

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

10:15*	Tuesday, 13 December 2016	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
J Reeves

For information about the meeting please ask for:

Jennifer Reid, Committee Officer

Telephone: 033301 31332

Email: jennifer.reid@essex.gov.uk



Essex County Council

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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 of the last meeting	5 - 10
3 Declarations of Interest To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct	
4 Annual Report	11 - 30
5 Confirmation of action taken since last meeting - Approval for Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference	31 - 34
6 Feedback from Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference	35 - 36
7 Feedback from Member Attendance at the CCN Conference 2016	37 - 38
8 Feedback from Member Travel to China	39 - 42
9 Date of Next Meeting To note that the next meeting will be held on Tuesday 24 January 2017 at 10.15am or on the rising of the Cabinet meeting to held that morning, whichever is the later.	
10 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.

11 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 the 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, Essex on Tuesday, 20 September 2016

Present:

Councillors

Barry Aspinell	(substitute for Mike Mackrory)
Michael Danvers	
David Finch	Chairman
Dick Madden	
Jillian Reeves	

Councillor Barry Aspinell attended as substitute for Councillor Mike Mackrory.
Councillor Kevin Bentley was in attendance to answer questions relating to items 4, 5 and 8.

1 Apologies for Absence

Apologies were received from Councillor Mike Mackrory for whom Councillor Barry Aspinell attended as substitute.

2 Minutes of the last meeting

The minutes of the meeting held on 17 May 2016 were agreed as a correct record and signed by the Chairman.

3 Declarations of Interest

Councillor Madden declared a Code interest in Agenda Item 4 (Approval for Member and Officer Trade Visit to China) and abstained from voting thereon, due to his role as a potential participant in the visit (Minute 4 below refers).

Councillors Madden and Finch declared a Code interest in Agenda Item 9, Approval for Member and Officer attendance at CNN Conference, as potential attendees and confirmed they would abstain from voting (Minute 9 below refers).

4 Approval for Member and Officer Trade Visit to China

Councillor Madden declared a Code interest in this item (minute 3 above refers) and refrained from voting thereon.

The Committee considered report FTC/06/16 by the Secretary to the Committee, which sought approval for Councillor Kevin Bentley and two Officers (Peter

Manning and Ge Jing) to participate in a trade and investment promotion visit to Jiangsu Province, between 16 and 29 October 2016, at a total estimated cost of £5170.40.

Following publication of the agenda for the meeting, other commitments had caused Councillor Bentley to withdraw from the trip and seek another Member to participate. This was likely to be Cllr Madden due to the political requirement for Cabinet Member attendance and relevant portfolio links.

The recommendation was therefore revised to remove the specific reference to Councillor Bentley.

Councillor Bentley provided background information regarding the established links between Essex and Jiangsu Province and how the commercial relationship had developed.

Members were asked to note that costs of this trip were more than covered by the income generated by the commercial activities of the international trade team.

Resolved

That foreign travel to China for one Member and two Officers (Peter Manning and Ge Jing) to participate in a trade and investment promotion visit to Jiangsu Province, between 16 and 29 October 2016, at a total estimated cost of £5170.40, be approved.

5 Member Foreign Travel to Brussels

The Committee received report FTC/07/16 by the Secretary to the Committee, regarding self-funded foreign travel to Brussels by Cllr Kevin Bentley on 3 and 4 October 2016.

The visit relates to Councillor Bentley's role as Chairman of the EELGA (East of England Local Government Association) East of England Europe and International Panel.

in response to Member's questions, Cllr Bentley confirmed that the Brussels office would continue to operate following the EU referendum.

Members were reminded that as there was no cost to the Council, approval by the Committee was not required and the report had therefore been submitted for information only.

Resolved

That foreign travel by Cllr Kevin Bentley to the East of England European Partnership Office in Brussels on 3 and 4 October 2016, at no cost to Essex County Council, be noted.

6 Approval Confirmation for Officer Visit to Rotterdam

The Committee considered report FTC/08/16 by the Secretary to the Committee, which sought to confirm the action agreed in principle since the last meeting regarding proposed foreign travel to Rotterdam to attend the Interreg 2 Seas Project SPONGE 2020 Conference.

Will Humpington, Environment Partnerships Coordinator, was in attendance to answer Members questions. The Officer provided background information regarding the project to reduce floodwater at the Basildon Hospital Site, the contribution to the delivery of the ECC Flood Capital programme and funding split.

Members also noted that a further application for officer foreign travel had been made in connection with this project and would be considered, subject to the agreement of the Chairman, as an item of urgent business at this meeting (Minute 12 refers)

Resolved

That the action agreed in principle since the last meeting of the Committee to approve foreign travel for three officers to Rotterdam to attend the Interreg 2 Seas Project SPONGE 2020 Conference between 12 and 14 September 2016 at a total estimated cost of £995, be confirmed.

7 Feedback from Officer Travel to Barcelona

Members received report FTC/09/16, presented by Louise Hall, Head of Commissioning (Vulnerable People), providing feedback from Officers following their visit to Barcelona in June 2016, as requested by the Committee when it approved the application in March of this year.

In introducing the report, Ms Hall commented on the investment of the Catalanian Government in technology and the connectivity this provided in providing proactive support to vulnerable adults.

In response to Members questions, Ms Hall confirmed a series of workshops with partners was taking place to assess current use of technology and to look at the future model.

Resolved

That the report be noted.

8 Feedback from Member Travel to China

Members received report FTC/10/16, presented by Councillor Kevin Bentley, which provided feedback following his visit to China in October 2015, as requested by the Committee when it approved the application in September 2015.

Councillor Bentley highlighted the introduction of cultural centres in Jiangsu and Chelmsford as a result of this visit. The centres are due to launch shortly and are privately funded.

Resolved

That the report be noted.

9 Approval for Member and Officer attendance at CNN Conference

Councillors Finch and Madden declared a Code interest in this item and took not part in the voting thereon (minute 3 above refers).

