Lisburn & Castlereagh City Council

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November 29th, 2024

Chairperson: Alderman A Grehan

Vice Chairperson: Alderman A G Ewart MBE

Aldermen: J Baird and M Gregg

Councillors: J Gallen, A Gowan, J Harpur, C Kemp, J Laverty BEM, D Lynch, U Mackin, A Martin, C McCready, T Mitchell and N Parker

Ex-Officio: The Right Worshipful the Mayor, Councillor K Dickson
Deputy Mayor, Councillor R Carlin

Notice Of Meeting

A meeting of the Regeneration and Growth Committee will take place on **Thursday, 5th December 2024** at **5:30 pm** in the **Council Chamber and Remote Locations** for the transaction of business on the undernoted agenda.

DAVID BURNS
Chief Executive
Lisburn & Castlereagh City Council

Agenda

1.0 APOLOGIES

2.0 DECLARATION OF MEMBERS' INTERESTS

Disclosure of Interests form Sept 24.doc ***Page 1***

3.0 REPORT FROM HEAD OF ECONOMIC DEVELOPMENT

3.1 Department for the Economy (DfE) Sub Regional Plan – Local Economic Partnership guidance and initial proposals

For Decision

Item 1. Sub Regional Plan Update December 2024.pdf ***Page 3***

Appendix 1a Local Economic Partnerships - Draft Guidance and ToR.pdf ***Page 6***

Appendix 1b Local Economic Partnerships Setup Timeline.pdf ***Page 15***

Appendix 1c Draft LCCC Local Economic Partnership ToR Dec2024.pdf ***Page 17***

4.0 CONFIDENTIAL REPORT FROM DIRECTOR OF REGENERATION & GROWTH

4.1 Estimates Process – Directorate Update

For Noting

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information)

1Confd R&G Estimates Report 29.11.24.pdf ***Not included***

4.2 Business Cases for European Trade Programme and ROI Trade Programme

For Decision

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that

information), Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.

2Confd Business Cases Item - EU-ROI Trade - Dec24.pdf ***Page 23***

4.3 Request to acquire property holding

For Decision

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information)

3Confd - Request to acquire property holding.pdf ***Not included***

5.0 ANY OTHER BUSINESS

LISBURN & CASTLEREAGH CITY COUNCIL

MEMBERS DISCLOSURE OF INTERESTS

1. **Pecuniary Interests**

The Northern Ireland Local Government Code of Conduct for Councillors under Section 6 requires you to declare at the relevant meeting any pecuniary interest that you may have in any matter coming before any meeting of your Council.

Pecuniary (or financial) interests are those where the decision to be taken could financially benefit or financially disadvantage either you or a member of your close family. A member of your close family is defined as at least your spouse, live-in partner, parent, child, brother, sister and the spouses of any of these. Members may wish to be more prudent by extending that list to include grandparents, uncles, aunts, nephews, nieces or even close friends.

This information will be recorded in a Statutory Register. On such matters **you must not speak or vote**. Subject to the provisions of Sections 6.5 to 6.11 of the Code, if such a matter is to be discussed by your Council, **you must withdraw from the meeting whilst that matter is being discussed.**

2. **Private or Personal Non-Pecuniary Interests**

In addition you must also declare any significant private or personal non-pecuniary interest in a matter arising at a Council meeting (please see also Sections 5.2 and 5.6 and 5.8 of the Code).

Significant private or personal non-pecuniary (membership) interests are those which do not financially benefit or financially disadvantage you or a member of your close family directly, but nonetheless, so significant that could be considered as being likely to influence your decision.

Subject to the provisions of Sections 6.5 to 6.11 of the Code, you must declare this interest as soon as it becomes apparent and **you must withdraw from any Council meeting (including committee or sub-committee meetings) when this matter is being discussed**.

In respect of each of these, please complete the form below as necessary.

