

Report no: FTC/14/18

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| Report title: Approval for Officer Foreign Travel to Paris | |
| 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: 16 October 2018 | For: Decision |
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| County Divisions affected: All Essex | |

1. Purpose of Report

- 1.1 To consider an application (attached to this report) for Jason Kitcat, Executive Director to travel to Paris on 12 November to attend the GovTech Summit at an estimated total cost of £150.13.

2. Recommendation

- 2.1 That attendance for Jason Kitcat, Executive Director to travel to Paris on 12 November to attend the GovTech Summit at an estimated total cost of £150.13, be approved/not approved.

3. Appendix

- 3.1 Completed Officer Application for Foreign Travel