

Report title: Confirmation of action taken since last meeting: approval for Officer foreign travel to Belgium	
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: 17 March 2020	For: Decision
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County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To confirm that an application (attached to this report) was agreed by email for two officers (Tom Day, Head of Commercial Development and Aaron Goldie-McSorley, Low Carbon Business Officer) to travel to Belgium to attend a kick-off project meeting on 23 and 24 March 2020 relating to an EU-funded project called “LECSea” – ‘Local Energy Communities for the 2 Seas region’, a partnership of 10 European and British organisations. The travel costs for this application, a total estimate of £800, are fully funded by the EU grant and participation is mandatory.
- 1.2 The application was circulated via email to Members for their approval before the committee meeting as Officers needed to book travel arrangements due to the availability and costs. It was not possible for the application to be made at the previous meeting of the Foreign Travel Committee as the invitation was received after the deadline for papers to be published.

2. Recommendations

- 2.1 To confirm the action agreed in principle since the last meeting of the Committee for two officers to travel to Belgium between 23 and 24 March to attend a kick-off project meeting relating to an EU-funded project “LECSea” – ‘Local Energy Communities for the 2 Seas region’.

Appendix: Application for Officer foreign travel to Belgium.