



Essex County Council

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

10:15	Thursday, 22 November 2018	Committee Room 1, County Hall, Chelmsford, CM1 1QH
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For information about the meeting please ask for:

Gemma Bint, Democratic Services Officer

Telephone: 033301 36276

Email: democratic.services@essex.gov.uk

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5 Dates of Future Meetings 2019-2020

To note that future meetings of the Members and Officers Foreign Travel Committee will take place on the following dates:

2019

Tuesday 22 January	Tuesday 23 July
Tuesday 26 February	Tuesday 17 September
Tuesday 19 March	Tuesday 22 October
Tuesday 16 April	Thursday 26 November
Tuesday 28 May	Tuesday 17 December
Tuesday 18 June	

2020

Tuesday 21 January	Tuesday 21 April
Tuesday 25 February	Tuesday 26 May
Tuesday 17 March	

6 Date of Next Meeting

To note that the next Committee will take place on Tuesday 18 December 2018 at 10.15am, or on the rise of the Cabinet meeting due to take place 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.

8 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.

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. If there is exempted business, it will be clearly marked as an Exempt Item on the agenda and members of the public and any representatives of the media will be asked to leave the meeting room for that item.

The agenda is available on the Essex County Council website, <https://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.

Attendance at meetings

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>

Access to the meeting and reasonable adjustments

County Hall is accessible via ramped access to the building for people with physical disabilities.

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

Induction loop facilities are available in most Meeting Rooms. Specialist headsets are available from Reception.

With sufficient notice, documents can be made available in alternative formats, for further information about this or about the meeting in general please contact the named officer on the agenda pack or email democratic.services@essex.gov.uk

Audio recording of meetings

Please note that in the interests of improving access to the Council's meetings, a sound recording is made of the public parts of many of the Council's Committees. The Chairman will make an announcement at the start of the meeting if it is being recorded.

If you are unable to attend and wish to see if the recording is available you can visit this link <https://cmis.essexcc.gov.uk/Essexcmis5/CalendarofMeetings> any time after the meeting starts. Any audio available can be accessed via the 'On air now!' box in the centre of the page, or the links immediately below it.

Should you wish to record the meeting, please contact the officer shown on the agenda front page

Agenda item 1

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

Enquiries to: Gemma Bint, Democratic Services Officer

Membership, Apologies, Substitutions and Declarations of Interest

Recommendations:

To note

1. Membership as shown below
2. Apologies and substitutions
3. Declarations of interest to be made by Members in accordance with the Members' Code of Conduct

Membership

(Quorum: 3)

Councillor D Finch
Councillor S Barker
Councillor K Bentley
Councillor M Mackrory
Councillor D Madden

Chairman

Minutes of a 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, CM1 1QH at 10.20am on Tuesday 16 October 2018

Present:

Councillor

D Finch (Chairman)

S Barker

M Mackrory

S Walsh (substitute for Councillor D Madden)

The following officers were present in support throughout the meeting:

Judith Dignum Democratic Services Manager

1. Membership, Apologies, Substitutions and Declarations of Interest.

The report of Membership, Apologies and Declarations of Interest was received and it was noted:

1. There had been no changes in membership since the Committee's last meeting;
2. Apologies for absence had been received from Cllr Dick Madden, for whom Cllr Simon Walsh was substituting.
3. There were no Declarations of Interest.

2. Minutes

The minutes of the meeting held on 18 September 2018 were agreed as a correct record and signed by the Chairman.

3. Member and Officer Attendance at the NCAS Conference (FTC/13/18)

The Committee considered a report seeking approval for changes in Member and Officer attendance at the National Children and Adult Services (NCAS) Conference, taking place in Manchester from 14 – 16 November. The original arrangements had been approved by the Committee at its last meeting on 18 September.

Members noted that the estimated additional cost associated with the changes was £761, resulting in total expenditure of £4,400.10.

Resolved:

1. That the following changes in Member/Officer attendance at the National Children and Adult Services Conference, as set out in report FTC/13/18, be agreed:

- a. Cancellation of attendance by Councillor John Spence;
- b. Reduction in Councillor Whitbread's attendance from three to two days;
- c. Attendance by Peter Fairley, Director of Integration and Partnerships, for the entire duration of the Conference; and
- d. Attendance by Georgia Chimbani, Director of Local Delivery for the entire duration of the Conference (to be funded by the Alzheimer's Society, at no cost to the Council).