Pecuniary Interests

Meeting (Council or Committee - please specify and name):

_____

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

_____

Nature of Pecuniary Interest:

Private or Personal Non-Pecuniary Interests

Meeting (Council or Committee - please specify and name):

_____

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

_____

Nature of Private or Personal Non-Pecuniary Interest:

Name: Address:

Signed:	Date:

If you have any queries please contact David Burns, Chief Executive, Lisburn & Castlereagh City Council

Lisburn & Castlereagh City Council

Committee:	Regeneration & Growth
Date:	5 December 2024
Report from:	Head of Economic Development

Item for:	Decision
Subject:	Department for the Economy (DfE) Sub Regional Plan – Local Economic Partnership guidance and initial proposals

1.0 **Background**

1. In November the Committee agreed to note the Department for the Economy's proposals to establish a sub-regional economic plan, and that officers begin to develop local delivery plans in line with the formal guidance when received, with further reports provided to the Committee in due course.

2. DfE have issued initial guidance and a proposed timetable on the establishment of Local Economic Partnerships (LEPs) and copies are appended to this report (**see Appendices**).

Key Issues

1. A draft Term of Reference (ToR) is to be established to set out the initial membership, initial decision-making process, and extent of DfE/INI role in the LEP. A template for the ToR has been created by DfE and a copy is included in the attached guidance.

2. With support from DfE and Invest NI, the Council and the LEP will have to agree:

- the Terms of Reference
- the core economic focus of its proposed programme of activity to 2026-27
- on how to decide and assess the proposed projects and actions within this programme

3. Projects and actions are to be assessed by 31 March 2025 based on the methodology agreed by the LEP.

4. The responsibility for governance of the LEP and the programme of projects and actions will rest with the Council. The Council will operate the LEP and determine what format the LEP will take to ensure flexibility to meet local needs. DfE has indicated that financial resources are likely to be made available to the Council to support the employment of staff to assist in the delivery of the sub-regional plan, although this is not confirmed and no guidance has been received as yet.

5. DfE has stipulated that the LEP membership must include:

- Further Education Representative(s)
- Local Enterprise Agency representative(s)
- Local business representative(s)/Chamber of Commerce representative

6. The Department has said that membership can also include

- University representative(s)
- Third sector representative(s)
- Financial services representative(s)
- Industry and/or lobby groups
- Public sector organisations(s)
- CPP or LMP representative(s)
- Trade union representative(s)

7. DfE's position is that membership of the LEP should reflect local economic needs with no one sector dominating at the expense of others. Each organisation should have an equal vote and diversity in representation is encouraged.

8. It is the view of officers that the Lisburn & Castlereagh LEP could be structured initially as follows:

- No more than 8 partnership members
- 1 senior Council officer (Director of Regeneration and Growth or their nominee)
- 1 senior representative from the South Eastern Regional College
- 1 representative from Lisburn Enterprise Organisation (a business from the Board)
- 1 representative from Inspire Business Centre (a business from the Board)
- 1 representative from Lisburn Chamber of Commerce
- 3 local business representatives (selected from across the local business community according to geographic balance, sectoral spread and company size)

9. The LEP programme would be supported by the Head of Economic Development, with support from the Economic Development Unit and wider staff team. Officials from Invest NI and DfE would also provide a supporting role. Potential linkages to, and synergies with, the Labour Market Partnership programme will be determined as the initiative develops, and may come to the fore should the local skills profile emerge as a particular area of focus.

10. Other potential representation such as from universities, the third sector or other public bodies could be called upon as appropriate as the new LEP begins to develop its thinking on the economic priorities for intervention.

11. The terms of reference would therefore need to retain sufficient flexibility in this regard, and permit ongoing review of its operations by the LEP membership and by the Council. A draft terms of reference has been produced by officers which is based on the attached DfE guidance template and is appended to this report for Members' consideration (**see Appendix**).

12. It should be noted that no decision has been taken by the Minister at this time as to the proposed formula that will be used to determine how funding will be allocated to LEPs. Additionally, no information has been received as yet in terms of definitive eligibility criteria for project or programme funding. It is the understanding of officers that the Department will seek to provide as much flexibility as possible in this regard and further guidance will be received in due course.