Members considered report FTC/11/16 by the Secretary to the Committee, which sought approval for for five members and one officer to attend the County Councils Network (CCN) annual conference from 6 to 8 November 2016 in Guildford, Surrey.

Resolved

That attendance for five members and one officer at the CCN annual conference from 6 to 8 November 2016 in Guildford, Surrey at a total estimated cost of £3860 plus VAT, be approved.

10 Date of Next Meeting

The Committee noted that the next meeting would take place on Tuesday 18 October 2016 at 10.15 or on the rising of the Cabinet meeting to be held that same morning, whichever was the later.

11 Urgent Business

The Chairman agreed to consider report FTC/12/16, Approval for Officer Foreign Travel to The Netherlands, as an item of urgent business due to the visit being scheduled to take place before the next meeting of the Committee.

In response to a question from Councillor Aspinell regarding whether the meeting could take place using video conferencing, the Chairman commented on the value of face to face communication in relationship building and where there were multiple attendees. The Chairman expressed that these benefits outweighed the low financial outlay for this visit.

Resolved

That foreign travel to Amsterdam, The Netherlands for Nicola China to attend a one day conference relating to the Interreg 2 Seas SPONGE2020 project on 7 October 2016 at an estimated cost of £123 be approved/not approved.

Chairman

Report title: Annual Report	
Report to: Committee to Approve Foreign Travel by ECC Officers and Members	
Report author: Paul Turner, Monitoring Officer	
Date: 13 December 2016	For: Decision
Enquiries to: Paul Turner, paul.turner2@essex.gov.uk , Sophie Crane, sophie.crane@essex.gov.uk or Alex Polak alex.polak@essex.gov.uk	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To ask the Committee to agree to publish the attached report on foreign travel activity.

2. Recommendations

- 2.1 That the reports at appendix 1 and 2 be published on the Council's website.
- 2.2 That the report for 2016/17 be prepared in summer 2017 and the policy of producing an annual report be reviewed at that time.

3. Summary of issue

- 3.1 The Foreign Travel Policy says that all foreign travel by Members must be approved by the Committee. It also says that Foreign Travel by officers must be approved by the Committee unless the officer is in a team where the Committee has given pre-approval to foreign travel because it accepts that there is a need to travel abroad. Those officers need to obtain prior approval from managers.
- 3.2 The Policy states that all foreign trips which have not been approved by the Committee (ie travel by pre-approved teams) must be reported to the Committee on an annual basis.
- 3.3 The report for 2014/15 and 2015/16 is attached. The report shows all trips and either the actual or estimated expenditure. In a small number of cases expenditure has been estimated because actual figures were not easily available, for example because the officer concerned has left ECC's employment.
- 3.4 In August 2016 we introduced a process to improve recording of actual costs. This involves a small amount of additional work for officers involved in foreign travel throughout the year but makes it easier to produce an Annual Report.
- 3.5 Appendices 1 and 2 show details of all trips reported centrally or where we have identified from checking payments for hotel bookings. The only

omissions are the cost of two tours a year led by the Council's music service. These trips were all to accompany a group of pupils and whilst the overall cost of the trip is known, the cost of the individual employees' travel cannot be disaggregated. The cost of these tours is fully covered by a grant from the Music Education Hub and by contributions made by parents.

3.6 The reasons that overseas travel is necessary are many and varied but most travel falls into one of the following categories:

- Travel to maintain and develop trading links with other parts of the world which brings trade into the County and its businesses, for example our links with the Jiangsu Province in China.
- Travel to obtain funding from international organisations.
- Travel as part of an education service (for example the two tours mentioned above).
- Travel as part of the Council's social care functions, for example where adoption or care cases have an international dimension.

3.7 It will be noted that some of the foreign travel is to destinations in the UK. This is recorded as the employees who travelled are based overseas and the the journey therefore involved international travel.

4. Options

4.1 The policy states that the Council will publish the cost of travel so any decision not to publish would require that policy to be changed.

4.2 Looking forward, it is clear that:

- The council will have significantly less resource available to it and collection of this information involves a significant amount of work.
- Whilst there was previously significant interest in overseas travel by officers and Members, this has now diminished.
- The Council now has clear systems in place to approve overseas travel which appear to be working.

4.3 The council has the option of changing the policy so as not to require this information to be published, but it is recommended that we publish a 2016/17 report which will use information collected using the new system and review how much officer time this involves.

5. Issues for consideration

5.1 Financial implications

5.1.1 The cost of foreign travel is an expense which the Council must sometimes incur in order to discharge its functions, as described above. All overseas travel is subject to prior approval in accordance with the policy and the Council's procurement rules.

5.2 Legal implications

- 5.2.1 Robust arrangements for managing expenditure are a key internal control which the Council is required to have in order to discharge its duties to council taxpayers. The arrangements need to be proportionate and appropriate to the risks and concerns.
- 5.2.2 The control arrangements and processes have been tested through the internal audit programme. The most recent audit which took place in 2014 said that the current system gave 'substantial assurance'. Five 'moderate' recommendations were made and have now been implemented. The final recommendation, which will not be implemented until early 2017, is to allow officers four months to make claims for foreign travel expenses, rather than the current two months. This cannot be implemented without a change to IT systems. These changes are scheduled as part of the 'transforming corporate systems' project.

6. List of appendices

- 6.1 Annual report 2014/15
- 6.2 Annual report 2015/16
- 6.3 List of [pre-approved teams](#).

7. List of Background papers

Foreign Travel Policy.

Foreign Travel by Members and Officers 2014/15

***indicates that the figures are from estimates before the trip took place, not actual costs incurred.*

The International Trade Team

Team	Date & Destination	Reason/Activity	Total Costs	Income/ Reimbursement
International Trade Team	January 2015 Jiangsu, China	<ul style="list-style-type: none"> • Management of China Office • Visits to target inward investors • Planning for Museum exchange project • Work on behalf of fee-paying export clients • Jiangsu relationship management with key Jiangsu departments 	1386.00	

External Funding Team

Team	Date & Destination	Reason/Activity	Total Costs	Income/ Reimbursement
Bid Development Officer	October 2014 France, Lille	Conference attendance	135.98	None.
Bid Development Officer	November 2014 Belgium, Brussels	Various meetings	521.86	None.

