

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

11:00	Thursday, 07 November 2013	Council Chamber, County Hall, Chelmsford, Essex
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Quorum: 3

Membership:

M Danvers
D Finch
M Mackrory
D Madden
S Walsh

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.

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.

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<http://www.essex.gov.uk/Your-Council/Local-Government-Essex/Pages/Visit-County-Hall.aspx>

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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 10 October 2013	5 - 8
3	Declarations of Interest To note any declarations of interest to be made by Members	
4	Officer Foreign Travel - International Cycling Safety Conference	9 - 16
5	Member and Officer Attendance at SUSCOD Project Events	17 - 22
6	Date of Next Meeting To note that the next meeting will be held on 17 December 2013	
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.

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 October 2013

Present:

Councillors

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

1. Minutes

The minutes of the meeting held on 10 September 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 – EPODE 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.

4. Officer Foreign Travel – European Venture Philanthropy Association 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.

5. Officer Foreign Travel – Local Government and Surface Water Flooding Conference

6. Officer Foreign Travel – ERSTE Foundation Conference

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. Date of Next Meeting

The Committee noted that the next meeting of the Committee would take place on Thursday 7 November 2013, 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 11.25am

Chairman
7 November 2013

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/15/13
Date: 7 November 2013	
Approval for Officer Attendance at International Cycling Safety Conference	
Report by: Governance Team Manager	
Enquiries to: Judith Dignum, 01245 430044, ext 20044	

1. Purpose of the Report

To consider an application (attached as an appendix to this report) for an Officer to attend the International Cycling Safety Conference in the Netherlands on 20 and 21 November 2013.

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

For use by teams not listed in Guide 1 – and therefore without 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):
Daniel Carlin	Senior Road Safety Officer – Cycling Manager

Purpose/reason justifying the visit:

Details:

To attend the International Cycling Safety Conference on 20th and 21st November AS the E.C.C. representative and to update our knowledge of current cycle safety and casualty reduction strategies at European level , gain a detailed insight into how the rest of Europe are dealing with such issues as sustainability, safety ,casualty reduction ,accident causation and behavioural issues, ,older cyclists, I.T. solutions to accident scenarios and other technical aspects including a laboratory visit to TNO who are trialling a new automatic emergency cycle braking system.

Anticipated value / benefit to ECC / Essex:

Details:

A rare opportunity to update our knowledge of current cycling safety and casualty reduction strategies and schemes at European level and to learn from their mistakes as well as from their experience and good practice. This will enable us to be more aware of innovative methodologies which can help us to reduce casualties in Essex. It also keeps Essex at the cutting edge of new technologies and will further enhance our standing in the world of cycling which we have already done on a national basis.

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

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

Details:

Conference on 20th and 21st November 2013 in the Netherlands, the draft programme is attached .A visit has been arranged to the VeHL laboratory to observe the braking trials and also the Dutch National Cycling Conference is also taking place on the same dates

and at the same venue , which allows for an opportunity to do some in depth networking and exchanging good practice with our counterparts in Europe who have had much more experience of longer term intensive cycling and the related problems it has thrown up over the years.

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.

Item:	Notes:	Cost estimate:
Travel	Return air fare to Helmond (Netherlands)	£ 60.00
Accommodation	Two nights hotel accommodation	£160.00
Evening meals		£ 40.00
Conference cost		£130.00
	Total	£390.00

Authorised by:

1. Executive Director:

Name	Signature	Date
R.OVERALL		22/10/13

Comments:

Good opportunity to update our knowledge and stay abreast of the latest approaches in cycling safety in support of our drive to reduce KSIs on our roads. Cycling is continuing to grow in popularity in Essex and an increasing risk in the shared highway environment.

2. Chair or Member representative of Member/Officer Foreign Travel Committee:

Name	Signature	Date
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Comments:

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The authorising Member will return this form to the Executive Director to copy to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate Services.

ICSC International **2013** Cycling Safety Conference

20-21 November 2013
Helmond, The Netherlands

About the Conference

An international two-day conference on cycling safety, ICSC2013, will be held at Helmond, The Netherlands, 20-21 November 2013. This is the sequel to last year's ICSC2012. The aim of this conference is to be a premium forum for researchers and developers in the field of cycling safety, to exchange their knowledge, to extend their network and to bring up new research topics and safety solutions.

This conference is an initiative of the Dutch Ministry of Infrastructure and the Environment, TNO, SWOV Institute for Road Safety Research, and Delft University of Technology.

