

**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 11.05am on 10 September 2013**

Present:

**Councillors**

David	Finch	(Chairman)
Michael	Danvers	
Mike	Mackrory	
Dick	Madden	
Simon	Walsh	

**1. Minutes**

The minutes of the meeting held on 18 June 2013 were agreed as a correct record and signed by the Chairman.

**2. Declarations of Interest**

Councillors David Finch and Mike Mackrory declared personal interests in agenda item 5 (Member Attendance at the CCN Conference – minute 4 below refers) as they were due to attend the Conference.

Councillor Dick Madden declared a personal interest in agenda item 6 (Member Attendance at the ADASS Conference – minute 5 below refers) in that he was due to attend the Conference.

**3. Officer Foreign Travel, Gifts and Hospitality Policy**

The Committee considered report FTC/07/13 by the Head of HR and the Head of Enterprise which presented for review the list of employees/teams who had standing approval from the Committee to travel overseas without the need to have each trip individually approved by the Committee.

David Adlington, Head of Enterprise, was in attendance to respond to Members' questions. In introducing the report, he confirmed that officers or teams named in the list would continue to require approval from an appropriate senior officer.

Members stressed that approval of the revised list did not represent approval for inappropriate expenditure and that receipts must accompany claims in all but the most extreme circumstances. Regular reports to the Committee on foreign travel undertaken by officers/teams listed were essential.

**Resolved:**

- (1) That, subject to Resolution (3) below, employees listed in Appendix 1 to report FTC/07/13 may travel abroad without needing the specific approval of the Committee.
- (2) That all other overseas visits by employees will continue to require approval from the Committee.
- (3) That, where it is proposed that an employee will accompany a Member, then that travel by the Member and the employee will both require approval from the Committee, regardless of whether the officer is the subject of standing approval from the Committee.
- (4) That the Committee receive regular reports detailing the foreign travel undertaken by officers and teams listed in Appendix 1 to report FTC/07/13.

#### **4. Member Attendance at the CCN Conference**

Councillors David Finch and Mike Mackrory declared a personal interest in this item (minute 2 above refers).

The Committee considered report FTC/08/13 by the Secretary to the Committee detailing an application for Members to attend the CCN Conference in Chester from 16-19 November 2013 at an estimated cost of £2,881.20. The report stated that four members were due to attend but this had now been increased to five, raising the total cost to £3,452.50.

Peter Fairley, Head of the Cabinet and Leader's Office, was in attendance to respond to Members' questions.

In considering the application, Members noted the value to the Council of attendance at the Conference, particularly in terms of the opportunity to meet and lobby ministers and to showcase the work of the Council.

#### **Resolved:**

That the attendance of Councillors David Finch, John Jowers, Kevin Bentley, Mike Mackrory and Julie Young at the CCN Conference in Chester from 16 – 19 November 2013 at an estimated cost of £3,452.20 be approved.

#### **5. Member Attendance at the ADASS Conference**

Councillor Dick Madden declared a personal interest in this item (minute 2 above refers).

The Committee considered report FTC/09/13 by the Secretary to the Committee detailing an application for three Members to attend the Association of Directors of Adult Social Services (ADASS) Conference in Harrogate from 16 – 18 October. The estimated cost of attendance was £2,350. A number of officers would also be in attendance.

Peter Fairley, Head of the Cabinet and Leader's Officer, was in attendance to respond to Members' questions.

In reaching its decision, the Committee noted that the event was high-profile and intense, and wide representation was needed to enable advantage to be taken of the full range of workshops and other sessions. The value of attendance to the Council was particularly strong in terms of the opportunity to meet and lobby ministers.

**Resolved:**

That the attendance of Councillors Ann Naylor, Dick Madden and Anne Brown at the ADASS Conference in Harrogate from 16 – 18 October 2013 at an estimated cost of £2,350 be approved.

**6. Officer Foreign Travel: IT Directors Forum**

The Committee considered report FTC/10/13 by the Secretary to the Committee detailing an application for David Wilde (Chief Information Officer) to attend the IT Directors Forum as a keynote speaker. The Conference was due to take place in Athens on 23 October 2013. Mr Wilde would attend the event in his own time and the associated costs would be met by the organisers of the event, Boussias Communications.

David Wilde was in attendance to respond to Members' questions. He advised that his involvement with the Forum offered an excellent opportunity to showcase the Council.

Councillor Danvers expressed the view that officers should be permitted to attend events such as this in work time.

**Resolved:**

That the attendance of David Wilde, Chief Information Officer, at the IT Directors Forum in Athens on 23 October 2013 at no cost to the Council be approved.

**7. Dates of Future Meetings**

The Committee noted that future meetings would be held on the following dates at 10.30am or on the rising of the Cabinet meeting to be held on the same day, whichever is the later:

- 10 October 2013
- 7 November 2013
- 17 December 2013
- 21 January 2014
- 25 February 2014

The meeting closed at 11.25am

Chairman  
10 October 2013