Inward Investment Team

Team	Date & Destination	Reason/Activity	Total Costs	Income/ Reimbursement
Inward Investment Manager	May 2014 Ireland, Dublin	Conference attendance	425.00**	None
Inward Investment Officer (a)	November 2014 Germany, Dusseldorf	Service promotion	400.00**	None
Inward Investment Officer (b)	March 2015 Denmark, Copenhagen	Conference attendance	1,763**	100% reimbursed by SELEP

Interreg Support Staff

Team	Date & Destination	Reason/Activity	Total Costs	Income/ Reimbursement
Interreg Support Officer	April 2014 Lille, France	European Walls & Gardens Interreg Project, 2 study days	260.66	50% of the costs are refundable from ERDF
Interreg Support Officer	April 2014 Bruges, Belgium	Working Group of the World War Two Heritage	209.38	50% of the costs are refundable

		Project		from ERDF
Interreg Support Officers	April 2014 Lille, France	Walls and Gardens Project Final Conference	742.24	50% of the costs are refundable from ERDF
Interreg Support Officer	June 2014 Mechelen & Ostend, Belgium	Walls and Gardens co-ordinators group, project management committee and working group meetings. World War Two Heritage project conference.	553.32	50% of the costs are refundable from ERDF
Interreg – 2seas programme Floodcom project	September 2014 Antwerp, Belgium	To oversee the organisation of the Floodcom Final Conference	2066.54	50% of the costs are refundable from ERDF
Interreg – 2seas programme Floodcom project	September 2014 Antwerp, Belgium	Floodcom Final Conference and last Flood Floodcom Steering group meeting		50% of the costs are refundable from ERDF
Interreg Support Officer	May 2014 La Coupole, near St Omer, France	World War Two Heritage project steering and working group meetings	220.14	50% of the costs are refundable from ERDF
Interreg Support Officer	May 2014 Lille, France	Walls and Gardens publication subgroup meeting	179.00	50% of the costs are refundable from ERDF
Interreg Support Officers	June 2014 Middelburg, Netherlands	Final World War Two Heritage project conference and a capacity building focussed on education and tourism	723.40	50% of the costs are refundable from ERDF
Interreg Support Officer	August 2014 Lille, France	Meeting with lead partner staff and the communications consultants for the Walls and Gardens project	136.50	50% of the costs are refundable from ERDF
Interreg Support Officer	May 2014 La Coupole, near St Omer, France	World War Two Heritage project steering and working group meetings	220.14	50% of the costs are refundable from ERDF
Interreg Support Officer	May 2014 Lille, France	Walls and Gardens publication subgroup meeting	179.00	50% of the costs are refundable from ERDF
Interreg Support Officers	June 2014 Middelburg, Netherlands	Final World War Two Heritage project conference and a capacity building focussed on education	723.40	50% of the costs are refundable from ERDF

		and tourism		
Interreg Support Officer	August 2014 Lille, France	Meeting with lead partner staff and the communications consultants for the Walls and Gardens project	136.50	50% of the costs are refundable from ERDF
Sustainable Urban Mobility (SUM) project	June 2014 Vigo, Spain	Steering Group Meeting and attending the SUM	1,986.52	75% of the costs are reimbursed

Traded Services: China

Team	Date & Destination	Reason/Activity	Total Costs (£)	Income/ Reimbursement
Strategic Lead Education & Skills	August 2014 China, Jiangsu	Lead the 7 th Essex – Jiangsu Sports & Culture Exchange visit to China for the Nanjing International Youth Olympics. This being the culmination of a series of annual sports and cultural exchange visits, encompassing Beijing 2008 Olympics, London 2012 Olympics and Nanjing 2014 Youth Olympics.	788.00	None
Head of Educational Consultancy and School Effectiveness x 1 Essex Jiangsu Centre Education Manager x 1 Head of Professional Development x 1 Essex Jiangsu Education Officer x 1	October 2014 China, Beijing	Invited by the Primary Education Committee of Chinese Society of Education as guest speakers at their 7th National Conference/2nd International Seminar in Beijing. Further extension of partnership working with Jiangsu and Beijing to <ul style="list-style-type: none"> • facilitate more international links between schools in Essex and China • promote the teaching and learning of Mandarin and Chinese culture in Essex schools, businesses and local community at large 	5461.12	£62,957.00

		<ul style="list-style-type: none"> develop teachers and education leaders in Essex and China, creating opportunities for sharing best educational practices 		
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Traded Services: Outdoor Education

Team	Date & Destination	Reason/Activity	Total Costs (£)	Income/ Reimbursement
Senior Instructor & Centre Manager	June 2014 France	To deliver a range of outdoor educational experiences to a school group in the South of France.	16420.31	100% reimbursed from client charges
Senior Instructor x 2	June 2014 Pyrenees	A large group of young people Duke of Edinburgh expedition	8152.54	100% reimbursed from client charges
Senior Instructor x 2 & Instructor	July 2014 Morocco	A large group of young people Duke of Edinburgh expedition	12054.58	100% reimbursed from client charges

International Trading: Target Tracker

Team	Date & Destination	Reason/Activity	Total Costs (£)	Income/ Reimbursement
Head of Education Technology and Business Development	December 2014 Egypt & Dubai	Visiting GEMs Alexandria Academy; GEMs Windrose Academy; Jebel Ali	1282.00	£6241.00
Product Business Development Manager	May 2014 Dubai	Visiting Jumeriah English Speaking School; Jumeriah English Speaking School - arabican Ranches; GEMS schools	637.00	£7421.00
Product Business Development Manager (a)	January 2015 Germany	Visiting Mount Pleasant School	n/a	Total trip booked and paid for by school
Product Business Development Manager (b)	May 2014 Germany	Visiting SCE Schools	387.00	£2276.00
Product Business Development Manager (b)	November 2014	Visiting SCE Schools	247.00	£1296.00

