

# **Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers**

<b>11:00</b>	<b>Tuesday, 21 May 2013</b>	<b>Committee Room 1, County Hall, Chelmsford, Essex</b>
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**Quorum: 3**

**Membership:**

M Danvers  
D Finch  
M Mackrory  
D Madden  
S Walsh

**For information about the meeting please ask for:**

Judith Dignum (Lead Governance Officer)

**Telephone:** 01245 430044

**Email:** [judith.dignum@essex.gov.uk](mailto:judith.dignum@essex.gov.uk)



**Essex County Council**

## **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.

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>

There is ramped access to the building for wheelchair users and people with mobility disabilities.

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

If you have a need for documents in the following formats, large print, Braille, on disk or in alternative languages and easy read please contact the Committee Officer before the meeting takes place. If you have specific access requirements such as access to induction loops, a signer, level access or information in Braille please inform the Committee Officer before the meeting takes place. For any further information contact the Committee Officer.

Induction loop facilities are available in most Meeting Rooms. Specialist head sets are available from Duke Street and E Block Receptions.

The agenda is also available on the Essex County Council website, [www.essex.gov.uk](http://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.

Please note that an audio recording may be made of the meeting – at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded.

## **Part 1**

(During consideration of these items the meeting is likely to be open to the press and public)

		<b>Pages</b>
<b>1</b>	<b>Apologies for Absence</b>	
<b>2</b>	<b>Minutes</b> To approve the Minutes of the meeting held on 27 March 2013	<b>5 - 6</b>
<b>3</b>	<b>Approval for a visit to be undertaken by Members and Officers</b>	<b>7 - 16</b>
<b>4</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)

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.

<b>5</b>	<b>Urgent Exempt Business</b> 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.
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**Minutes of a Meeting of the Committee to consider applications to undertake certain duties by Members and foreign travel by Officers held at County Hall, Chelmsford, at 11.00am on 27 March 2013**

Present:

**Councillors**

Peter	Martin	(Chairman)
Bill	Dick	
Michael	Lager	
Mike	Mackrory	

**1. Apologies for Absence**

Apologies for absence were received on behalf of Councillor David Finch.

**2. Minutes**

The minutes of the meeting held on 19 February 2013 were agreed as a correct record and signed by the Chairman.

**3. Declarations of Interest**

No declarations of interest were made.

**4. Approval for a visit to be undertaken by Members and Officers**

The Committee considered report FTC/04/13 by the Secretary to the Committee detailing an application for five Members and two Officers (details to be finalised after the County Council Elections) to attend the Local Government Association Annual Conference in Manchester from 2-4 July 2013. The application had been endorsed by the Chief Executive and the Section 151 Officer. Peter Fairley, Head of the Cabinet and Leader's Office, was in attendance to present the report and respond to Members' questions.

The Committee expressed the view that the numbers attending were justified by the importance of this particular conference. It was agreed that travel should be arranged as soon as possible to maximise benefit from early booking discounts.

**Resolved:**

That the attendance of Members and Officers at the Local Government Association Annual Conference in Manchester from 2-4 July 2013 be agreed.

The meeting closed at 9:10am.

Chairman  
21 May 2013



Committee to consider applications to undertake certain duties by Members and foreign travel by Officers	<b>FTC/05/13</b>
<b>date:</b> 21 May 2013	

## **Approval for a visit to be undertaken by Members and Officers**

Report by Governance Team Manager

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Enquiries to Judith Dignum, 01245 430044, ext 20044

### **1. Purpose of the Report**

To consider an application for one Member and two Officers to visit Jiangsu Province, China.



## APPROVAL FOR VISITS MADE BY MEMBERS

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

Name of Member(s) travelling:

Cllr Kevin Bentley

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Details of the visit (incl. dates):

To Jiangsu Province, China.

Target dates: 12-20 July 2013. Dates TBC. The final date needs to be determined by the availability of key government counterparts in Jiangsu and, if applicable, any accompanying Essex businesses.

### Purpose

The Economic Growth Strategy highlights the role that the Essex-Jiangsu link plays in attracting new inward investment to Essex and helping Essex businesses to find new export markets. The strong inter-governmental links provide Essex and Essex businesses with privileged access to senior decision-makers in Jiangsu businesses considering outward investment or seeking new technologies. The relationship also helps achieve other ECC Corporate objectives through exchanges in the fields of culture, education and tourism.

