

## 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](http://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 - £
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		<b>estimate:</b>	<b>actual:</b>
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:**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Helen Lincoln		4 February 2019

**Comments:**

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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):**

<b>Name</b>	<b>Signature</b>	<b>Date</b>