Trading Standards

Team	Date & Destination	Reason/Activity	Total Costs (£)	Income/ Reimbursement
Specialist Trading Standards Officer	March 2014 Belgium, Brussels	6-monthly "PEMSAC" meeting of EU market surveillance authorities involved in enforcement of the EU Cosmetics Regulation	261.09	£157.00 from the European Commission
Specialist Trading Standards Officer	September 2014 Belgium, Brussels	6-monthly "PEMSAC" meeting of EU market surveillance authorities involved in enforcement of the EU Cosmetics Regulation	240.10	£179.84 (£69.00 from the European Commission, £110.84 from the Department for Business and Skills)
Specialist Trading Standards Officer	March 2015 Belgium, Brussels	6-monthly "PEMSAC" meeting of EU market surveillance authorities involved in enforcement of the EU Cosmetics Regulation	357.77	£176.45 from the European Commission

Children's Social Care: All Qualified Social Workers

Team	Date & Destination	Reason/Activity	Total Costs (£)	Income/ Reimbursement
Social Worker	June 2014 Poland	Confidential	536.60	None.
Social Worker	June 2014 N. Ireland x 2	Confidential	582.83	None.
Social Worker	October 2014 Spain	Confidential	2094.14	None.

All Youth Workers

Team	Date & Destination	Reason/Activity	Total Costs (£)	Income/ Reimbursement
n/a – no trips taken between March 2014 and April 2015				

Brussels Office – European Partnership

Team	Date & Destination	Reason/Activity	Total Costs (£)	Income/ Reimbursement
Team Leader	May 2014 England, various	Meeting with Local Partners	735.30**	None.
Team Leader	July 2014 England, various	Meeting with Local Partners	942.30**	None.
Team Leader	September 2014 England, Chelmsford	Meeting with Local Partners	548.80**	None.
Team Leader	November 2014 England, various	Meeting with Local Partners	598.00**	None.
European Policy Officer	June 2014 England, Chelmsford	Training & Induction	292.60**	None.
European Policy Officer	March 2015 England, Cambridge	Staff meeting	162.80**	None.
Senior European Policy Officer	April 2014 England, Norwich	Meeting with the Adapt group	297.40**	None.
Senior European Policy Officer	July 2014 England, Cambridge	Connects Event	192.10**	None.
Senior European Policy Officer (a)	November 2014 England, various	Various meetings and events	443.10**	None.
Senior European Policy Officer (a)	December 2014 England, Chelmsford	Training	111.80**	None.
Senior European Policy Officer (a)	January 2015 England, Cambridge	Speak at the LEP event	253.00**	None.
Senior European Policy Officer (a)	February 2015 England, Southend on Sea	Speak at Essex Pollution Group Meeting	143.80**	None.
Senior European Policy Officer (a)	March 2015 England, Cambridge	Staff meeting	146.80**	None.
Senior European Policy Officer (b)	December 2014 England, Colchester	Meeting with University of Essex	265.80**	None.
Senior European Policy Officer (b)	January 2015 England, Colchester	Present paper to Europe and International Panel	258.60**	None.
Senior European Policy Officer (b)	March 2015 England, Cambridge	Staff Meeting	306.30**	None.
Senior European Policy Officer (c)	June 2014 England, London	Present paper to Regional Transport Forum	156.90**	None.
Senior European Policy Officer (c)	September 2014 England,	Various meetings	260.70**	None.

	Cambridge			
Senior European Policy Officer (c)	November 2014 England, Various	Various meetings	303.30**	None.
Senior European Policy Officer (c)	December 2014 England, Cambridge	Various meetings	457.15**	None.
Head of Brussels Office	January 2015 England, Colchester	Meeting with University of Essex	236.80**	None.
Head of Brussels Office	January 2015 England, Various	Various meetings	807.90**	None.
Head of Brussels Office	March 2015 England, Cambridge	Staff meeting	144.00**	None.

South East Local Enterprise Partnership (SELEP)

Team	Date & Destination	Reason/Activity	Total Costs (£)	Income/ Reimbursement
n/a – no trips taken between March 2014 and April 2015				

