

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

<b>10:15*</b>	<b>Tuesday, 23 June 2015</b>	<b>Committee Room 1, County Hall, Chelmsford, Essex</b>
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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  
S Walsh

**For information about the meeting please ask for:**

Judith Dignum, Committee Services Manager

**Telephone:** 033301 34579

**Email:** [Judith.dignum@essex.gov.uk](mailto: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.

Most meetings are held at County Hall, Chelmsford, CM1 1LX. A map and directions to County Hall can be found on the Council's [website](#).

There is ramped access to the building for wheelchair users and people with mobility disabilities.

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

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](http://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)

	<b>Pages</b>
<b>1 Apologies for Absence</b>	
<b>2 Declarations of Interest</b> To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct	
<b>3 Minutes of the last meeting</b>	<b>5 - 6</b>
<b>4 Approval for Officer travel to Boston to attend the NEHGS Come Home to New England conference</b>	<b>7 - 12</b>
<b>5 Urgent Business</b> 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.

<b>6 Urgent Exempt Business</b> 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.	
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## **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 10.30am on 19 May 2015**

Present:

### **Councillor**

David	Finch	
Roger	Hirst	(substituting for Councillor Dick Madden)
Mike	Mackrory	
Simon	Walsh	Chairman
Michael	Danvers	

### **1. Apologies for absence**

Councillor Roger Hirst attended on behalf of Councillor Dick Madden to avoid a conflict of interest, as the Committee was due to consider an application concerning Councillor Madden (minute 4 below refers).

Councillor Madden was present but took no part in the meeting.

### **2. Minutes**

The minutes of the meeting held on 21 April 2015 were agreed as a correct record and signed by the Chairman.

### **3. Declarations of Interest**

Councillor Finch declared a personal interest in agenda item 4 (Approval for Member Attendance at the LGA Annual Conference 2015), in that he was one of the Members due to represent the Council at the Conference, and took no further part in the meeting. Councillor Walsh agreed to Chair the meeting.

### **4. Approval for Member Attendance at the LGA Annual Conference 2015**

The Committee considered report FTC/04/15 by the Secretary to the Committee detailing an application for five members and one officer to attend the Local Government Association Annual Conference in Harrogate from 30 June – 2 July 2015 at an estimated cost of £6500. The member attendees would be three from the Conservative group and one each from the Liberal Democrat and Labour groups.

It was noted by the committee that the the Labour Group would only be re-charging part of the cost of accommodation to Essex County Council.

Commenting on the value of attendance at the Conference, Councillor Mackrory referred to the importance of the conference and gave the application his full support. He confirmed that Councillor Ann Turrell would be

attending from the Liberal Democrat Group.

Following advice received from the Monitoring Officer consideration was also given to the value of officer attendance at the conference.

Following further discussion it was

**Resolved:**

- 1) That approval be given for for five members and one officer to attend the Local Government Association Annual Conference in Harrogate from 30 June – 2 July 2015 at an estimated cost of £6500.
- 2) That approval be given for up to an additional two officers to attend.

**5. Date of Next Meeting**

The Committee noted that the next meeting would take place on Tuesday 23 June 2015 at 10.15 or on the rising of the Cabinet meeting to be held that same morning, whichever was the later.

**6. Urgent Business**

No urgent business was received.

The meeting closed at 10:40

Chairman  
23 June 2015

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	<b>FTC/05/15</b>
<b>Date:</b> 23/06/2015	
<b>Approval for Officer travel to Boston to attend the NEHGS Come Home to New England conference</b>	
<b>Report by:</b> Committee officer	
<b>Enquiries to:</b> Jennifer Reid, 03330 131332	

## **1. Purpose of the Report**

- 1.1 To consider an application (attached to this report) for Allyson Lewis, Archivist, and Neil Wiffen, Public Service Team Manager, Essex Record Office to travel to Boston to attend the NEHGS Come Home to New England Conference and meet with archive institutions. The visit will take place from 2 August -8 August 2015.
- 1.2 David Adlington, Head of Enterprise will be attending the meeting to answer Members' questions.

## **2. Recommendation**

- 2.1 That approval be given/not given for Allyson Lewis, Archivist, and Neil Wiffen, Public Service Team Manager, Essex Record Office to travel to Boston to attend the NEHGS Come Home to New England Conference and meet with archive institutions at a cost of £3965.





