful”.
   3. Civic Receptions are accorded by the Mayor of South Dublin County Council on behalf of the people of South Dublin County.
   4. All requests for a civic reception must be in the first instance be submitted by the elected members to the Mayor’s Office for consideration outlining the exceptional reasons why such an honour should be bestowed.
   5. Where agreement in principle has been reached, a Headed Item will be placed by the Meetings Administrator on the agenda for the next meeting of the Organisation, Procedure and Finance Committee for consideration and recommendation by the elected members.
   6. In deciding to award a civic reception members must be conscious as to the costs associated with such an award and if provision for same has been made in the Annual Budget. Costs associated with civic honours are to be published in the Annual Report as per Section 76 on the Local Government Act, 2001.
   7. If it is agreed to award the Civic Reception at the Organisation, Procedures and Finance Committee, the nominee(s) will then be contacted by the Mayor’s Office and advised that they have been nominated for a Civic Reception. If the nominee(s) accept the honour, a recommendation by the Mayor will then be sent to the next full Council Meeting for ratification.
   8. As all nominations may not result in the awarding of a Civic Reception only details of those individuals and or groups confirmed for the awarding of Civic Reception will be published.
   9. In exceptional circumstances the Mayor with the agreement of the Corporate Policy Group may arrange a Civic Reception at short notice to honour the significant achievement of an individual/body or visiting dignitary.
3. **Protocol Number Three: - The according of Mayor’s Receptions by South Dublin County Council** 
   1. A Mayor’s Reception may be conferred upon an individual or group in recognition of their outstanding achievement in representing their community nationally and/or internationally.
   2. Nominating member(s) may suggest to the Mayor’s Office the consideration of a reception to recognise an individual or group outlining the outstanding achievement and why a reception should be held.
   3. The Mayor’s Office will liaise with the Meetings Administrator and the proposal will be listed on the agenda of the next meeting of the Corporate Policy Group for the information of the members to consider if there is any objection to a reception.
   4. If there is no objection, the Mayor’s Office will issue an invitation on behalf of the Mayor to the individual or group to a reception in the Mayor’s Conference Room.
   5. As all nominations may not result in the awarding of a Mayor’s Reception, only details of those individuals and or groups confirmed for the reception will be published.
4. **Protocol Number Four: - The issuing of Mayor’s Letter of Congratulations**
   1. On some occasions, an achievement by a person /body is recognised as significant but not so significant as to merit the according of a Civic/Mayor’s Reception. However it is considered to be worthy of being recognised. Such achievements will be recognised by the issuing of a letter from the Mayor congratulating the person/body on their achievements on behalf of the elected members and citizens of South Dublin County. The Mayor and the relevant local area committee may decide from time to time that the Mayor’s Office issue a letter of congratulations in order to give due recognition to the achievements of an organisation, group or individual within the county or local area.