To promote open sharing of information, the meetings are organized to provide as much interaction between participants as possible. The format is highly informal and fluid, with a single track of presentations and extensive time scheduled for interaction, brainstorming and idea sharing. In addition there will be room for poster presentations.

The first conference day we will have a TNO demonstration in the VeHIL laboratory (Vehicle Hardware-in-the-Loop), showing tests with an Automatic Emergency Braking System for Cyclists under various light conditions (day / night). Partly parallel (21 November) to the ICSC2013 there will be the Dutch National Bicycle Conference at the same locations with a demo market, consultancy and networking. [Click here for more information](#)

PROGRAM

[Click here for the program.](#)

ABSTRACTS

[Click here for the abstracts](#)

REGISTRATION

If you are interested in the ICSC2013, [click here to register](#)

FACTS & FIGURES

Time schedule

November 20, 2013 / 11 o'clock - November 21, 2013 / 14 o'clock

Location

Conference center "de Traverse", Helmond, the Netherlands

Conference fee

Euro 150, including conference dinner and a demonstration in the TNO VeHIL laboratory (Vehicle Hardware-in-the-Loop), showing tests with an Automatic Emergency Braking System for Cyclists under various light conditions (day / night). [Click here to register](#)
Acquire Publishing will send you the invoice for ICSC2013 on behalf of TNO. The invoice must be paid before November 20, 2013.

Proceedings ICSC-2012

<http://www.cyclingsafety.org/icsc2012/program>

Contact

ICSC,
info@ICSC2013.com

[click here to register >>](#)

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partners

International Cycling Safety Conference 2013 / Draft program				
Day 1 - Wednesday 20th of November 2013				
Time	Subject	Speaker	Resp.	Location
11.00-12.00	Registration / Lunch			Traverse Foyer
12.00-12.10	Opening ICSC-2013 day 1	Arend Schwab, TUD	TUD	Scala
12.10-12.30	Keynote speech	John Forester	USA	
12.30-13.30	TOPIC 1: Challenge / politics / statistics			
12.30-12.45	View of the city of Helmond	Gert Blom	Helmond	
12.45-13.00	EC view on bicycle safety	TBD	EC	
13.00-13.15	Like-for-Like Risk Assessment of Road Safety by Travel Mode	J. Mindell, M. Wardlaw	London	
13.15-13.30	Cycling in Braunschweig: Characteristic crashes, crash risks, risk behaviour, and motivation for infringements of traffic regulations	A.K. Huemer, M.Vollrath	TUB	
13.30-14.30	TOPIC 2: Technics: Cars and Bicycle			
13.30-13.50	On the structural vibrations of bicycles: the influence of materials and construction technology on modal properties	A. Doria, L. Torraborelli	Padova	
13.50-14.10	Active lateral stability control for bicycles by steer-assist	Arend Schwab, Nick Appelman	TUD	
14.10-14.30	Critical accident scenarios for cyclists and how they can be addressed through ITS solutions	A.P. Morris, a.o.	VRUITS	
14.30-14.50	DEM's view on bicycle safety	DEM / TBD		
14.30-14.50	Poster session 1 / Break			Traverse Foyer
14.50-16.10	TOPIC 3: Infrastructuur			Scala
14.50-15.10	Safety in Numbers – testing the mechanism by a combination of time series and panel design survey methods	A. Fyhri / T. Bjørnskau	TOI	
15.10-15.30	Cycling Safety and infrastructure maintenance	Anna Niska	VTI	
15.30-15.50	The frequency of single-bicycle crashes (SBCs) in countries with varying bicycle modal shares	Paul Scheepers, a.o.	RWS	
15.50-16.10	Is there a spillover effect of a right turn on red permission for bicyclists?	Tim De Ceunynck, a.o.	IMOB	
16.10-16.30	Poster session 2 / Break			Traverse Foyer
16.30-18.00	TOPIC 4: Passive Protection / COST			Scala
16.30-16.50	User friendly bicycle helmet for commuters	Niels Bogert, TNO		
16.50-17.10	Hövdung: Airbag for Cyclists	Kalev Kuklane	Lund	
17.10-17.30	9-zone thermal head manikin to investigate local effects of bicycle helmets on heat transfer	Therese Alstin	Hövdung	
17.30-17.50	COST	S. Annaheim, a.o.	EMPA	
17.50-18.00	Closing ICSC 2013 day 1	Arend Schwab, TUD	TUD	
18.00-18.30	Bus transfer to TNO VeHIL laboratorium			
18.30-19.30	VeHIL demonstration			
19.30-20.00	Bus transfer TNO >> Traverse			
20.00-21.30	Diner / Social event			
21.30	Closure day 1			
22.00	Bus transfer to Hotels			
23.00	Bus transfer to Hotels			
Day 2 - Thursday 21st of November 2013				
Time	Subject	Speaker	Resp.	Location
7.30	Bustransfer Hotels >> Traverse			
7.30-8.30	Breakfast			RABO zaal
8.30-8.40	Opening ICSC-2013 day 2	Stefanie de Hair	TNO	Scala
8.40-10.00	TOPIC 5: Elderly			
8.40-9.00	Needs and wishes of older cyclists regarding a feed-forward system to support cycling	Stefanie de Hair / Carola Engbers e.	TNO / RRD	
9.00-9.20	Why don't they go by trike?	J. Krause, e.a.	TUD	
9.20-9.40	Image of and attitudes towards tricycles for (older) adults	Carmen Hagemelster, a.o.	TUD	
9.40-10.00	Crashes involving cyclists aged 50 or above: Results of a multidisciplinary in-depth study	Ragnhild Davidse, a.o.	SWOV	
10.00-10.20	Break			Traverse Foyer
10.20-11.50	TOPIC 6: Naturalistic Biking / Infrastructure			Scala
10.20-10.40	e-BikeSAFE: A naturalistic Cycling Study to Understand how Electrical Bicycles Change Cycling Behaviour and Influence Safety	Marco Dozza, a.o.	Chalmers	
10.40-11.00	How safe are e-bikes, especially for the elderly aged over 65? Results from a field experiment with instrumented bicycles	Divera Twiks, a.o.	SWOV	
11.00-11.20	Naturalistic biking study in Japan	TBD	Japan	
11.20-11.50	Towards a "forgiving" cycle path: Acquiring information about behaviour preceding potentially dangerous situations	Dick de Waard, a.o.	TUG	
11.50-12.00	Closing ICSC 2013	Stefanie de Hair, TNO	TNO	
12.00-12.30	Lunch			RABO zaal
12.30-13.30	Speech minister of Infrastructure and the Environment.	Melanie Schultz van Haegen-Maas	I&M	Speelhuis