2.0	**Recommendation** It is recommended that the Committee considers the attached DfC guidance documents and: **1.** Agrees the initial proposed membership structure of the LEP as outlined above, and that officers establish the LEP accordingly. **2.** Considers and agrees the draft Terms of Reference for the LEP. **3.** Agrees to receive further update reports as the initiative progresses and further guidance is received.	
3.0	**Finance and Resource Implications** None at this time	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out Screening will be carried out once the initiative has been developed	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Screening will be carried out once the initiative has been developed	

Appendices:	Appendix 1a - DfE LEP Draft guidance Appendix 1b - DfE LEP Set-up timeline Appendix 1c - Draft Lisburn Castlereagh LEP terms of reference

Department for the Economy

Local Economic Partnerships

Guidance Document

November 2024

1. Introduction

1.1 The purpose of this document is to support councils in setting up Local Economic Partnerships (LEPs).

1.2 The Sub-Regional Economic Plan was launched 1st October 2024. The Plan outlined how the department will work with Invest NI, Councils and other key stakeholder to establish Local Economic Partnerships (LEPs) between Oct-Dec 2024.

2. Roles and Responsibilities

2.1 Councils will establish, chair, and operate the LEP within their area. They will:

- Determine LEP Terms of Reference (TOR), assisted by DfE and Invest NI. This will set out the focus of the LEP, membership, decision-making process, and extent of DfE/ Invest NI role. A template is attached at Annex A.
- Appoint staff to support the LEP. They will manage operational issues relating to their LEP, act as liaison with DfE and Invest NI, and ensure all governance, and assurance matters are adhered to in line with appropriate procedures. They will also act as the interface between councils/ LEPs and DfE/ Invest NI.
- Take control of identifying actions, designing suitable projects, and overseeing implementation.

2.2 DfE and Invest NI will:

- Support the set up and operation of LEPs.
- Advocate and champion the local economic needs of each LEP.
- Appoint a DfE Strategic Advisor to work alongside the relevant Invest NI Regional Office to provide direct support to the LEP.
- Meet council and agree proposed structure and membership, assist in drafting TOR, and secure funding.

- Ensure actions are aligned with Programme for Government outcomes and Economic Vision objectives.
- Provide specialist support, data, and ongoing guidance as required.

2.3 Local Economic Partnerships will:

- Bring together local economic stakeholders to reflect local needs and strengths, promoting collaborative working, and drive greater integration between local and central government economic initiatives.
- Identify actions and develop projects that align with the Sub-Regional Economic Plan, Council Economic Development Strategies and Invest NI Business Strategy. These will be developed with advice from DfE and Invest NI, and they should be appraised and scored/ ranked (where relevant) using a consistent and transparent methodology.
- Put in place effective monitoring and evaluation – this will be agreed dependent on the nature of the projects.

3. LEP Structure & Membership

3.1 Councils will determine what format the LEP will undertake to ensure flexibility and to meet local needs.

3.2 This can be a new standalone body or integrated with an existing structure such as a Labour Market Partnership (LMP) or a Community Planning Partnership (CPP). Councils may merge LEPs to work across a neighbouring council area within an Invest NI region.

3.3 The LEP TOR will set out this structure and should have:

- Clear and efficient decision-making procedures.
- Membership criteria and transparent selection procedures.
- Appointment terms and conflicts of interest management.
- Agreed frequency of meetings and required quorum for decision-making.

3.4 Membership must include:

- FE Representative(s)
- Local Enterprise Agency representative(s)
- Local business representative(s)/Chamber of Commerce representative

3.5 Membership can also include:

- University representative(s)
- Third sector representative(s)
- Financial services representative(s)
- Industry and/or lobby groups
- Public sector organisations(s)
- CPP or LMP representative(s)
- Trade union representative(s)

Membership should reflect local economic needs with no one sector dominating at the expense of others. Each organisation should have an equal vote. Diversity in representation is encouraged; membership should not discriminate against any person on the basis of race, age, religion, gender, sexual orientation, disability, political opinion, marital status and whether or not a person has dependents.

Annex A – TOR Template

Department for the Economy

Local Economic Partnerships

Terms of Reference

November 2024

Document Control

Summary

This document provides the draft Terms of Reference (ToR) for the Local Economic Partnership (LEP)

Key personnel

Role	Name	Position	Date
Author	Michelle Craig Catriona McAllister	DfE Regional Balance	1/11/24
First Approver	Keith Brown	DfE Lead	1/11/24
Final Approver	Giulia Ni Dhulchaointigh	Group Owner	XX/11/24

This ToR and any amendments to it will be subject to consideration and approval by the DfE (Department for the Economy) Regional Balance Team.