4. Approval for Officer Foreign Travel to Paris (FTC/14/18)

The Committee considered an application for approval for Jason Kitcat, Executive Director, Corporate Development, to travel to Paris on 12 November to attend the GovTech Summit.

Resolved:

That travel to Paris by Jason Kitcat, Executive Director, Corporate Development, on 12 November 2018 in order to attend the GovTech Summit at a cost of £150.13 be approved.

5. Date of Next Meeting

It was noted that the next meeting of the Committee would take place on Tuesday November 2018 at 10.15am, or on the rise of the Cabinet meeting due to take place that morning, whichever is the later.

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Chairman

22 November 2018

Report title: Approval for Member attendance at CCN Conference	
Report to: Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	
Report author: Joanna Boaler, Head of Democracy and Transparency	
Date: 22/11/2018	For: Decision
Enquiries to: Joanna Boaler, joanna.boaler@essex.gov.uk , 03330 134 578	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To confirm that an application (attached to this report) was agreed by email by Members of this Committee in November for an additional member, Councillor McKinlay to attend the CCN Conference in addition to the already approved attendance of Councillors Bentley, Henderson, Madden and Mackrory and one officer (Gavin Jones, Chief Executive) to attend the County Councils Network (CCN) annual conference from 18-20 November 2018 in Guildford, Surrey.

2. Recommendation

- 2.1 It was agreed that Cllr McKinlay could attend the CCN annual conference in November 2018 in addition to the four members and one officer at a total estimated cost of £762.10 plus VAT.

Appendix 1: Application for Member attendance at the CNN Conference

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: Cllr Louise McKinlay

Cllr K Bentley, Cllr I Henderson, Cllr D Madden and Cllr M Mackrory have already been approved (September 2018)

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

Gavin Jones has already been approved (September 2018)

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

County Council Network Conference 2018, 18-20 November 2018, Guildford, Surrey

Estimated cost of the visit:

Conference Cost:

Cost per delegate £700+VAT

Total cost (including those already agreed)
£4,200 + VAT

Rationale for the estimated cost:

The conference fee includes accommodation and all meals.

Travel costs:

Rail fares Chelmsford to Guildford (arriving around 16:00) are £62.10pp. Rail fares for all attendees would be in the region of £372.60.

The total cost for the entire conference (accommodation, conference fee and travel) is therefore approximately £4572.60 plus VAT

Additional attendance by Cllr Louise McKinlay

Given the challenging financial situation that all Local Authorities are facing, we have decided that it would be valuable to have the Cabinet Member with responsibility for Finance in attendance at the conference, both to learn from other Local Authorities and. to share Essex County Council's experience and best practice.

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

The County Councils Network (CCN) is a cross party special interest group of the

Local Government Association with speaks, develops policy and shares good practice for the County group of local authorities, whether unitary or upper tier.

The CCN Annual Conference brings together members and officers over a two-day period providing a unique opportunity to reflect on the challenges facing local government, to share experience and to find solutions to common issues.

The Conference is an opportunity for senior ECC Councillors to meet with senior leaders at other county councils and with senior government ministers and featuring high profile speakers occupied with a range of sessions and workshops; debating all of the main issues facing county councils and unitary authorities.

CCN Conference has attracted prominent Secretaries of State to speak and answer questions, as well as expert speakers, analysts and commentators from the local government sector and beyond.

It will explore opportunities and challenges facing local government and will emphasise how important the delivery of county services are economically and socially to local communities, demonstrating to the new Government, MPs and national stakeholders that upper-tier authorities are vital bodies for delivering devolution and service transformation in non-metropolitan areas.

Comments of the Chief Executive

I am happy to support Cllr. Mackinlay's application.