**indicates that the figures are from estimates before the trip took place, not actual costs incurred.

Foreign Travel Annual Report for Pre-Approved Teams 2015/16

Team	Officer	Date	Destination	Reason for travel	Actual costs (if known)	Estimated Costs	Income (if known)
Traded Services: Target Tracker Team (All foreign travel is paid for by customers of our training)	Ruth Williams	24-25 August 2015	Muscat	Deliver Training	£700.31		£1,895.31
	Emma Nelson	24-26 May 2015	Dubai	Deliver Training	£933.05		£3,322.00
	David Foxall	14-15 April 2015	Dortmund	Deliver Training	£321.97		£2,518.00
	Chris Smith	24-26 August 2015	Mexico	Deliver Training	Paid direct by school		£2,550.00
Invest Essex/Inward Investment Team	Simon Papworth	September 2015, 2 nights	Frankfurt	Visit Trade Show	£631		
	Robert Edge	Nov-15	Antwerp	Visit Exhibition	£384.60		
	Robert Edge	Nov-15	Dusseldorf	Visit Technology show	£639.15		
Youth Service	Nil return						
	Jackie Eveleigh	27-28 October 2015	Paris	Attend EU Innovation Procurement event		211.00	
	Jackie Eveleigh	23-24 September 2015	Hertfordshire	Deliver presentation at Hertfordshire CC		254.80	
	Jackie Eveleigh	16-17 March 2015	Colchester	Speak at University EU Funding day		261.00	
	Jackie Eveleigh	18-19 January 2016	Hertfordshire	Deliver presentation at Hertfordshire CC		225.00	
	Jackie Eveleigh	12-13 May 2015	London & Norfolk	Attend Digital Health and Long Term care event & EU Funding Event		280.60	
	Jackie Eveleigh	8-9 June 2015	Hertfordshire	East of England LGA Meeting		187.80	
	Geoffrey Archer	22-24 Sept 2015	Suffolk and Hertfordshire	East of England LGA Meeting and Hertfordshire Local Enterprise Partnership Meeting		425.10	
	Geoffrey Archer	14-16 October 2015	Norwich	Meeting Norfolk CC and EU Panel		270.50	
	Geoffrey Archer	21-22 January 2015	Essex & Suffolk	EU panel & Essex CC meeting		239.90	
	Geoffrey Archer	8-9 Dec 2015	Cambridgeshire & Peterborough	Local Enterprise Partnership and CC meetings		277.15	
	Geoffrey Archer	23-Nov-15	Cambridge	Run East of England EU partnership event		147.80	
	Geoffrey Archer	1-2 March 2016	Peterborough	Attend Conference		220.00	
	Jennifer Carson	23-Nov-15	Cambridge	EU funding workshop		194.90	
	Jennifer Carson	5-6 October 2015	Cambridge	Nexus Shock network meeting		155.80	all travel costs reimbursed
	Jennifer Carson	02-Oct-15	Melton Mowbray	Deliver Presentation at East Midlands Council		199.50	
	Jennifer Carson	16-17 March 2016	Colchester	Speak at University EU Funding day		255.00	
	Jennifer Carson	14-15 December 2015	Norfolk	Speak at EU Funding event		239.20	
	Jennifer Carson	4-5 June 2015	Cambridgeshire & Peterborough	EU Panel and Cambridge CC meeting		268.40	
	Jennifer Carson	7-8 September 2015	Cambridge & Suffolk	Present at Information Day on EU Funding		205.50	
	Jonathan Millins	17-Nov-15	Cambridge	Attend East of England LGA away day		136.10	
	Jonathan Millins	10-Nov-15	Cambridge	Attend East of England LGA development training		145.10	
	Jonathan Millins	11-13 January 2016, 24-26 February 2016	Cambridge	Attend East of England LGA development training		233.00	
	Jonathan Millins	6 October & 15-16 October	Luton & Norwich	Meeting University of Bedfordshire & University of East Anglia. Host EU Panel.		371.00	
	Jonathan Millins	27 – 28 October 2015	Luton & Peterborough	Meeting University of Bedfordshire & Anglian Water		295.40	
	Jonathan Millins	10-11 September 2015	Cambridge	Meet Broxbourne Council and East of Englands CE forum		231.60	

	Jonathan Millins	22-24 September 2015	London, Bedford & Cambridge	Meet Local Enterprise Partnership Colleagues, University of Bedfordshire, East of England LGA and speak at EU event.		386.10	
	Jonathan Millins	16-18 September 2015	Norfolk	Meet Broadland Council & Norfolk CC and host EU Panel.		233.00	
	Jonathan Millins	17-Nov-15	Cambridge	Attend East of England LGA away day		136.10	
	Jonathan Millins	04-Nov-15	Essex	Attend East of England LGA Meeting and Essex CC meeting		189.00	
	Jonathan Millins	11-13 January & 24-26 February 2016	Cambridge	Attend East of England LGA development training		234.00	
	Jonathan Millins	12-May-15	Huntingdon	Meeting with Local Enterprise Partnerships		144.55	
	Jonathan Millins	5-6 May 2016	Norwich	Meeting and interviewing at University of East Anglia		264.50	
	Jonathan Millins	5-6 June 2015	Bedford & Peterborough	EU partnership meetings		288.40	
	Jonathan Millins	11-12 February 2016	Norwich	University of East Anglia meeting		259.50	
	Jonathan Millins	22-23 February 2016	Westminster	Attend East of England LGA meeting		162.00	
	Jonathan Millins	04-Mar-16	Cambridge	Present at East of England CE Forum		183.20	
All qualified Social Workers	Joanna Pliszka	5-8 November 2015	Krakow	Social Care Assessments		439.06	
	Josephine Afriyie & Lisa Winstone	Apr-15	Barcelona	Social Care Assessments		2500	
	Laura Drew & Shelly Hayden	24-26 August 2015	Gibraltar	Social Care Assessments		£804.68	
External Funding Team	nil return						
International Trade Team	Peter Manning, Paul White	24 Jan – 3 Feb 2016	China	Support to Jaingsu Partnership	4217.81		
EU/Interreg Funding Support Staff	Yvonne Norman	10-Feb-16	Brussels	Brussels Office budget support		97.00	
	Paul Gilman, EU Projects Manager	9-10 September 2015	Brussels	EU project support		280.00	
	Paul Gilman, EU Projects Manager	17-Aug-15	France*	EU project support		253.59	
	Paul Gilman, EU Projects Manager	01-Apr-15	Brussels*	EU project support		297.08	
	Paul Gilman, EU Projects Manager	24-Apr-15	France*	EU project support		365.26	
	Stav Yiannou (People Commissioning)	18-19 May 2015	Brussels	EU project support		219.49	
	Nicola China, John Meehan	28-Jul-15	Rotterdam	Conference attendance		685.48	
	Mary Tebje & Correne Allcorn	21-22 May 2015	France	EU project support	£199.67		
	Correne Allcorn	24/06/2015	France	EU project support	£445.57		
	Mary Tebje & Correne Allcorn	30 June - 1 July 2015	France	EU project support	960.26		
	Correne Allcorn	08-09 September 2015	Bruges	EU project support	£350.11		
	Mary Tebje & Correne Allcorn	10-11 September 2015	France	EU project support	£166.51		
SELEP	nil return						
	Zhong Wang (Essex Jiangsu Centre Education Manager)	19-29 August 2015	Jiangsu and Beijing	8th Essex-Jiangsu Sports and Culture Exchange visit	£930.79		£4,445



Traded Services: China	Keren Prior (Head of Training and Development) Zhong Wang (Essex Jiangsu Centre Education Manager)	20 – 30 October 2015	Jiangsu, Jiangxi, Anhui	Further extension of partnership working with Jiangsu Province	£3,276.05		£63,850
Trading Standards	Richard Knight, Specialist Trading Standards Officer	18-19 Nov 2015	Brussels	EU Meeting	£354.53		£290.01
Total					£14,511.38	£14,353.14	£78,870.32

* includes £200 estimate for travel costs, hotel costs are actuals.

