

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.

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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>