



Essex County Council

Committee to consider applications to undertake certain duties by Members and foreign travel by Officers

10:15	Tuesday, 16 October 2018	Committee Room 1, County Hall, Chelmsford, CM1 1QH
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For information about the meeting please ask for:

Gemma Bint, Democratic Services Officer

Telephone: 033301 36276

Email: gemma.bint@essex.gov.uk

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5	Date of Next Meeting To note that the next Committee will take place on Thursday 22 November 2018 at 10.15am, or on the rise of the Cabinet meeting due to take place that morning, whichever is the later.	

6 Urgent Business

To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

7 Urgent Exempt Business

To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

Essex County Council and Committees Information

All Council and Committee Meetings are held in public unless the business is exempt in accordance with the requirements of the Local Government Act 1972. If there is exempted business, it will be clearly marked as an Exempt Item on the agenda and members of the public and any representatives of the media will be asked to leave the meeting room for that item.

The agenda is available on the Essex County Council website, <https://www.essex.gov.uk>. From the Home Page, click on 'Your Council', then on 'Meetings and Agendas'. Finally, select the relevant committee from the calendar of meetings.

Attendance at meetings

Most meetings are held at County Hall, Chelmsford, CM1 1LX. A map and directions to County Hall can be found at the following address on the Council's website: <http://www.essex.gov.uk/Your-Council/Local-Government-Essex/Pages/Visit-County-Hall.aspx>

Access to the meeting and reasonable adjustments

County Hall is accessible via ramped access to the building for people with physical disabilities.

The Council Chamber and Committee Rooms are accessible by lift and are located on the first and second floors of County Hall.

Induction loop facilities are available in most Meeting Rooms. Specialist headsets are available from Reception.

With sufficient notice, documents can be made available in alternative formats, for further information about this or about the meeting in general please contact the named officer on the agenda pack or email democratic.services@essex.gov.uk

Audio recording of meetings

Please note that in the interests of improving access to the Council's meetings, a sound recording is made of the public parts of many of the Council's Committees. The Chairman will make an announcement at the start of the meeting if it is being recorded.

If you are unable to attend and wish to see if the recording is available you can visit this link <https://cmis.essexcc.gov.uk/Essexcmis5/CalendarofMeetings> any time after the meeting starts. Any audio available can be accessed via the 'On air now!' box in the centre of the page, or the links immediately below it.

Should you wish to record the meeting, please contact the officer shown on the agenda front page

Agenda item 1

Committee: Committee to consider applications to undertake certain duties by Members and Foreign travel by Officers

Enquiries to: Gemma Bint, Democratic Services Officer

Membership, Apologies, Substitutions and Declarations of Interest

Recommendations:

To note

1. Membership as shown below
2. Apologies and substitutions
3. Declarations of interest to be made by Members in accordance with the Members' Code of Conduct

Membership

(Quorum: 3)

Councillor D Finch
Councillor S Barker
Councillor K Bentley
Councillor M Mackrory
Councillor D Madden

Chairman

Minutes of a meeting of the Committee to consider applications to undertake certain duties by Members and foreign travel by Officers held in Committee Room 1, County Hall, Chelmsford, CM1 1QH at 10.20am on Tuesday 18 September 2018

Present:

Councillor

D Finch	(Chairman)
J Baker	(Substitute for Cllr Mike Mackrory)
S Barker	
K Bentley	
R Gooding	
D Madden	

The following officers were present in support throughout the meeting:

Gemma Bint	Democratic Services Officer
Joanna Boaler	Head of Democracy and Transparency

1. Membership, Apologies, Substitutions and Declarations of Interest.

The report of Membership, Apologies and Declarations of Interest was received and it was noted:

1. There had been no changes in membership since the Committee's last meeting;
2. Apologies for absence had been received from Cllr Mike Mackrory, for whom Cllr John Baker was substituting.
3. Declarations of Interest was received from Councillors Bentley and Madden for agenda item 4 (Approval for Member and Officer Attendance at the CCN Conference) in that they were due to attend the Conference.

2. Minutes

The minutes of the meeting held on 17 July 2018 were agreed as a correct record and signed by the Chairman.

