

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

10:30	Tuesday, 25 February 2014	Committee Room 1, County Hall, Chelmsford, Essex
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Please note: This Committee will commence at the time shown above, or on the rise of the Cabinet meeting to be held that morning, whichever is the later.

Quorum: 3

Membership:

M Danvers
D Finch
M Mackrory
D Madden
S Walsh

For information about the meeting please ask for:

Judith Dignum (Governance Team Manager)

Telephone: 01245 430044

Email: 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. 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)

		Pages
1	Apologies for Absence	
2	Minutes To consider the minutes of the meeting held on 17 December 2013	5 - 6
3	Declarations of Interest To note any declarations of interest to be made by Members	
4	Approval for Member Visit to Jiangsu Province	7 - 16
5	Approval for Member & Officer Attendance at the Local Government Association (LGA) Annual Conference	17 - 20
6	Date of Next Meeting To note that the next meeting will be held on Tuesday 18 March 2014 at 10.30am or on the rising of the Cabinet meeting to held that morning, whichever is the later	
7	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)

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.

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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.

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 10.25am on 17 December 2013

Present:

Councillors

Kevin	Bentley	(Chairman) (substitute for Councillor David Finch)
Michael	Danvers	
Mike	Mackrory	
Dick	Madden	
Simon	Walsh	

Councillor John Jowers (Cabinet Member for Libraries, Communities and Planning) also attended.

An apology for absence was received from Councillor David Finch, for whom Councillor Kevin Bentley substituted.

1. Minutes

The minutes of the meeting held on 7 November 2013 were agreed as a correct record and signed by the Chairman.

2. SUSCOD Project Events

The Committee received report FTC/17/13 by Councillor John Jowers, Cabinet Member for Libraries, Communities and Planning, providing feedback on his attendance at the SUSCOD end conference held in Amsterdam on 6 November. This was as requested at the Committee's last meeting.

Councillor Jowers commented that the SUSCOD project had been of significant benefit to Essex, and his attendance at the end conference had provided an excellent opportunity to acknowledge this publicly on behalf of the Council.

Members were concerned to learn that Councillor Jowers had experienced problems with his travel and accommodation bookings and requested that officers liaise with the Council's appointed contractor to investigate further.

It was agreed that, while the receipt of feedback reports was an important part of the Committee's work, in future these should be included on agendas only when there were other items of business to be considered.

The report was noted.

3. Date of Next Meeting

The Committee noted that the next meeting would take place on Tuesday 21 January 2014 at 10.30am or on the rising of the Cabinet meeting to be held that same morning, whichever is the later.

The meeting closed at 10.30am

Chairman
21 January 2014

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/01/14
Date: 25 February 2014	
Approval for Member Visit to Jiangsu Province	
Report by: Committee Services Manager	
Enquiries to: Judith Dignum, 01245 430044, ext 20044	

1. Purpose of the Report

- 1.1 To consider an application (attached as Appendix 1 to this report) for Councillor Sue Lissimore to visit Jiangsu Province, China from 25 March - 5 April 2014. Councillor Lissimore will be accompanied by two officers from the International Trade Team, which has prior approval to undertake travel abroad. The signed approval for the officers concerned to undertake this visit is attached as Appendix 2, in accordance with the Council's policy for Officer Foreign Travel, Gifts and Hospitality.

2. Recommendation

- 2.1 That approval be given/not given for Councillor Sue Lissimore to visit Jiangsu Province from 25 March – 5 April 2014 at an estimated cost of £2033.16.

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 Sue Lissimore

Details of the visit (incl. dates):

To Jiangsu Province, China.

Dates: 24th March – 5th April 2014

ECC receives fees that cover the costs of the China trade and investment promotion work. 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. Currently we are looking at on target to achieve £85,000 income in 2013/14. This covers all costs of the China office plus the costs included in this travel approval request.

Purpose of the visit

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 County Council and Essex businesses with privileged access to senior decision-makers in Jiangsu. On this visit we will target meeting with businesses considering outward investment and those seeking to buy Essex technologies. The relationship also helps achieve other ECC Corporate objectives through exchanges in the fields of culture, education and tourism.