Gavin Jones, 06/11/18

Comments of the Section 151 Officer

Approved - Purpose of the visit is in line with ECC approved duties and costs conform to approved policies

Margaret Lee
9 November 2018

Report title: Approval for Officer Foreign Travel to the Netherlands	
Report to: Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	
Report author: Gemma Bint, Democratic Services Officer	
Date: 22/11/2018	For: Decision
Enquiries to: Gemma Bint, Gemma.Bint@essex.gov.uk , 03330136276	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To confirm that Members were asked for their approval virtually for an application (attached to this report) for six officers (Liz Duncan, Mid Essex ASC Team Manager, Richard Hockley, Mid Essex ASC Acting Team Manager, Darlington Machingura, Mid Essex Senior Social Worker, Ivine Mayo, Mid Essex Senior Social Worker, Julia Lyons, Mid Essex ASC Team Manager, Madeline Carrol, Mid Essex Deputy Manager) to travel to the Netherlands for a Buutzorg Study Visit, from 10th December to 12th December.
- 1.2 To confirm the approval of the S151 Officer has been received by email.

2. Recommendation

- 2.1 To agree for six officers to travel to the Netherlands for a Buutzord Study Visit at a total estimated cost of £2,095.80 inc. VAT.

Appendix 1: Application for Officer Foreign Travel to the Netherlands

Form 2 - Foreign travel and associated expenditure approval (occasional travel)

For use by teams not listed in Guide 1 who do not have prior agreement of the need for overseas travel. For more guidance, see the Foreign travel, gifts and hospitality policy.

Employees planning to travel:

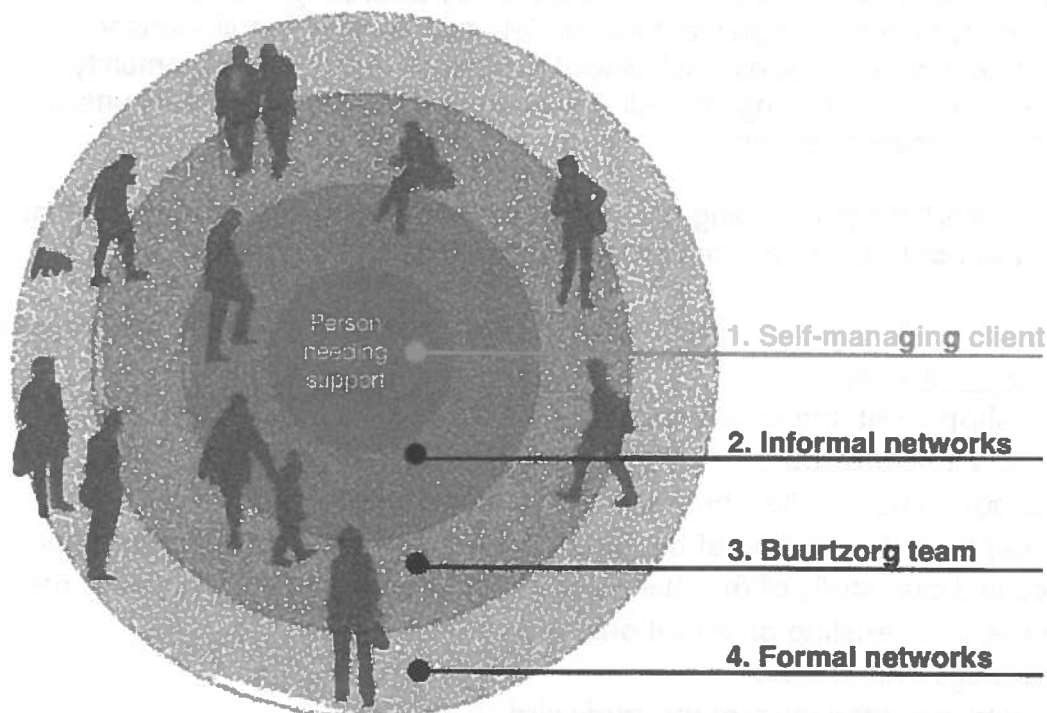
Employee name(s):	Job title(s):
Liz Duncun	Mid Essex ASC Team Manager
Richard Hockley	Mid Essex ASC Acting Team Manager
Darlington Machingura	Mid Essex Senior Social Worker
Ivine Mayo	Mid Essex Senior Social Worker
Julia Lyons	Mid Essex ASC Team Manager
Madeline Carrol	Mid Essex Deputy Manager

Purpose/reason justifying the visit:

Details:

Buurtzorg Visit – 10th December 2018 – 12th December 2018. SCHIPHOL, Netherlands.