Document status history

Version	Issue Date	Reason for Update	Updated by
0.1	31/10/24	1st Draft	Michelle Craig Catriona McAllister
0.2	XX/11/24	2nd Draft	Keith Brown
Final			

Distribution

Version	Name	Responsibility / Branch (or Organisation)	Date
0.2			
0.3			

Introduction and Context

1.1 The Sub-Regional Economic Plan was launched 1st October 2024. The Plan outlined how the department will work with Invest NI, Councils and other key stakeholders to establish Local Economic Partnerships (LEPs).

Justification for the formation of Local Economic Partnerships

2.1 Local Economic Partnerships will play a key role in delivering regional balance, by bringing together central and local government, ALBs, and local stakeholders to create improved economic prosperity at a local level.

Structure, Roles and Responsibilities

3.1 The Local Economic Partnership (LEP) will be owned by the Local Government District (LGD) with support from DfE (Regional Balance Team) and Invest NI (Regional Office Network).

3.2 Roles and Responsibilities are outlined in the LEP Guidance document.

Membership & Attendance

4.1 Membership of the Local Economic Partnership is comprised of the following:

- **[LGD to insert LEP members here]**

4.2 Secretariat to the group will be provided by **[LGD to insert name here]**

4.3 Attendance is important but in exceptional circumstances deputies may attend. Deputies should have the full delegated authority to make decisions and approve documentation on behalf of the appropriate member and be sufficiently briefed to provide accurate and timely information to the Local Economic Partnership.

4.4 A quorum will consist of **[LGD to insert details here]**. When a quorum is not present, the meeting should be adjourned to another time.

4.5 The partnership should strive to reach decisions by consensus. If a matter cannot be agreed by consensus, the LEP should agree a process for handling i.e. decision by a majority of votes. In the event of a tie, Invest NI Regional Manager will have the deciding vote.

Meetings – Timetable and Protocol

5.1 The timescale of this will be **[LGD to insert]** (can be reviewed and amended with agreement from LEP at later time).

5.2 The Local Economic Partnership will convene **[LGD to insert].**

5.3 Each member should take personal responsibility to proactively declare any potential conflict of interest arising on the group's agenda or from changes in the member's personal circumstances. The Chair should then determine an appropriate course of action with the member.

5.4 The secretariat will be responsible for circulating papers in advance of meetings.

5.5 Standing items at meetings will include:

- Conflicts of Interest
- Action points from previous meeting
- Local Economic Partnership Updates (including Deliverables, Risks and Issues Management)
- Invest NI Briefing

Terms of Reference – Authority and Review

6.1 The Terms of Reference for the Partnership will be approved by Giulia Ni Dhulchaointigh, DfE.

6.2 Overall responsibility for the Local Economic Partnerships lies with **[insert appropriate LGD Director].**

Local Economic Partnerships Setup – Timeline

Initial Setup – November 2024

1. Council to appoint lead official/team.

2. DfE will appoint a Strategic Advisor and they will work alongside the relevant Invest NI Regional Office to support development of the LEP.

3. DfE Regional Balance Unit/ Invest NI Regional Manager to meet lead council official/team and agree proposed structure.

4. Draft TOR for each LEP to be agreed by council and DfE/ INI based on chosen model. This will set out initial membership, initial decision-making process, and extent of DfE/INI role. DfE will provide template.

5. Once agreed, members to be invited to first meeting.

6. At first meeting, draft TOR to be adopted – this could of course allow for membership/ representative board to be widened or for decision making process to be changed.

7. Action Planning phase to be started on agreement.

Action Planning – December 2024

8. LEP to agree core focus until end 26-27, e.g. productivity, economic inactivity etc. based on SREP evidence. To be agreed with DfE/ Invest NI.

9. LEP will decide how to choose actions to take forward – open call, private submissions, how to rank, appraise options etc. – DfE and Invest NI will advise.

10. DfE will confirm funding level to each LEP. Fund management guidance will be provided to council secretariat.

11. Project and Funding phase to be started on agreement.

Project and Funding – January-March 2025

12. LEP will identify actions.

13. DfE/ Invest NI will work with LEP to identify projects that meets their core focus.

14. Projects and actions will be assessed based on LEP methodology agreed.

Lisburn and Castlereagh City Council

Lisburn and Castlereagh Local Economic Partnership

Terms of Reference - December 2024

1.Introduction and Context

The Sub-Regional Economic Plan was launched 1st October 2024. The Plan outlined how the department will work with Invest NI, Councils and other key stakeholders to establish Local Economic Partnerships (LEPs).