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

- Promote inward investment opportunities direct to senior managers of major Jiangsu businesses
- Promote the East of England as a key inward investment location for the Life Science Sector
- Chair an ECC led conference highlighting the key sector offers in the Life Science Sector in the East of England
- Promote further links between universities and key institutions in the Life Science Sector

Cllr Lissimore would be accompanied by up to two officers: the Head of International Trade (Peter Manning) and the International Trade Coordinator (Ms Ge Jing). Peter Manning is planning on arriving 4 nights early of the group to have some time with the colleagues in the ECC China office and to make final arrangements for the conference.

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 Sue Lissimore: 7 nts @ av. £95 = £665

1 x Officer 7 nts @ av. £95 =£665

1 x Officer 11nts @ av. £95 = £1045

Subsistence

Some meals will be provided by our hosts. In addition:

Cllr Lissimore

Lunch x 4 @£10 ea. = £40

Dinner x 4 @£20 ea. = £80

1 Officer (7 nights)

Lunch x 4 @ £10ea. x2= £40

Dinner x 4 @ £20ea x2 =£80

1 Officer (11 nights)

Lunch x 8 @ £10ea. x2= £80

Dinner x 8 @ £20ea x2 =£160

Customary gifts to exchange £120

Visas £250 for 2 people

Transfers

1. To and from airports

Breakdown of transfers:

To Heathrow out (3persons) x 2 taxi

£229

From Shanghai airport

Cllr Lissimore & 1 Officer £88

1 x Officer £88

To Shanghai return

Cllr Lissimore £88 & 2 Officer

From Heathrow on return

Cllr Lissimore £135 & 1 Officer

1 Officer £94

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

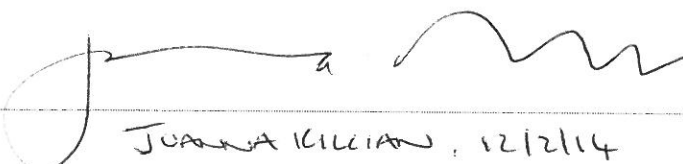
Total £6099.50 (£2033.16pp average).

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 in the Life Science sector to the East of England

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

Comments of the Chief Executive



JOANNA KILIAN, 12/12/14

The visit fits within the Economic Growth Strategy approved by the Council and members and Officers are all involved in the delivery of that. Approved.

Comments of the Section 151 Officer

Margaret Lee
12/12/14

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):
Peter Manning	Head of International Trade
Ge Jing	International Trade Coordinator

Purpose of the visit:

Details:

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

- Promote inward investment opportunities direct to senior managers of major Jiangsu businesses
- Promote the East of England as a key inward investment location for the Life Science Sector
- Chair an ECC led conference highlighting the key sector offers in the Life Science Sector in the East of England
- Promote further links between universities and key institutions in the Life Science Sector

Anticipated value / benefit to ECC / Essex:

Details:

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 County Council and Essex businesses with privileged access to senior decision-makers in Jiangsu. On this visit we will target meeting with businesses considering outward investment and those seeking to buy Essex technologies. The relationship also helps achieve other ECC Corporate objectives through exchanges in the fields of culture, education and tourism.

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

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

Details:

Draft Itinerary – Not yet finalised

25th March – 28th March – Peter Manning traveling ahead to work with China colleagues in Nanjing office

Saturday 29th March

09.25 Delegation arrive in Shanghai

PM Group dinner to discuss the weeks activity

Sunday 30th March

Rest Day

Monday 31st March

AM Visit to Nanjing University

PM East of England Life Science Conference

EVE Meeting with Jiangsu High Tech Industr

Tuesday 1st April

AM Visit Life Science Companies

PM Meeting to discuss on going links with Jiangsu Science and Technology Department

PM Meeting to discuss on going links with the Jiangsu Academy of Agricultural Science

EVE Transfer to Taizhou

Wednesday 2nd April

AM Meeting to discuss on going links with Taizhou Medical City

PM Visit to potential investor company

EVE Transfer to Suzhou

Thursday 3rd April

AM Meeting to discuss on going links with Suzhou Biobay

PM Visit to Suzhou Biobay

Friday 4th April

AM Delegate's meetings

PM Transfer to Shanghai

Saturday 5th April

AM Transfer to Airport

11.00 Depart Shanghai

Estimated / Indicative 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.