Posters

Beyond prevention? Individual protection!
 Where the rubber meets the road – a practical view of bicycle brake safety
 BestFriendsForever on the sidewalk?
 Can bicycle helmets protect cyclists against the sun?
 Nighttime Cycling: Accidents, Lights, and Laws in Europe
 SAFECYCLE; research into applications for safe cycling in Europe
 The challenges of the sustainable traffic & transport solutions in The Bay of Boka Kotorska, Montenegro
 PROTECTIVE BIKE GEAR FOR ROAD CYCLING

A. Schippers, a.o.
 Chris Morris
 Dick van Veen
 G. De Bruyne
 R. Huhn
 Angela van der Kloof, Ronald Jorna
 Ljubinka Vukanic
 X-technology
 Analyze2Solve B.V
 Pedal Depot bike cooperative
 Mobycon
 Antwerp
 ADFC
 Mobycon
 WOLF

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/16/13
Date: 7 November 2013	
Update: Approval for Member and Officer Attendance at Events Connected with the SUSCOD Project	
Report by: Governance Team Manager	
Enquiries to: Judith Dignum, 01245 430044, ext 20044	

1. Purpose of the Report

- 1.1 To update the Committee on an urgent application for approval for Member and Officer Foreign Travel considered at the last meeting on 10 October 2013.

2. Recommendation

- 2.1 That the report be noted.

3. Background

- 3.1 At its last meeting, the Committee considered an urgent application for Councillor John Jowers (Cabinet Member for Libraries, Communities and Planning), Andrew Cook (Head of Planning, Environment and Economic Growth) and Hilary Rowlands (Senior Regeneration Manager) at two events connected with the EU-funded SUSCOD project, to be held in Amsterdam from 5-7 November 2013.
- 3.2 As no details were available and the application had yet to receive approval from the Chief Executive and the S151 Officer, the Committee agreed to delegate authority to the Chairman to determine the matter once these issues had been resolved.
- 3.3 The Chairman received and approved the application on 16 October, and a copy of the signed form is attached as an appendix to this report.

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 John Jowers (5th - 6th Nov) for 1 below
Andrew Cook (5th - 7th Nov) for 1&2 below
Hilary Rowlands (5th - 7th Nov) for 1&2 below

Details of the visit (dates are shown above):

The visit comprises of 2 elements.