The Buurtzorg onion model starts from the client perspective and works outwards to assemble solutions that bring independence and improved quality of life:



Buurtzorg is a model seen as best practice and innovative, it has attracted international attention for its use of independent teams delivering high-quality, relatively low cost neighborhood care. This is an important step towards finding a new way of caring for people in our community, so they can stay at home longer.

Anticipated value / benefit to ECC / Essex:

Details:

The visit would benefit ECC as this will enable Mid to adopt and implement this proactive community care offer. The Buurtzorg healthcare system has reduced costs by around 40%, while the time it takes to administer care has been reduced by 50%. Buurtzorg has also accomplished raised work satisfaction for their employees.

The project methodology and learning will be coordinated by Integration Lead for Mid Essex, this will be shared with the equivalent roles within the other quadrants of the county. This will enable other quadrants to consider adopting a similar method and project for implementation.

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

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

Details:

The visit will enable Mid Essex quadrant to understand the Buurtzorg, Netherlands neighbourhood model and the journey of how to implement the model and becoming a full licensee.

Representatives from both Mid Essex Adult Social Care and Provide, the community health provider for the area will be attending the visit. The components within the visit consist of the following steps that Buurtzorg deliver:

1. **Inspiration Workshop**, providing the attendees with a good understanding of the model.
2. **Buurtzorg Academy**, a three step programme containing:

Module 1: Monday 19th and Tuesday 20th November 2018 – Provide HQ, Lime Room

Module 1: Practice & Principles

- 2-day workshop facilitated by Buurtzorg.
- Pre-reading will be provided.
- Detailed programme to follow but essential elements will be:
 - In-depth understanding of the Buurtzorg model: care model, organisational model
 - Detailed case study of the change challenge involved with introducing the Buurtzorg model in an existing organisation.
 - Learnings from the UK
 - How to make the most of the study visit

Module 2: Monday 10th to Wednesday 12th December 2018 – Netherlands**Module 2: Study Visit to the Netherlands**

- 2-day visit.
- We will also provide help and instructions on what to expect and how to get around.
- Ingredients will be: individual shadowing of nurses on their round, presentations on 'the day in the life of a nurse', the role of the coach, quality insurance in the Buurtzorg model, IT and the back office.
- Reflection to put everything we learn in the context of the UK.
-

Module 3: Monday 14th and Tuesday 15th January 2018 – Provide HQ, Lime Room | Oak Room**Module 3: Making it happen**

- 2-day workshop facilitated by ourselves.
 - Pre-reading will be provided.
 - Reflections on learnings to date
 - What a good pilot looks like
 - Expert sessions on a variety of topics (to be determined with ourselves): CQC, HR, evaluation, IT, etc)
 - How to secure senior exec commitment
 - We are investigating whether we can include a visit from one of the current pilots in the UK for a presentation and Q&A.
3. **Test and Learn**, a small scale implementation to test the model, find local solutions and enablers to support the model and support to identify any local stumbling blocks.
 4. **Up-Scale**, supporting us to replicate the model on a wider scale
 5. **Full License**, potential for us to roll the model out across our organisation with the ongoing support of Buurtzorg and the Partner Network; with access to BuurtzorgWeb.

The visit will support the work being progressed relating to integrated community health and social care in Mid Essex. The visit will enable us to embed neighbourhood models with the support of Buurtzorg.

Estimated 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. Show actual costs where known. Where actual costs are not available in advance, please give estimates and then update the actual costs upon your return – see below.

Item:	Notes:	Cost - £ estimate:	Cost - £ actual:
Return flights		£61.00	
Train transfer		£30.00	
Hotel x 2 nights		£188.00	
Dinner x 2 nights		£58.52	
Lunch @ £10.00 (approx)		£20.00	

Above is the break down per participant.

The total cost for the entire trip for 6 participants (accommodation, travel fees and food) is therefore approximately **£2,095.80 inc. VAT**



Breakdown of
costs.xlsx

Authorisation to travel:

The Executive Director will copy this form to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate and Customer Services. If actual costs are not known before travel, please resubmit the updated form upon your return to the Executive Director, who will repeat the above process.

Executive Director:

Name	Signature	Date
Nick PRESMEH		2/11/18.

Comments:

Prior approval of travel plans and budget is also required by the relevant Committee – see policy.

Approval of actual costs by Executive Director (after travel):

Name	Signature	Date