



Essex County Council

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

<b>10:15</b>	<b>Tuesday, 17 December 2019</b>	<b>Committee Room 1, County Hall, Chelmsford, CM1 1QH</b>
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**For information about the meeting please ask for:**

Gemma Bint, Democratic Services Officer

**Telephone:** 033301 36276

**Email:** democratic.services@essex.gov.uk

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<b>3</b>	<b>Officer Foreign Travel to the Netherlands (FTC/14/19)</b>	<b>7 - 10</b>
<b>4</b>	<b>Date of Next Meeting</b> To note that the next meeting of the Committee will take place on Tuesday 21 January 2020 at 10.15am or on the rising of the Cabinet meeting due to be held that morning, whichever is the later.	
<b>5</b>	<b>Urgent Business</b> 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.**

## **6 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](#) and by then following the links from [Running the Council](#) or you can go directly to the [Meetings Calendar](#) to see what is happening this month.

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- Please log in to 'ECC Guest'
- Follow the instructions on your web browser

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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](mailto: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 find out by checking the [Calendar of Meetings](#) 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.

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## **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 10.25am on Tuesday 22 October 2019**

**Present:**

**Councillor**

D Finch	(Chairman)
S Barker	
S Walsh	(Substitute for K Bentley)
G Mohindra	(Substitute for D Madden)
M Mackrory	

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. Apologies for absence had been received from Councillors Dick Madden and Kevin Bentley.
3. Substitutes for the meeting were Councillors Gagan Mohindra and Simon Walsh.
4. There were no Declarations of Interest.

**2. Minutes**

The minutes of the meeting held on 17 September 2019 were agreed as a correct record and signed by the Chairman.

**3. Confirmation of action taken since the last meeting: Member and Officer Attendance at the National Children and Adult Services Conference (FTC/11/19)**

The Committee confirmed that report (FTC/11/19) was approved by email for three members (Councillors Madden, McKinlay and Whitbread) and four officers (Helen Lincoln, Nick Presmeg, Alexandra Green and Georgia Chimbani) to attend the National Children and Adult Services Conference from 20-22 November 2019 in Bournemouth.

**Resolved:**

It was agreed for three members and four officers to attend the National Children and Adult Services Conference, at an estimated total cost of £5,179.37 plus travel fares.

**4. Confirmation of action taken since the last meeting: Officer Foreign Travel to Belgium (Empower 2.0) (FTC/12/19)**

1. The Committee confirmed that report (FTC/12/19) was approved by email for three officers (Luciana de Almeida, Commercial and Project Development Officer, Tom Day, Head of Commercial Development and Aaron Goldie-McSorley, Low Carbon Business Officer) to travel to Belgium between 7 – 8 October 2019 to attend a meeting relating to an EU-funded project called “Empower 2.0” – Enabling More People’s Ownership in Energy Production.
2. It was noted that travel costs are fully funded by the EU grant.

**Resolved:**

That the action taken since the last meeting of the Committee for three officers to travel to Belgium between 7 – 8 October for a meeting relating to the Empower 2.0 project at no cost to the Council, be confirmed.

**5. Confirmation of action taken since the last meeting: Officer Foreign Travel to Belgium (SPONGE 2020) (FTC/13/19)**

The Committee confirmed that report (FTC/13/19) was approved by email for two officers (John Meehan, Head of Sustainability & Resilience and Aleksandar Bogdanov, Environment Project Officer) to travel to Belgium between 2 - 4 October 2019 to attend a SPONGE 2020 partnership meeting.

**Resolved:**

That the action taken since the last meeting of the Committee for two officers to travel to Belgium between 2 – 4 October to attend a SPONGE 2020 partnership meeting at an estimated total cost of £840 (with 60% of the costs being recovered by the EU-grant), be confirmed.

**6. Date of Next Meeting**

It was noted that the next meeting of the Committee would take place on Tuesday 26 November 2019 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**  
**17 December 2019**

<b>Report title:</b> Approval for Officer Foreign Travel to the Netherlands	
<b>Report to:</b> Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	
<b>Report author:</b> Gemma Bint, Democratic Services Officer	
<b>Date:</b> 17 December 2019	<b>For:</b> Decision
<b>Enquiries to:</b> Gemma Bint: <a href="mailto:gemma.bint@essex.gov.uk">gemma.bint@essex.gov.uk</a> , 03330 136276	
<b>County Divisions affected:</b> All Essex	

## **1. Purpose of Report**

- 1.1 To consider an application (attached to this report) for Gavin Jones, Chief Executive to travel to the Netherlands to attend the first Young Universities for the Future of Europe (YUFE) Mayors and Rectors meeting in Maastricht City Hall with the Vice Chancellor of the University of Essex. The trip is scheduled from 12 - 13 January 2020.
- 1.2 All costs are fully funded by the University of Essex.

## **2. Recommendation**

- 2.1 To approve foreign travel to the Netherlands by Gavin Jones, Chief Executive to attend the first Young Universities for the Future of Europe (YUFE) Mayors and Rectors meeting between 12 – 13 January 2020.

**Appendix:** Application for Officer Foreign Travel to the Netherlands.

## 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):
Gavin Jones	Chief Executive

### Purpose/reason justifying the visit:

#### Details:

13/01/2020:

To attend the first Young Universities for the Future of Europe (YUFE) Mayors and Rectors meeting in Maastricht City Hall with the Vice Chancellor of the University of Essex.

This is to celebrate the YUFE being selected as Europe's top-scoring Universities Initiative. Ten young universities from Europe have agreed to work towards integrating into one single European University alliance that's open to anyone. YUFE aims at contributing to the European profiling of cities/regions, making them even more attractive and competitive and provide local youth and citizens with Europe-wide opportunities in education, employment, intercultural exchange and intergenerational support.

ECC have worked with the University of Essex on this project

### Anticipated value / benefit to ECC / Essex:

#### Details:

Attendance at this event has been requested by the University and will strengthen ECC's relationship with the University of Essex and assist with planning for the future of young people in Essex.

The University are paying the full costs of the trip, the only cost to ECC would be mileage between County Hall and Stansted airport which the Chief Executive would be entitled to claim in accordance with national terms and conditions of employment.

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

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

**Details:**

Flight (Ryanair) – 12/01/20

Departs Stansted: 19:20 pm

Arrives Eindhoven: 21:30 pm

Taxi from Eindhoven airport to Maastricht City Hall

Return journey – 13/01/20

Taxi from Maastricht venue to Eindhoven airport

Flight (Ryanair)

Departs Eindhoven: 21:55

Arrives Stansted: 22:05

Accommodation: 12/01/2020 (Maastricht)

Accommodation: 13/02/2020 Hotel/parking: Stansted Airport

**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	There is no cost to ECC: University of Essex are paying for the flights and transfers.	Nil to ECC	
Accommodation	Hotel/parking: Stansted Airport on 12/01/20 University of Essex are paying for the accommodation and parking costs.	Nil to ECC	

**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.

**Section 151 Officer / Monitoring Officer:**

Name	Signature	Date
Paul Turner	Paul Turner	9 December 2019

**Comments:**

This will help strengthen relations between the university and ECC and is being arranged at no cost to ECC.

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