2. Justification for the formation of Local Economic Partnerships

Local Economic Partnerships will play a key role in delivering regional balance, by bringing together central and local government, ALBs, and local stakeholders to create improved economic prosperity at a local level.

3. Structure, Roles and Responsibilities

The Local Economic Partnership (LEP) will be owned by Lisburn and Castlereagh City Council with support from DfE (Regional Balance Team) and Invest NI (Regional Office Network). As part of this all expenditure proposals of the LEP will be subject to consideration and agreement by the appropriate standing committee and full council.

Roles and Responsibilities are outlined in the LEP Guidance document.

The programme of projects and activities will follow the governance requirements of Lisburn and Castlereagh City Council in its implementation. All expenditure proposals will be subject to the Council's Accounting Manual and wider local government legislative framework including Section 75 of the NI Act (Equality legislation).

All expenditure proposals will follow a process of evidence-based decision making and will be subject to the Lisburn and Castlereagh City Council's procurement procedures. Any decisions in relation to grant-aid to third parties will be subject to the council's normal due diligence checks. As local government expenditure, the LEP programme will be subject to the normal internal and external audit review processes.

4. Membership & Attendance

Membership of the Local Economic Partnership is comprised of the following (*names to be inserted*):

- Lisburn and Castlereagh City Council Director of Regeneration and Growth
- 1 senior representative from the South Eastern Regional College

- 1 representative from Lisburn Enterprise Organisation (a business from the Board)
- 1 representative from Inspire Business Centre (a business from the Board)
- 1 representative from Lisburn Chamber of Commerce
- 3 local business representatives (balanced as much as possible according to geography, sector and company size)

Secretariat to the group will be provided by Lisburn and Castlereagh City Council.

Attendance is important but in exceptional circumstances deputies may attend. Deputies should have the full delegated authority to make decisions and approve documentation on behalf of the appropriate member and be sufficiently briefed to provide accurate and timely information to the Local Economic Partnership.

A quorum will consist of 5 partnership members. When a quorum is not present, the meeting should be adjourned to another time.

The partnership should strive to reach decisions by consensus. If a matter cannot be agreed by consensus, the LEP should agree a process for handling i.e. decision by a majority of votes. In the event of a tie, Invest NI Regional Manager will have the deciding vote.

The membership of the LEP will be kept under review by its members and the council in terms of its relevance to the issues identified in the assessment of need and emerging economic priorities proposed for inclusion in the Lisburn and Castlereagh sub-regional plan.

Members are expected to fulfil roles as outlined in the LEP Guidance Document.

5. Meetings – Timetable and Protocol

The timescale of this new partnership will be once a month initially as the programme of projects and activities is being developed. This will be reviewed and amended to potentially reduce the frequency of meetings with agreement from the LEP as the initiative enters the implementation phase.

The Local Economic Partnership will normally convene at the council offices at Lagan Valley Island, Lisburn. It is possible that meetings could take place at other appropriate locations by agreement of the LEP membership.

Each member of the partnership should take personal responsibility to proactively declare any potential conflict of interest arising on the group's agenda or from changes in the member's personal circumstances. The Chair should then determine an appropriate course of action with the member.

The secretariat will be responsible for circulating papers in advance of meetings.

Standing items at meetings will include:

- Conflicts of Interest
- Action points from previous meeting

- Local Economic Partnership Updates (including Deliverables, Risks and Issues Management)
- Invest NI Briefing

6. Terms of Reference – Authority and Review

The Terms of Reference for the Partnership will be approved by Giulia Ni Dhulchaointigh, DfE.

Overall responsibility for the Local Economic Partnership lies with the council's Director of Regeneration and Growth.

Document Control

This document provides the draft Terms of Reference (ToR) for the Local Economic Partnership (LEP) for Lisburn & Castlereagh City Council. This ToR and any amendments to it will be subject to consideration and approval by the DfE (Department for the Economy) Regional Balance Team.