Item:	Notes:	Cost estimate:
Travel	Economy Flights x 3 @600ea	£1800.00
Accommodation	(incl. breakfast) Cllr Sue Lissimore: 7 nts @ av. £95 = £665 1 x Officer 7 nts @ av. £95 =£665 1 x Officer 11nts @ av. £95 = £1045	£2375.00
Subsistence	Some meals will be provided by our hosts. In addition: <u>Cllr Lissimore</u> Lunch x 4 @£10 ea. = £40 Dinner x 4 @£20 ea. = £80 <u>1 Officer (7 nights)</u> Lunch x 4 @ £10ea. x2= £40 Dinner x 4 @ £20ea x2 =£80 <u>1 Officer (11 nights)</u> Lunch x 8 @ £10ea. x2= £80 Dinner x 8 @ £20ea x2 =£160	£360.00
Customary gifts to exchange		£120
Visas	For 2 people	£250
Transfers	1. <i>To and from airports</i> Breakdown of transfers: To Heathrow out (3persons) x 2 taxi £229 From Shanghai airport Cllr Lissimore & 1 Officer £88 1 x Officer £88 To Shanghai return Cllr Lissimore £88 & 2 Officer From Heathrow on return Cllr Lissimore £135 & 1 Officer 1 Officer £94 2. <i>Surface travel by train/bus/taxis</i> Estimated at 5 rail/bus journeys @£20.00pp ea x3 = £300 Estimated at 15 local China taxi journeys @ £1.50 ea = £22.50	£1044.50
Incidentals	(e.g. bottled water, other minor expenses)	£30

Authorised by:

See policy for level of authorisation required.

Name	Signature	Date
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ANDREW COOK		6/2/14
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Comments:

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 Services. Where an employee accompanies a Member, this form will also be submitted to the Member/Officer Foreign Travel Committee.

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/02/14
Date: 25 February 2014	
Approval for Member and Officer Attendance at the LGA Conference 2014	
Report by: Committee Services Manager	
Enquiries to: Judith Dignum, 01245 430044, ext 20044	

1. Purpose of the Report

- 1.1 To consider an application (attached as an appendix to this report) for five members and two officers to attend the Local Government Association Annual Conference in Bournemouth from 8 – 10 July 2014. This application is subject to approval by the Chief Executive and the S151 Officer, which will be confirmed at the meeting.

2. Recommendation

- 2.1 That the attendance of five members and two officers at the Local Government Association (LGA) Annual Conference in Bournemouth from 8 – 10 July 2014, at an total estimated cost of £5837, be approved/not approved.

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: 5 members and 2 officers (Chief Executive and Deputy Chief Executive)

Members will be the Leader of the Council and Deputy Leader. Details of Members from UKIP, Labour and Lib Dems are being finalised.

Details of the visit (incl. dates):

LGA Annual Conference 8th – 10th July 2014 in Bournemouth

Estimated cost of the visit: £5,837

Rationale for the estimated cost:

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

Delegate costs = £495 per person x 7 delegates = £3,465

Train costs £79.10 off peak open return or £105 anytime return = £553.70 or £735 respectively. (Prices are approximate at the moment as tickets are not available this far in advance)

Accommodation costs:

2 x £81 per night for 2 nights = £324

2 x £101 per night for 2 nights = £404

3 x £101 per night for 3 nights = £909 approximately

Hotels in Bournemouth are slightly higher although it is not a main City. Accommodation costs for Members are approximate at the moment. Due to the fact that the accommodation for the three members of the Opposition Parties has not been confirmed, and we are still awaiting confirmation that they will be sending a representative, the cost may actually rise as the choice of hotel reduces.

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

The Local Government Association (LGA) is a politically-led, cross-party organisation which works on behalf of councils across England and Wales to ensure that local government has a strong and credible voice with national government. The LGAs membership also includes fire, national parks, passenger transport and police authorities.

The LGA Annual Conference is one of the largest events in the local government calendar, and regularly attracts over 1,100 delegates. The conference is attended by Council Leaders and Chief Executives, senior officers, lead members and policy makers across local government, and it also attracts high numbers from LGA partner organisations in the wider public sector, and the private and voluntary sectors.

With a growing emphasis on partnership working at Essex County Council, the LGA Annual Conference is a prime opportunity to discuss best practice and share innovation from delegates up and down the country. In addition, delegates will have the opportunity to share experiences, hear high-profile speakers, debate issues of importance, participate in these debates and network with colleagues, peers and partners.

Comments of the Chief Executive

Comments of the Section 151 Officer

Margaret Lee