



Essex County Council

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

10:15	Tuesday, 26 February 2019	Committee Room 1, County Hall, Chelmsford, CM1 1QH
--------------	--------------------------------------	---

For information about the meeting please ask for:

Gemma Bint, Democratic Services Officer

Telephone: 033301 36276

Email: democratic.services@essex.gov.uk

		Pages
1	Membership, Apologies, Substitutions and Declarations of Interest	4 - 4
2	Minutes: 22 January 2019	5 - 7
3	Officer Foreign Travel to Nice (FTC/04/19)	8 - 11
4	Officer Foreign Travel to Brussels (FTC/05/19)	12 - 14
5	Date of Next Meeting To note that the next meeting of the Committee will take place on Tuesday 19 March 2019 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)

The following items of business have not been published on the grounds that they involve the likely disclosure of exempt information falling within Part I of Schedule 12A of the Local Government Act 1972. Members are asked to consider whether or not the press and public should be excluded during the consideration of these items. If so it will be necessary for the meeting to pass a formal resolution:

That the press and public are excluded from the meeting during the consideration of the remaining items of business on the grounds that they involve the likely disclosure of exempt information falling within Schedule 12A to the Local Government Act 1972, the specific paragraph(s) of Schedule 12A engaged being set out in the report or appendix relating to that item of business.

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/Esexcmis5/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 11.00am on Tuesday 22 January 2019

Present:

Councillor

D Finch (Chairman)

S Barker

K Bentley

M Mackrory

D Madden

The following officers were present in support throughout the meeting:

Gemma Bint Democratic Services Officer

Paul Turner Director, Legal and Assurance

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. No apologies for absence had been received.
3. There were no Declarations of Interest.

2. Minutes

The minutes of the meeting held on 18 December 2018 were agreed as a correct record and signed by the Chairman.

3. Officer Foreign Travel to the Turks and Caicos Islands (FTC/01/19)

1. The Committee considered report FTC/01/19 requesting approval for Helen Lincoln (Executive Director for Children, Families & Education) to travel to the Turks and Caicos Islands to carry out the final evaluation on the Foreign and Commonwealth Office Programme from 25-29 March 2019.
2. Members noted that expenses for the trip will be paid for by the Foreign and Commonwealth Office.

Resolved:

1. That travel by Helen Lincoln to the Turks and Caicos Islands to carry out the final evaluation on behalf of the Foreign and Commonwealth Office from 25-29 March, be approved.
2. That a feedback report be submitted to all members following the trip.

4. Officer Foreign Travel to Belarus (FTC/02/19)

1. The Committee considered report FTC/02/19 requesting approval for two officers (Children and Families staff) to travel to Belarus for a week in March 2019 to support the Chernobyl Children's Project in promoting good fostering practice.
2. It was noted that the work will be funded by the UK Embassy and travel and accommodation will be provided.

Resolved:

1. That travel by two officers to travel to Belarus for a week in March 2019 to support the Chernobyl Children's Project, be approved.
2. That a feedback report be submitted to all members following the trip.

5. Officer Foreign Travel to Brussels (FTC/03/19)

1. The Committee confirmed that report FTC/03/19 was approved by email at the beginning of January 2019 for Dominic Collins to travel to Brussels on the 16 January to consult with the ECC employees who run the Brussels office, as the EELGA have decided to remove their funding for the presence in Brussels which has resulted in the Brussels office closing by September 2019.
2. The total cost of the trip was £138.

Resolved:

1. It was agreed that Dominic Collins could travel to Brussels on 16 January 2019 to consult with ECC employees who run the Brussels office, at a total cost of £138.

6. Date of Next Meeting

It was noted that the next meeting of the Committee would take place on Tuesday 26 February 2019 at 10.15am, or on the rise of the Cabinet meeting due to take place that morning, whichever is the later.

.....
Chairman

26 February 2019

Report title: Approval for Officer Foreign Travel to Nice	
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: 26 February 2019	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 Helen Wall, SEND Operations Lead to travel to Nice to attend the World Appreciative Inquiry Conference 2019 between 19 - 22 March 2019, at a total estimated cost of £1,040.

2. Recommendation

- 2.1 To approve foreign travel to Nice by Helen Wall, SEND Operations Lead, to attend the World Appreciative Inquiry Conference 2019 between 19 – 22 March 2019, at a total estimated cost of £1,040.

Appendix: Application for Officer Foreign Travel to Nice.

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):
Helen Wall	SEND Operations Lead

Purpose/reason justifying the visit:

Details:

World Appreciative Inquiry Conference 2019

Essex has adopted the Appreciative Inquiry approach to understand the growing demand for Education, Health and Care plans and to develop a system to monitor the impact that plans (statutory and non-statutory) have on young people's lives. We currently have 3.9% of pupils with statutory plans and the number of requests for assessments continues to grow. Essex is significantly higher than national figures and our regional and statistical neighbours.

Appreciative Inquiry works with everyone who is involved with an issue (Education, Health, Social Care, families, young people, voluntary support groups, spanning age from 0-25) to generate possible solutions and test these in our schools and settings. AI focuses on the elements that are working well in our system currently and finds the 'positive deviants' who are making a success, despite having no extra resources or time. Designs are evaluated in partnership with the end users to ensure that they are not only effective but desirable to the families and schools.