Guide: Teams with prior approval to travel abroad

The Committee have agreed that the teams listed below have an agreed routine operational requirement to undertake foreign travel. See policy. Full details of all foreign travel by these teams must be reported retrospectively to the Committee. Full details include the names and roles of those travelling, the rationale for that travel and a full breakdown of costs incurred.

Team	Purpose of travel
Brussels Office	The Brussels Office serves the needs of the 52 East of England local authorities and other partners. It also works closely with the External Funding Team to increase EU funding coming to Essex.
Children's Social Care: All qualified Social Workers	There are a number of reasons why Social Workers may have to go abroad from various teams and as a matter of urgency. Although this type of travel is infrequent, when it is required it needs to happen quickly in order to deliver the service to the child in question effectively.
External Funding Team	<p>In the current challenging economic climate, external funding sources that were once thought of as "funding of last resort" are becoming of much more interest to ECC and its external partners. External funding applied for is expected to fit with ECC's pledges and seek to compensate for some of the funding gaps arising in the economic downturn and budget review.</p> <p>The External Funding Team is the centre of excellence for information and support around external funding. It is designed to work with Functions and external partners to optimise the amount of EU and external funding brought into Greater Essex to deliver corporate objectives.</p>
Integrated Youth Service: All Youth Workers	The Youth Service provides a range of activities supporting young people to travel abroad on educational visits: these include Duke of Edinburgh Awards, Youth Exchanges, and International Youth Conferences. Most of the funding comes from external sources or the young people raise it themselves, in a variety of ways. Youth Workers will of course in most cases need to accompany a trip or, as part of the planning, travel ahead and reconnoitre in order to prepare the way: examples of this are the previous trips to South Africa and Poland. Any/all youth workers can be expected to participate in this activity.

Team	Purpose of travel
International Trade Team	<p>Over 25 years Essex has developed an important and valuable link with Jiangsu Province in China. The International Trade Team, together with colleagues based in our Nanjing office, uses this relationship for the benefit of Essex businesses, helping identify export opportunities, providing market research and intelligence, arranging business visits and trade missions, etc. Much of this work is chargeable to the businesses who benefit.</p> <p>This involves team members travelling to China: to accompany and support Essex businesses looking to develop export opportunities; to further the relationship with the Jiangsu Provincial Government; to set strategy and to develop projects; and to conduct management activities related to the Nanjing office. The number of visits by the team is unlikely to exceed 4 each year.</p>
EU Funding Support Staff	<p>These staff based within Functions are covered by the prior approval provision as follows:</p> <ol style="list-style-type: none"> 1. Foreign travel approved by their Director as necessary in order to participate in a proposed bid for EU funding 2. Foreign travel which approved by a Director is undertaken in order to participate in or comply with the terms of a project for which the Council has been awarded external funding following approval of a bid which has met the requirements of the ECC Compliance process.
Inward Investment Team	<p>This team works to secure business investment and growth in Essex including from overseas companies. In a very competitive international market, ECC must influence the key decision-makers and provide close client support throughout the process. From time to time employees must be prepared to travel - for example to visit key target companies in their home territories. When identified this is likely to be at short notice and our ability to respond quickly is essential. The number of visits is unlikely to exceed 4 each year.</p>
South East Local Enterprise Partnership	<p>The Director of the South East Local Enterprise Partnership (SELEP) and the SELEP staff are ECC employees. They may occasionally undertake foreign travel to secure European funding and other foreign direct investment essential to delivery of the agreed business plan. The aim is to secure economic growth for the South East region. The number of visits overseas will be low but they will be funded from SELEP funds.</p>

Team	Purpose of travel
Traded Services: Target Tracker	<p>Overseas travel has been an integral part of the Target Tracker (TT) work pattern since it secured the contract over six years ago to supply its software to MoD schools. A growing number of schools use the programs in diverse locations, eg Germany, Egypt, Dubai.</p> <p>The nature of travel is two-fold - marketing visits to, for example the annual British Schools in the Middle East Conference, with a well-founded expectation of securing new business; and follow-up visits to schools to conduct income generative training. The former is budgeted for as an expense under the approved marketing budget but follow up business, in terms of new sales or follow up training, usually ensures the business trip is ultimately financially viable.</p> <p>In terms of training visits, air fares and hotel costs are invoiced to or met directly by the host school. Wherever possible TT seeks to link the training visit to attendance at conferences/exhibitions thus ensuring that in effect the airfares relative to the marketing visit are met by the school(s) receiving training immediately prior to or after the marketing visit.</p>
Traded Services: Outdoor Education	<p>A range of employees are deployed from across the service on foreign visits. This is based on the qualification and experience required to deliver the programmes for customers, such as school, charity or Duke of Edinburgh Award programmes. Employees are normally senior staff with higher levels of qualifications and competence. All foreign visits generate income for the service. All staff costs are covered by charges to customers with no financial burden on ECC.</p> <p>Destinations include:</p> <ul style="list-style-type: none"> • France: 6 – 8 visits to our base in France each year • Morocco: Gold DofE venue; charity climb of Mt Toubkal • Slovenia: DofE venue • Ireland: European youth exchange venue • Cyprus: DofE venue.
Traded Services: China	<p>1. The China Education Partnership</p> <p>The China Education Partnership has evolved from the partnership with the Jiangsu province, spanning over 20 years. This partnership delivers an annual programme of educational activities both in China and Essex. This is focused on raising achievement of children and young people attending schools in Essex, providing professional development for Essex teachers and raising cultural awareness so Essex schools can learn examples of best practice from Chinese schools.</p>