3. Annual Report (FTC/10/18)

The Committee noted the report on foreign travel activity for 2017/18 attached as Appendix 1 to report FTC/10/18 and agreed that it should be published on the council's website.

Resolved:

1. That the report of foreign travel for 2017/18 attached as Appendix 1 to report FTC/10/18 be published on the Council's website alongside past reports.
2. That the report for 2018/19 be prepared in 2019 using the same format.

4. Approval for Member and Officer Attendance at the CCN Conference (FTC/11/18)

Councillors Bentley and Madden declared an interest in this item, they took no part in the voting.

The Committee considered an application for approval for four members (Councillors Bentley, Madden, Mackrory and Henderson) and one officer (Gavin Jones, Chief Executive) to attend the County Councils Network (CCN) Annual Conference from 18-20 November 2018 in Guildford, Surrey.

Resolved:

1. That attendance for four members and an officer at the County Councils Network (CCN) Annual Conference from 18-20 November 2018 in Guildford, Surrey at a total estimated cost of £3,810.50 plus VAT be approved.

5. Approval for Member and Office Attendance at the NCAS Conference (FTC/12/18)

Councillor Madden declared an interest in this item, he took no part in the voting.

The Committee considered an application for approval for three members (Councillors Madden, Spence and Whitbread) and two officers (Helen Lincoln, Executive Director, Children and Families and Nick Presmeg, Director Adult Social Care) to attend the National Children and Adult Services (NCAS) Conference from 14-16 November 2018 in Manchester.

Resolved:

1. That attendance for three members and two officers at the National Children and Adult Services (NCAS) Conference from 14-16 November 2018 in Manchester at a total estimated cost of £3,639,10 plus VAT be approved.

6. Date of Next Meeting

It was noted that the next meeting of the Committee would take place on Tuesday 16 October 2018 at 10.15am, or on the rise of the Cabinet meeting due to take place that morning, whichever is the later.

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Chairman

16 October 2018

Report title: Member and Officer Attendance at the NCAS Conference	
Report to: Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	
Report author: Gemma Bint, Democratic Services Officer	
Date: 16 October 2018	For: Decision
Enquiries to: Gemma Bint, Democratic Services Officer, gemma.bint@essex.gov.uk , 03330 136276	
County Divisions affected: All Essex	

1. Purpose of Report

1.1 To approve changes in Member and Officer attendance at the National Children and Adult Services (NCAS) Conference, to be held in Manchester from 14-16 November.

1.2 Members' and Officers' attendance at the Conference was originally considered by the Committee at its meeting on 18 September, when the following was agreed:

'Resolved:

That attendance for three members (Councillors Madden, Spence and Whitbread) and two officers (Helen Lincoln, Executive Director, Children and Families and Nick Presmeg, Director Adult Social Care) at the National Children and Adult Services (NCAS) Conference from 14-16 November 2018 in Manchester at a total estimated cost of £3,639.10 plus VAT be approved.'

1.3 The following changes in attendance are now proposed:

- Cancellation of Cllr Spence's attendance;
- Reduction in Cllr Whitbread's attendance from three to two days;
- Attendance by Peter Fairley, Director of Integration and Partnerships, for the entire duration of the Conference.

1.4 The Committee is also asked to note the attendance of Georgia Chimbani, Director of Local Delivery, which will be funded by the Alzheimer's Society (ie there is no cost to the Council).

1.5 The estimated additional cost arising from the proposed changes is £761, leading to total expenditure of £4,400.10 (original approved sum of £3639.10 plus £761), plus VAT.

1.6 The approval of the Chief Executive and the S151 Officer to these changes is being sought and will be confirmed at the meeting.

2. Recommendation

- 2.1 That the proposed changes in Member and Officer attendance at the NCAS Conference, as set out in paragraphs 1.3 and 1.4 above, and in Appendix 1 to this report, be approved/not approved.

