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| Title of Report: | REQUEST TO HOST NATIONAL ASSOCIATION OF COUNCILLORS |
| Committee Report Submitted To: | Corporate Policy & Resources Committee |
| Date of Meeting: | 22 February 2022 |
| For Decision or For Information | For Decision |

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| Linkage to Council Strategy (2021-25) | |
| Strategic Theme | Cohesive Leadership |
| Outcome | Council operates as one effective and efficient corporate unit with a common purpose and culture |
| Lead Officer | Director of Corporate Services |

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| Budgetary Considerations | | | |
| Cost of Proposal | Refreshments approx. £237 + vat Staff time | | |
| Included in Current Year Estimates | No | | |
| Capital/Revenue | Revenue | | |
| Code | 50101-2534 Corporate Hospitality | | |
| Staffing Costs | | | |
| Screening Requirements | Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals. | | |
| Section 75 Screening | Screening Completed: | Yes/No | Date: |
| | EQIA Required and Completed: | Yes/No | Date: |
| Rural Needs Assessment (RNA) | Screening Completed | Yes/No | Date: |
| | RNA Required and Completed: | Yes/No | Date: |
| Data Protection Impact Assessment (DPIA) | Screening Completed: | Yes/No | Date: |
| | DPIA Required and Completed: | Yes/No | Date: |

1.0 Purpose of Report

1.1 The Purpose of the report is to present a request from the National Association of Councillors (NAC) to host their meeting on Wednesday 20 July 2022 in a Council facility.

1.2 Background

Correspondence has been received Councillor Joe Boyle Secretary (NAC), advising of the planned dates for the 2022 National Association of Councillors (NAC) NI Members Meetings. The meetings take place bi-monthly and traditionally the location was rotated around each council region but due to Covid-19 this pattern was disturbed over the past two years.

1.3 NAC have stated they understand that some Councils are not currently hosting meetings for outside bodies such as the NAC and that future additional restrictions could also affect a Council's ability to host meetings and will liaise with each Council in advance to determine if this is the case and can then arrange meetings at hospitality venues within that Council area as an alternative.

1.4 Prior to Covid-19 guidelines, host Council's on a rotational basis, would have provided refreshments on arrival with a light buffet style lunch for the NAC meeting attendees. Whilst the NAC would appreciate if this could continue, they are equally mindful that this may not be the case at this point in time. The NAC Executive therefore look forward to Council's response concerning this request.

1.5 NAC requirements

NAC require the undernoted arrangements in place for their meeting to be held in Causeway Coast and Glens area on Wednesday 22nd July 2022:

- Meeting room for up to 35 in-person attendees with disabled access and available from 9.30am for set-up;
- Capability for audio/visual set-up to enable remote access for virtual attendees by the NAC's Zoom Account;
- Refreshments of tea/coffee/scones available for Attendees arriving from 10am;
- Buffet lunch with selection of hot items and sandwiches with tea/coffee following the meeting to be available between 12.30 and 12.45pm;
- On-site car parking.

1.6 Cost to host NAC

Whether Council are minded to approve the request or otherwise, due to the request for a hybrid meeting set-up, Officers would recommend Council consider the use of The Council Chamber for this meeting.

Civic Facilities have advised there is no room charge for the use of The Council Chamber and supply of tea/coffee. IT staffing assistance will be required for the meeting setup from 9.00am-1.00pm and one Democratic Services staff member in attendance to oversee arrangements. Two quotations have been sought for scones and buffet style lunch, one quotation has been submitted at a cost of approximately £237 + VAT for 35 people.

2.0 Recommendation

It is recommended that the Corporate Policy & Resources Committee consider the request for Council to host the National Association of Councillors Members' meeting on Wednesday 22nd July 2022 in The Council Chamber, Civic Headquarters as outlined.