We are working in partnership with SEND leaders in Vermont who are using the AI methodology to review their SEND provision with families and young people, and who have developed the approach to include how they also support and develop the workforce.

AI is a relatively new approach in education, where there is a more traditional focus on solution focused approach but is more widely used in Health. We have been asked to present our approach at the conference as examples of pioneers of how AI can be used to work in partnership in education systems.

Anticipated value / benefit to ECC / Essex:

Details:

Deeper knowledge and understanding of the AI approach will enable us to improve our practice in Essex in key areas:

- **Working in partnership** is at the heart of the SEND Reforms and there is evidence that within education there is a tendency to consult rather than have a deeper dialogue. AI methodology and practice means working with those involved with or affected by something to find shared solutions or possibilities. We want partnership working to be the 'everyday way' of working in Essex. We want to work in a way that fosters a high level of mutual trust with robust, positive relationships – which starts with dialogue.
- **Learning from Excellence** is a Health initiative which grows the positives in the system. Adrian and Emma Plunkett are presenting at the conference and we are in touch with them to look at how a positive reporting system could be used throughout Essex County Council.
- **School Led SEND** is at the heart of the strategy for SEND as we move forward. Essex is a large and diverse county with upwards of 550 schools. Across Essex there is a large amount of excellent practice and yet the difficulties/problems are often at the forefront of discussions. AI will enable school leaders to share and promote exemplary practice and create dialogue that explores possibilities rather than focus on problems and constraints.
- **Appreciative Leadership** and a focus on developing our cooperative capacity to thrive in uncertain times and how to engage the whole system in thinking, planning and change.

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

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

Details:

Tuesday 19 March – Friday 22 March 2019

www.WAIC2019.com

The conference is being led by the two founders of AI: David Cooperrider and Ronald Fry. The conference is a strong mix of research around system wide, positive change and case studies of what works.

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 - £	Cost - £
-------	--------	----------	----------

		estimate:	actual:
Travel	Flights	approx. £35-50	
Accommodation	Novotel, Nice has a conference rate	approx. £300	
Conference	World AI Conference 2019	Standard package	790 Euros (£690 approx)

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
Helen Lincoln		4 February 2019

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

Report title: Approval for Officer Foreign Travel to Brussels	
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: 26 February 2019	For: Decision
Enquiries to: Gemma Bint, gemma.bint@essex.gov.uk	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To confirm that an application (attached to this report) was agreed by email by Members of this Committee for Dominic Collins to travel to Brussels on the 01 March to formally close the staff consultation at the Brussels office.
- 1.2 The total cost of the trip is £163.

2. Recommendation

- 2.1 To note that it has been agreed for Dominic Collins to travel to Brussels on 01 March 2019 to formally close the staff consultation at the Brussels office, at a total cost of £163.

Appendix 1: Application for Officer Foreign Travel to Brussels

Form 1 - Foreign travel and associated expenditure approval (teams with prior approval)

For use by teams listed in the Guide. For more guidance, see the Foreign travel, gifts and hospitality policy.

Employees planning to travel:

Employee name(s):	Job title(s):
Dominic Collins	Director, Economic Growth and Localities

Purpose of the visit:

Details:

ECC hosts 5 employees (through their employment and the provision of their office space) on behalf of the East of England Local Government Association (EELGA). The team are employed to offer a presence and support services to support EELGA, its members and other third party partners to engage with European Union issues from Brussels. Dominic Collins holds line management responsibility directly for the Head of the Brussels Office and their team. EELGA have decided (as of Decision of its ruling committee in December 2018) to remove their funding for the presence in Brussels which will precipitate the closure of the Brussels office by September 2019. As host for the employees, ECC is responsible for the closing down of the Brussels office. Dominic Collins therefore needs to consult with the staff involved and discuss next steps with them. Having visited the team on the 16th January 2019 to begin formal staff consultation proceedings, Dominic must attend the office in Brussels again on the 1st March to formally close the staff consultation.

Anticipated value / benefit to ECC / Essex:

Details:

The trip is focussed on supporting the 5 ECC employees that run the Brussels office for EELGA as they come to terms with the closure of the office and the next steps involved for them through a formal ODP facilitated staff consultation process.

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

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

Details:

The visit will be completed in 1 day:
Eurostar from St Pancras to Brussels, leaving at 08:16 on the 1st March 2019 and returning from Brussels to St Pancras on the 17:56 on the 1st March 2019.


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:	Details:	Cost - £ estimate:	Cost - £ actual:
Travel	Eurostar from St Pancras to Brussels, leaving at 08:16 on the 1 st March 2019	£89	
Travel	Eurostar from Brussels to St Pancras, leaving at 17:56 on the 1 st March 2019	£74	

Authorisation to travel:

The authorising Director/senior officer will return a copy of the form to each employee approved to travel, retain a copy themselves, 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 your authorising officer, who will repeat the above process.

Approver's name	Signature	Date
Mark Carroll		14/02/2019

Comments:

Where an employee is to accompany a Member, this form will also be submitted to the Member/Officer Foreign Travel Committee before travel.

Approval of actual costs (after travel):

Approver's name	Signature	Date