

Title of Report:	Request to host National Association of Councillors
Committee Report Submitted To:	Corporate Policy and Resources Committee
Date of Meeting:	28 November 2023
For Decision or For Information	For Decision
To be discussed In Committee	No

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

Budgetary Considerations	
Cost of Proposal	Staff time
Included in Current Year Estimates	YES/NO
Capital/Revenue	N/A
Code	N/A
Staffing Costs	N/A

Legal Considerations	
Input of Legal Services Required	NO
Legal Opinion Obtained	NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	N/A	Date:
	EQIA Required and Completed:	N/A	Date:
Rural Needs Assessment (RNA)	Screening Completed	N/A	Date:
	RNA Required and Completed:	N/A	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	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 18 September 2024 in a Council facility.

1.2 Background

Correspondence has been received from Linda Williamson, Administrator, National Association of Councillors NI to request Council host a meeting for the National Association of Councillors (NAC), which is scheduled to take place on 18th September 2024.

1.3 NAC Requirements

The stated requirements are set out below:

- Meeting room for up to 35 in-person attendees with disabled access and available from 9.30am for set-up
- Support and capability for audio/visual set-up to enable remote access for virtual attendees via Teams
- Refreshments of tea/coffee/biscuits for Attendees arriving from 10.30am
- A suggested caterer for the provision of a buffet lunch with selection of hot items and sandwiches with tea/coffee following the meeting to be available between 12 noon
- On-site car parking

1.4 Cost to host NAC

Due to the request for a hybrid meeting set-up, Officers would recommend the use of The Council Chamber or The Large Committee Room for this meeting (depending on room availability, as Council has yet to consider its Timetable of Meetings for this period).

Civic Facilities have advised there is no room charge for the use of the room and supply of tea/coffee/biscuits. 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.

2.0 Recommendation

It is recommended that Corporate Policy and Resources Committee consider the request for Council to host the National Association of Councillors Members' meeting on Wednesday 18 September 2024 in The Council Chamber or The Large Committee Room, Civic Headquarters as outlined.