Cllr Bentley will have a full schedule of pre-prepared and targeted meetings to:

- Promote inward investment opportunities direct to senior managers of major Jiangsu businesses that have been pre-qualified as having an interest in setting up a UK business operation.
- Promote specific Essex businesses and technologies to senior procurement officials in municipal governments in the larger Jiangsu cities.
- Promote tourism attractions to major Jiangsu tourist agencies to begin to capture more of the growing Chinese outbound tourism market
- Promote the expertise of Essex training providers and Essex training facilities to targeted groups, specifically municipal government civil servants, doctors and fire and rescue officers.
- Promote further links between universities to help them recruit more Chinese students.

Cllr Bentley would be accompanied by up to two officers; the Head of International Trade (Peter Manning) and the International Trade Coordinator (Ms Ge Jing). Ge Jing's presence would only be required if businesses decide to accompany Cllr Bentley, in which case she will be needed to provide interpretation and consultancy support to the businesses. The officer(s) would stay on an extra 5 nights to follow on and pursue other trade and investment projects.

Estimated cost of the visit: £ **Based on 1 Member and 2 Officers travelling**

**Flights**

Economy Flights x 3 @£600ea.= £1800.00

**Accommodation** incl. breakfast):

Cllr Bentley: 7 nts @ av. £95 = £475.00

2 x Officer 12 nts @ av. £95 =£2280

**Subsistence**

Some meals will be provided by the Jiangsu government. In addition:

Cllr Bentley

Lunch x 4 @£10 ea. = £40

Dinner x 4 @£20 ea. = £80

2 Officers

Lunch x 10 @ £10ea. x2= £200

Dinner x 10 @ £20ea x2 =£400

**Customary gifts** to exchange £120

**Visas** £375 for 3 people

**Transfers**

1. *To and from airports*

Total = £504

Breakdown of transfers:

To Heathrow out (3persons)

£80

From Shanghai airport

Cllr Bentley & 2 Officers

£88

To Shanghai return

Cllr Bentley £88

2 officers £88

From Heathrow on return

Cllr Bentley £80

2 Officers £80

2. *Surface travel by train/bus/taxis*

Estimated at 5 rail/bus journeys @£20.00pp ea x3 =

£300

Estimated at 15 local China taxi journeys @ £1.50 ea =

£22.50

**Incidentals** (e.g. bottled water, other minor expenses)

Estimate: £30

**Total** £6627 if 3 persons travel (average £2209pp).

**Based on 1 Member and 1 Officer travelling**

**Flights**

Economy Flights x 2 @£600ea.= £1200.00

**Accommodation** incl. breakfast):

Cllr Bentley: 7 nts @ av. £95 = £475.00

1 x Officer 12 nts @ av. £95 =£1140

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**Incidentals** (e.g. bottled water, other minor expenses)

Estimate: £15

**Total** £4357 if 2 persons travel (average £2178pp)

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

As per the report above. The purpose of the visit is to attract inward investment and to help specific Essex businesses promote their technologies to Jiangsu government departments and businesses.

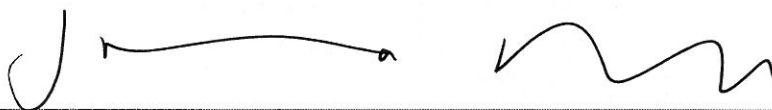
ECC receives fees to help cover the costs of this work. In 2012-13 these fees

amounted to £52,000 and covered the complete cost of running ECC's office in Jiangsu, including staff costs plus all travel to and from Jiangsu by ECC officers and Members. The target for 2013-14 is to again cover all of these costs and this visit is a key means of achieving this, whilst also promoting economic growth for Essex and for our partners in Norfolk and Suffolk County Councils.

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

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This is a key part of our engagement to secure inward investment from Chinese business into Essex, as well as our partners. I support this trip.



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Comments of the Chief Executive

The purpose of the visit is clearly set out and conforms to ECC objectives. The estimated costs are all within approved policy limits.

Margaret Lee

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Comments of the Section 151 Officer

## APPROVAL FOR AD HOC FOREIGN VISITS MADE BY OFFICERS

Name of Officer(s) travelling:

Peter Manning, Head of International Trade  
Ms Ge Jing, International Trade Coordinator

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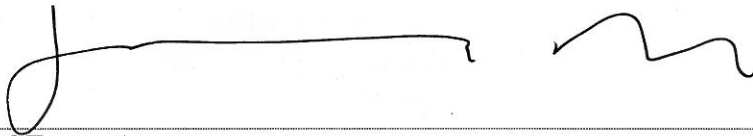
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This request is approved in support of  
our inward investment ambitions



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Comments of the Chief Executive

Purpose of the proposed visit conforms to ECE objectives and all estimated  
expenditure is within approved policy limits.

Margaret Lee

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Comments of the Section 151 Officer