## 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):
Allyson Lewis	Archivist, Essex Record Office
Neil Wiffen	Public Service Team Manager, Essex Record Office

### Purpose/reason justifying the visit:

#### Details:

##### Background

- The Essex Record Office (ERO) business plan (approved in December 2014) envisages increasing ERO's income significantly over the next two years.
- This visit is part of the marketing activity linked to these income targets, for which funding is included in the ERO business plan.

##### Targeted marketing opportunity

- Essex Ancestors (EA), our subscription service to the on-line digital archive, is a major part of our income generation plans.
- New England is a major potential market for EA, due to early migration to America by people from Essex, which has not been targeted so far. Only 6% of our subscriptions are from North America. This offers a significant growth opportunity.
- In the Boston area there are 32 archive holding bodies and 4.59 million residents.
- The New England Historical and Genealogical Society (NEHGS) is a well-respected family history society and is said to be the largest society of its kind in the world. It is the oldest family history society in the USA and is celebrating its 170th anniversary this year. It promotes its events to 73,000 subscribers and 27,000 members.

##### Specific plans and objectives

- NEHGS holds an annual conference each summer (2015 is sold out) and we have been invited to provide a presentation and workshop as part of the conference.
- In addition, meetings have been arranged with 3 other archive institutions in Boston and we are negotiating with a further 7 bodies to arrange visits. This will raise awareness of ERO and EA to a new audience both online and in person.
- A piece about EA and our visit will be placed with the *Boston Globe* newspaper which has a circulation of 250,000-300,000 and an online subscription readership of 25,000.
- The major attraction of our presentation will be original documents which are older than the city of Boston itself ! For the security of the documents they must be supervised at all times. This will require two people.

- The aim is to attract new subscriptions to EA from this large potential audience. 47 annual subscriptions (£85) would cover the cost of the visit. 270 annual subscriptions would meet the EA income target for this year.

#### Other benefits

- Other benefits from the visit will be to promote Essex as a tourist destination to potential American visitors. The value of ancestral tourism to Essex is currently £500,000 p.a. We know that overseas visitors contribute more to the local economy than UK visitors.
- The visit will lay the foundations for contacts and connections over the next 3-5 years to prepare for events celebrating the 400<sup>th</sup> anniversary of the sailing of the Mayflower in 2020.

### **Anticipated value / benefit to ECC / Essex:**

#### **Details:**

- Increased income to Essex Ancestors (EA) in accordance with the Business Plan.
- Marketing of EA to over 100,000 new customers.
- Contacts made with 10 other archive bodies and making EA known to their visitors and online communities reaching a further audience of over 300,000 people.
- Increase in personal visits to Essex with impact on local economy (tourist spend on accommodation, travel, food etc).
- Contacts made regarding potential future collaborations such as celebrating (in 2020) the 400<sup>th</sup> anniversary of the Mayflower expedition, with impact on tourism.

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

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

#### **Details:**

2 August Fly from London to Boston  
3 August Presentation and workshop to Come Home to New England conference (NEHGS, Boston)  
4 August Presentation to National Archives at Boston (in train)  
5 August Presentation to University of Massachusetts Library and Special Collections (in train)  
6 August Presentation to Boston City Archives  
7 August Presentation to Massachusetts State Archives  
7 August Fly from Boston to London  
8 August Arrive London

As opportunity arises, distribution of leaflets about Essex to hotels, museums, art galleries etc

### **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	2 flights to Boston depart London Heathrow 11:15 2 August arrive Boston 13:25 2 August; depart Boston 19:10 7 August arrive London Heathrow 6:30 8 August	£3, 140
Accommodation	5 nights at Hotel 140, 140 Clarendon Street, Boston (1 night accommodation to be funded by NEHGS), 1 x ESTA \$14	£ 825
Subsistence	Breakfast, Lunch and Dinner to ECC guidelines	
Local Travel	Local travel may include taxis where appropriate.	
	All covered by existing budget.	

**Authorised by:****1. Executive Director:**

Name	Signature	Date
Margaret Lee	<i>Margaret Lee: by e-mail 11 June 2015</i>	11 June 2015

**Comments:**

Authorised - This visit is aligned to the strategy for the development of the business, and the travel conforms to approved policies

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

Name	Signature	Date

**Comments:**

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.