Key Personnel			
Role	Name	Position	Date
Author	Paul McCormick	Head of Service, LCCC	12/11/2024
Reviewer	Catriona McAllister	DfE Regional Balance	
Approver	Giulia Ni Dhulchaointigh	DfE Owner	

Document Status History			
Version	**Issue Date**	**Reason for Update**	**Updated by**
0.1	tbc	Initial Draft	Paul McCormick
0.2	tbc	Updated after DfE review	tbc, DfE
0.3	Tbc	Approved with Final Amendments	tbc, DfE

Distribution			
Version	**Name**	**Responsibility**	**Date**
1.0	LCCC	Regeneration & Growth, LCCC	tbc
1.0	Invest NI Regional Team	Southern Regional Office - INI	tbc
1.0	DfE Regional Balance Team	DfE	tbc

DRAFT

Lisburn & Castlereagh City Council

Committee:	Regeneration and Growth
Date:	5 December 2024
Report from:	Director of Regeneration and Growth

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information). Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.
When will the report become available:	
When will a redacted report become available:	March 2025, Appendix 2a & 2b will never be released
The report will never become available:	

Item for:	Decision
Subject:	Business Cases for European Trade Programme and ROI Trade Programme

1.0 **Background**

1. In June 2024, the Council approved the implementation of an International Trade Programme. Below are the details of the European mission and the initial ROI trade mission destinations. The GB/London trade mission is expected to be presented to the Committee in January 2025 as part of the Westminster Networking and Investment event:

   - European Trade Programme: A single, dedicated trade programme scheduled for 2025, focusing on export opportunities in the Netherlands. This programme builds on previous successes in fostering trade relationships through the NI-NL Forum and will provide a valuable platform for local businesses to expand their presence in the Dutch market.

   - ROI Trade Missions: Two trade missions per year over the next three years (six trade missions in total). These will target key regions within the Republic of Ireland, starting with Cork and Galway in 2024/2025, with remainder destinations being informed by in-market research and feedback from Lisburn and Castlereagh businesses.

2.0 **Key Issues**

1. The attached business cases (**see Appendices**) outline the rationale, business needs, and preferred options for these trade programmes. The European Trade Programme builds on previous successes in facilitating export growth and aligns with the reactivation of the NI-NL Forum, offering significant opportunities for showcasing local businesses. The ROI trade programmes focus on expanding opportunities within key domestic markets.

2. It is proposed to initiate a tender process to secure delivery agents with in-market experience who will oversee the planning and execution of the trade programmes. This will ensure effective delivery of the European Trade Programme in 2025 and two ROI trade missions per year over the duration of the three-year programme.

3. Economic Development Officers are actively collaborating with Invest NI, a former partner with the Council in the NI-NL Trade Forum, to work towards reactivating the NI-NL Forum, which has remained inactive since the onset of the COVID-19 pandemic.

4. It is also proposed that a civic delegation, consisting of the Chair, Vice-Chair, and two officers, will accompany the businesses to engage with local government and industry leaders. This initiative aims to foster collaboration, explore new opportunities between the two regions, and establish connections that promote growth and development.

3.0 **Recommendation**

It is recommended that Members consider and agree the attached business cases and the procurement of a suitable provider(s) as follows:

1. European Trade Programme: A one-year contract for the planning and delivery of the single trade programme in 2025.
2. ROI Trade Missions: A three-year contract (2024-27) for the planning and delivery of two trade missions annually, resulting in six missions over the duration of the programme.

4.0 **Finance and Resource Implications**

A breakdown of costings for the two trade programmes are as follows:

1. European Trade Programme: [redacted]
2. ROI Trade Missions: [redacted] equates to [redacted] per trade programme)
   Each annua[redacted] will cover all costs associated with delivery, including trade missions, civic itinerary/agenda, recruitment, and monitoring for 2 separate annual trade missions to ROI.

The civic itinerary, including a networking dinner, travel, and accommodation for Elected Members and officers, will be [redacted] overall cost of each ROI trade mission. For the European Trade Mission, it is expected that the dinner will be covered as part of the NI-NL Society annual trade dinner.

5.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
5.1	Has an equality and good relations screening been carried out?	Yes
5.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Equality and good relations screening carried out in 2024/2025 for International Trade Programme 2024-25 No key issues identified and no significant changes to policy / procedure. Please note the ROI trade programme will run from 2024-2027. Equality and good relations screening will be reviewed each year.	
5.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
5.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. No rural issues identified. Please note the ROI trade programme will run from 2024-2027. RNIA will be reviewed each year.	

Appendices:	[redacted]