Appendix 1: Amendments to the Member and Officer Attendance at the NCAS Conference Application

APPROVAL FOR MEMBER ATTENDANCE AT EVENTS/VISITS

involving travel abroad / individual costs exceeding £500 / aggregate costs for more than one member of £1,000

Name of Member(s) travelling:

Cllr Chris Whitbread
Cllr Dick Madden

Name of officers also attending (if any)
(to allow the Committee to make a full
assessment of ECC representation)

Peter Fairley
Nick Presmeg
Helen Lincoln
Georgia Chimbani (non-ECC funded)

Details of the visit/event (incl. dates):

3 day NCAS Conference 14-16 November

Estimated cost of the visit:

Members: £1,800.50

Officers: £2,599.60

Total: £4,400.10

Rationale for the estimated cost:

As per the September submission with the following changes:

- Removing Cllr Spence's 1 day (-£250, -£100 travel)
- Changing Cllr Whitbread to 3 days from 2 (+£95 for ticket, +£116 for accommodation)
- Adding Peter Fairley for 3 day ticket (£475+ VAT) with travel (£100) and accommodation (£325)
- Georgia Chimbani funded by Alzheimer's Society

* Please note you will need to demonstrate that in accordance with the Members' Allowances Scheme three quotes have been obtained before booking foreign hotels.

Purpose of the visit and anticipated value to the County Council:

As per September submission

Report title: Approval for Officer Foreign Travel to Paris	
Report to: Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	
Report author: Gemma Bint, Democratic Services Officer	
Date: 16 October 2018	For: Decision
Enquiries to: Gemma Bint: gemma.bint@essex.gov.uk , 03330 136276	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To consider an application (attached to this report) for Jason Kitcat, Executive Director to travel to Paris on 12 November to attend the GovTech Summit at an estimated total cost of £150.13.

2. Recommendation

- 2.1 That attendance for Jason Kitcat, Executive Director to travel to Paris on 12 November to attend the GovTech Summit at an estimated total cost of £150.13, be approved/not approved.

3. Appendix

- 3.1 Completed Officer Application for Foreign Travel

Form 2 - Foreign travel and associated expenditure approval (occasional travel)

For use by teams not listed in Guide 1 who do not have prior agreement of the need for overseas travel. For more guidance, see the Foreign travel, gifts and hospitality policy.

Employees planning to travel:

Employee name(s):	Job title(s):
Jason Kitcat	Executive Director

Purpose/reason justifying the visit:

Details:

Attendance at GovTech Summit in Paris.

Anticipated value / benefit to ECC / Essex:

Details:

This will be the largest gathering of government technology providers and experts in Europe. It will provide a rare single day opportunity to ascertain the opportunities for Essex from emerging providers and to learn from other authorities across the continent. Of particular value is the events focus on start-up and early stage government focussed tech start-ups which are often to find amidst the noise of the usual big players. So there will be opportunities to learn, discover new opportunities and build Essex's reputation on larger stage.

Details of visit – dates, itinerary, people/organisations to be visited:

Include also potential engagements –state not yet finalised where this is the case.

Details:

Date – 12th November

Attendance at GovTech Summit in Paris taking place 0800 am - 1900 pm

One day, +90 speakers, covering topics from transport to healthcare, security to international development and e-government to citizen engagement; 100s of start-ups & policy-makers - an unmissable GovTech gathering!

Reimbursement for the cost of one day train travel ticket

Reimbursement of taxi fee (station to venue/return journey) as the venue for the summit is approximately 20 minutes away

Estimated costs:

Refer to policy for key areas, eg travel, accommodation, hospitality, gifts if required, and so on. Add information needed to give a clear understanding of the visit and likely expenditure. Show actual costs where known. Where actual costs are not available in advance, please give estimates and then update the actual costs upon your return – see below.

Item:	Notes:	Cost - £ estimate:	Cost - £ actual:
Travel	Train from Chelmsford – London St Pancras return Eurostar from London St Pancras – Paris return Taxi fee: Eurostar Paris to Summit venue (approx. 20 mins) and return journey	40 euros return	115.00
Accommodation	N/A		

Authorisation to travel:

The Executive Director will copy this form to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate and Customer Services. If actual costs are not known before travel, please resubmit the updated form upon your return to the Executive Director, who will repeat the above process.

Executive Director:

Name	Signature	Date
Gavin Jones, Chief Executive		28/08/2018

Comments:

Prior approval of travel plans and budget is also required by the relevant Committee – see policy.

Approval of actual costs by Executive Director (after travel):

Name	Signature	Date