Team	Purpose of travel
Traded Services: China (continued)	<p>A typical annual programme of events includes:</p> <ul style="list-style-type: none"> • Staff visit to China to agree the educational programme for 60 Chinese teachers to visit Essex for one month in summer • 60 Chinese teachers visit Essex and are placed in Essex schools. Hosted by families across Essex. • Employees visit China for a one/two week Leadership Programme to share best practice. • Employees visit China to agree a reciprocal Leadership Programme for Chinese senior education leaders to visit Essex in the following spring. <p>There are other ad hoc educational and sports programmes that also take place, eg the Essex-Jiangsu Summer Sports Camp and the 2012 Olympics visit for Chinese children. These may require Officers to visit China to agree and attend the programmes of activities on an ad hoc basis.</p> <p>2. The Essex-Jiangsu Partnership</p> <p>The Essex-Jiangsu Centre has developed from a partnership spanning over 20 years. Annually, two Chinese teachers join the Centre and a wide range of cultural and educational activities is delivered.</p> <p>Employees may be required to visit China to discuss the development of the Centre. Currently, this is ad hoc.</p>
Traded Services: Music Services	<p>Essex Music Service has organised an annual programme of European performance tours for over 50 years. This gives the young people who play or sing in the Countywide 'flagship' ensembles an excellent opportunity to live, work and perform together and to benefit from the educational and social experience of overseas travel. They are also excellent ambassadors for Essex helping to raise the cultural profile of the county.</p>
Trading Standards – specialist officer working in cosmetic product safety	<p>At the request of the Department of Business, Skills and Innovation Richard Knight represents the UK in market surveillance of cosmetic products. Currently funded by BIS, the role involves between two and four Brussels-based meetings a year, and possible additional ad hoc meetings outside the UK but within the EU. All visits within the EU which are made in connection with this role are approved.</p>

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/14/15
Date: 13 December 2016	
Confirmation of action taken since last meeting - Approval for Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference	
Report by: Jennifer Reid, Committee Officer	
Enquiries to: Jennifer Reid, 03330 131332	

1. Purpose of the Report

- 1.1 To confirm the action agreed in principle since the last meeting regarding proposed Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference

2. Recommendation

- 2.1 That the action agreed in principle since the last meeting of the Committee to approve in principle Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference 2 and 4 November 2016 at an estimated cost of £900 plus VAT, be confirmed.

3. Background and proposal

- 3.1 Following the last meeting of the Committee, the attached application was received regarding proposed Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference 2 and 4 November 2016 at an estimated cost of £900 plus VAT. The full application is attached to this report.
- 3.2 At the meeting of this Committee on 16 December 2014 it was reported that the Leader of the Council had agreed with Dave Hill, Executive Director, People Commissioning, that attendance at this conference in future years would be limited to a combined total of no more than six officers and members.
- 3.3 Officer attendance at the conference was confirmed as a total equivalent to five officers at an estimated cost of £3400 as detailed below:

- Four officers: £2800 plus VAT (full conference attendance at £450 plus VAT and approx. £300 accommodation costs per officer)
 - Two officers attending one day each: £600 plus VAT (combined place £450 plus VAT and approximately £75 travel costs per officer).
- 3.4 The combined estimated total cost of Member and officer attendance at the conference was £4200.
- 3.5 Given that travel would take place before today's meeting, the Chairman agreed that the application should be circulated to all Members of the Committee for agreement in principle subject to confirmation at this meeting.
- 3.6 Upon being consulted by email, all Members of the Committee expressed their approval in principle for the application.

APPROVAL FOR MEMBER ATTENDANCE AT EVENTS/VISITS

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

Name of Member(s) travelling:

Dick Madden

Name of officers also attending (if any)
(to allow the Committee to make a full
assessment of ECC representation)

James Bullion
Helen Lincoln
Sheila Norris
Katharine Willmette
Russel Breyer & Jenny Boyd (two directors,
attending for one day each, equalling to
one full delegate place).

Details of the visit/event (incl. dates):

NATIONAL CHILDREN AND ADULT SERVICES CONFERENCE 2016

Manchester Central 2 - 4 November 2016

Organised by the Association of Directors of Social Services (ADASS), the Local Government Association (LGA) and the Association of Directors of Children's Services (ADCS), the National Children and Adult Services Conference is regularly attended by more than 1,000 delegates. Held at Manchester Central it is vital to all with responsibilities for or interests in social care, children's services, education, health and related fields.

It will include a mix of keynote and ministerial addresses, plenary sessions by significant players and the opportunity to participate in breakouts and for networking. The event is regularly used as a platform for policy announcements and offers the opportunity for discussions with Ministerial and shadow teams.

Estimated cost of the visit:

£ 900+VAT

Rationale for the estimated cost:

Conference for three days is fixed cost at £450 plus VAT. Then whilst looking at room quotes we have found room for two nights for £400 plus VAT.



Comments of the Chief Executive

The costs shown relate to Cllr Medder and are in line with policies and

the conference is an approved duty
Comments of the Section 151 Officer



To be completed after travel and submitted by email to governance@essex.gov.uk:

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/15/16
Date: 13 December 2016	
Feedback from Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference	
Report by: Jennifer Reid, Committee Officer	
Enquiries to: Jennifer Reid, 03330 131332	

1. Purpose of the Report

To provide feedback from Councillor Dick Madden following his attendance at the National Children and Adult Services (NCAS) 2016 Conference.

2. Recommendation

That the report be noted.

3. Background

Prior to the meeting of the Committee on 13 December 2016, Members agreed in principle Member Attendance at the National Children and Adult Services (NCAS) 2016 Conference 2 and 4 November 2016 at an estimated cost of £900 plus VAT, subject to a report being submitted to this meeting of the committee.