- 1) Attendance at the End Conference for the EU funded SUSCOD Project
- 2) Evaluation of the SUSCOD project by those directly involved with its delivery

Attendance at the End Conference forms part of the SUSCOD Project (funded through Interreg IVb North Sea Region Programme). The costs of travel and accommodation are included within the programme budget, funded by the EU (with project activity match from ECC).

Estimated cost of the visit:

£ 1306.96 Total Cost for 3 attendees
(excl taxes)

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.

All 3 attendees have been invited to attend the morning conference. Officers have also been invited to participate in a further activity to undertake the final evaluation of the project

Figures (totals in brackets) presented include ;

accommodation costs £175 (excl taxes) per night per person (£875)
specific hotel selected from those recommended due to proximity to station and timing for return flight on 7th November.

Alternative quotes from those recommended included Hilton hotel at £185 - £202 pppn and Park Plaza at £151 pppn (but further from the central station, and hence a potential taxi fare slightly increased journey time could result)

flights £97 - £142 per person depending on time of travel
(£353.96)

train to city centre £6 per person (£18)

Subsistence £20 per person for one evening meal (5th Nov) (£60)

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

ECC has already had substantial benefit from this Project through a series of physical infrastructure projects on the coast together with other programmes of activity involving partners, shared learning and added value from the third sector.

Transnational activity and cooperation are fundamental parts of the project and attendance at conferences is a key component which is expected as part of participation in the Project. The conference aims to enable partners to learn about a

new potential EU Directive as well as examples of best practice in Integrated Coastal Zone Management. The subsequent evaluation event, will enable officers to discuss the success or otherwise of different aspects of the Project with a variety of transnational colleagues, and it is anticipated that this will assist with future delivery of coastal projects in Essex. The events will also enable stronger relationships to be developed which could assist with the development of future European funded projects once the new funding programmes are announced in 2014.

The officers listed, have both been actively involved with the management of the SUSCOD project. Their attendance at both the End Conference and the evaluation session is considered essential to successfully close this 3 year project down. It will also enable the sharing of knowledge and lessons learnt throughout the project and to ensure these are fed back to the lead and other partners. Attendance will also provide the opportunity for initial informal discussions with existing partners regarding the potential for further partnership working in the future. It is understood that content from the coastal conference held in Essex in September 2013, is being used for the end conference in the morning and it is therefore also important that officers are in attendance to respond to any resultant questions.

A number of European Partners recently attended an International Coastal Conference which took place in Clacton on 25th September and was organised as part of UK partners' commitments to the SUSCOD project. Cllr Jowers was Chairman for this event, and received the invitation to attend this End Conference following his valued contribution and interaction with European partners on that occasion. Participation in the 2 activities by officers who have worked on the SUSCOD project during the last 3 years has been considered essential given ECC's active participation in the Project Steering Group, Project Management Group, and as Lead Partner for one of the Work Packages, as well as participation in a number of other Work Packages.

Background re SUSCOD project

SUSCOD stands for SUsustainable COastal Development

SUSCOD aims to support a step change in coastal decision making through finding new ways to improve coordination and thereby also the quality of decision making, particularly through greater emphasis on the 8 principles for Integrated Coastal Zone Management which were previously approved by the EU (more info can be accessed via this link <http://www.suscod.eu/Pages/Suscod/ICZMPrinciples.aspx>)

The SUSCOD programme is to end in December 2013 after a 3 year successful international partnership. It has been a very fruitful project with the creation of the Essex Coastal Forum and 3 related conferences, an Essex Coastal Warden scheme, planning studies in Harwich (including a proposed location for a new marina) and improvements to the town's public realm, the construction of Crag Walk in Walton on the Naze, designs for an associated visitors' centre and the creation, signposting and promotion of 3 educational walks on the cliff top. Activity has also included projects to tackle deprivation in Dovercourt. This has included a successful brochure to promote visitor opportunities in the town, as well as interesting walking routes off the cruise ships in Harwich, into the old seaside town. The activity has been varied and highly successful. The current performance is due to strong partnership working not only within Essex County Council, but also with partners across Essex and internationally.

SUSCOD international partners are

- Agency for Maritime and Coastal Services, Belgium
- Essex County Council, UK
- Fife Coast and Countryside Trust, Scotland
- Flanders Hydraulics Research, Belgium
- North Bohuslän, Sweden
- Province of North-Holland, The Netherlands
- Region Zealand, Denmark

Comments of the Chief Executive

15/10/13

I am assured that this is a necessary trip by the Executive Director for the benefit of ECC and partners.

Comments of the Section 151 Officer

Purpose of the visit is aligned to ECC business as confirmed as necessary by the Executive Director.

Margaret Lee 16/10/13

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