4. Feedback

On 2nd - 4th November 2016 Councillor Dick Madden attended the National Children and Adult Service conference in Manchester. He has provided the following feedback:

“The conference was opened by the ADCS President, our very own Dave Hill, who gave an upbeat speech on the subject of Children services in relation to education and safeguarding for the whole nation and welcomed politicians and officers from the field of Adults and Children Social Care.

As usual there was an exhibition area which provided stands for assorted groups of organisations who are engaged in Adults and Children Services.

The main conference was attended by the Secretary of State for Education Justine Greening and Edward Timpson MP Childrens and Families Minister. In addition, in the main auditorium assorted MP's from all parties engaged in debates surrounding Health and Social Care, Adults Social Care, Education, and Childrens Services in particular unaccompanied asylum seekers.

Surrounding the auditorium, opportunities were made available for policy sessions, an example of this was life changes and family stability, a sustainable future for adult care and tackling radicalisation and preventing extremism in schools.

The conference was well attended by politicians throughout England and Wales and officers from Social Care Adults and Children, so networking was going on all the time the conference was in session and equally at the end of each day socially."

Councillor Dick Madden will provide further information on all the events that took place at the conference and key speakers if required by any of the Committee Members.

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/16/16
Date: 13 December 2016	
Feedback from Member and Officer Attendance at the CCN Conference 2016	
Report by: Jennifer Reid, Committee Officer	
Enquiries to: Jennifer Reid, 03330 131332	

1. Purpose of the Report

To provide feedback following the Councillor Finch, Councillor Bentley, Councillor Madden, Councillor Mackrory, Councillor Henderson and one officer, Peter Fairley at the County Councils Network (CCN) annual conference in Surrey 6th – 8th November 2016.

2. Recommendation

That the report be noted.

3. Background

At the meeting of the Committee on 20 September 2016, Members approved the attendance of five Members and one officer at the CCN annual conference from 6 to 8 November 2016 in Guildford, Surrey at a total estimated cost of £3860 plus VAT.

4. Feedback

Councillor Finch, Councillor Bentley, Councillor Madden, Councillor Mackrory and Councillor Henderson and in addition one officer Peter Fairley attended the CCN Conference in Surrey 6th – 8th November 2016. Councillor Madden has provided the following feedback:

“At this conference two Government Ministers attended, Sajid Javid, Minister of State for the DCLG, and Chris Grayling, Minister of State for Transport, they gave Government policy in respect of their own areas which included

accountable, efficient, innovative: the future of county councils' and this information is available via the DCLG website.

In addition Javid spoke highly of councils and the way we delivered savings but then got on to the way we need to embrace further change.

The Minister for transport speech was short, he said he has set 3 tests for transport projects for his civil servants to consider:

- 1) Do they relieve congestion?
- 2) Do they improve connectivity?
- 3) Do they enable housing or economic growth?

During the conference Members of the Labour party and Liberal Democrat Party also gave presentations on their prospective on government and the future of their own policies.

In addition at the conference a speech was made by Lord Porter, Chair of the LGA.

Throughout the conference presentations were made by local authority's and some providers on local authority finance, NHS Sustainability and Transformation Plans, overview of latest polling data and an overview of the economic outlook of the UK.

A good presentation was made by our own Dave Hill who gave an overview of Childrens Social Care and Education

This report is brief for the information of the Foreign Travel Committee, more details can be obtained from Peter Fairley or Councillor Dick Madden."

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/17/16
Date: 13 December 2016	
Feedback from Member Foreign Travel to China	
Report by: Jennifer Reid, Committee Officer	
Enquiries to: Jennifer Reid, 03330 131332	

1. Purpose of the Report

To provide feedback (report attached) from Councillor Dick Madden following his visit to China in October 2016.

2. Recommendation

That the report be noted.

3. Background

On 20 September 2016 the Committee approved foreign travel for one Member and two Officers (Peter Manning and Ge Jing) to participate in a trade and investment promotion visit to Jiangsu Province, between 16 and 29 October 2016, at a total estimated cost of £5170.40.

4. Feedback

Councillor Dick Madden participated in the visit to China with Peter Manning, Head of International Trade, and Ge Jing, International Trade Co-ordinator (China) between 16 and 29 October 2016. Councillor Madden provided the following feedback:

“From Saturday 22nd October – Saturday 29th October I attended the province of Jiangsu, China being based in the city of Nanjing where I represented Essex County Council in engagements with Chinese government departments for this

area to develop potential partnerships between organisations, including Essex County Council, with Chinese organisations.

In my trip I opened a medical IT conference and met with the Jiangsu health commission and explored ideas in supporting each other especially around GP surgeries, acute hospitals and social care of the elderly.

I also met members of the Jiangsu football association who in particular wanted me to introduce them to premier league football clubs with the prospect of investing business from China in this area of entertainment.

Work is being developed in this area by our own representative in China and our Essex County Council, County Hall office.

My major first official formal function was on my first evening where I met and had a banquet with the Vice Governor of Jiangsu who was particularly interested in our National Government stance on Brexit.

During the rest of my visit to China I met with representative from the Department of Civil Affairs, Department of Education, Department of Organisation, the City of Nanjing local authority.

Whilst in Nanjing I was also given the opportunity to visit a Childrens home and an adults residential home which was very interesting but emotional visits, in particular with regards to disabled children in the Childrens home.

After 3 days in Nanjing with officers I made my way to another province of China named Zhejiang. In this province I met officials of the Department of Civil Affairs and Department of health. Our objective was to break new ground with this province and it's fair to state that our relationship with this province is in its early stages.

Members will be aware that Essex County Council have had a relation with the province Jiangsu for the past 20 years and Essex County Council has offices in the Jiangsu province and has officers from China also based in office in County Hall.

If Members need further information on my visit I would be pleased to answer any questions from members and can go into more detail of all the respective meetings I had.

In conclusion, work generated by my visit to China is being developed by ECC officer Peter Manning, Head of Essex International. He would make himself available to the committee to explain in more detail outcomes of the respective meetings I had, if required."

