

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

10:15*	Tuesday, 16 February 2016	Committee Room 1, County Hall, Chelmsford, Essex
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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:

Jennifer Reid, Committee Officer

Telephone: 033301 31332

Email: jennifer.reid@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. 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 of the last meeting	5 - 6
3	Declarations of Interest To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct	
4	Approval for Officer travel to International Forum on Quality and Safety in Health Care Conference in Sweden	7 - 10
5	Member foreign Travel to Brussels	11 - 14
6	Date of the next meeting To note that the next meeting will be held on Tuesday 22 March at 10.15am or on the rising of the Cabinet meeting to held 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.

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 11:00am on 20 October 2015

Present:

Councillor

David	Finch	Chairman
Michael	Danvers	
Mike	Mackrory	
Dick	Madden	
Simon	Walsh	

1. Minutes

The minutes of the meeting held on 22 September 2015 were agreed as a correct record and signed by the Chairman.

2. Declarations of Interest

There were no declarations of interest.

3. Approval for one additional officer to attend the County Councils Network (CCN) Annual Conference 2015

The Committee considered report FTC/11/15 by the Secretary to the Committee, seeking approval for one additional officer, Peter Fairley, Head of Policy and Strategy (People), to attend the County Councils Network (CCN) Annual Conference 2015 in Guildford on 15 – 17 November 2015. This would add an estimated cost of £340 to the existing approval for member and officer attendance confirmed at the meeting of this Committee on 22 September 2015, bringing the combined total to an estimated £4322.80.

Resolved

That approval be given for Peter Fairley, Head of Policy and Strategy (People), to attend the County Councils Network (CCN) Annual Conference 2015 in Guildford on 15 – 17 November 2015 at an additional estimated cost of £340 to the existing approval of member and officer attendance confirmed at the meeting of this Committee on 22 September 2015

4. Confirmation of action taken since last meeting - Approval for Officer Visit to China to Deliver Professional Training

The Committee considered report FTC/12/15 by the Secretary to the Committee, detailing action agreed in principle since the last meeting of the Committee to approve foreign travel to China by Richard Knight, Specialist

Trading Standards Officer. The purpose of the visit was to participate in a training course delivering professional training to Chinese CFDA Inspectors (Food & Drug Administration) from 1-6 November 2015.

Members noted that the trip had been organised by the Home Office and funded by the Foreign & Commonwealth Office (FCO) and there would be no cost to Essex County Council. The Home Office (funded by the FCO) would pay an honorarium of £2000 to Essex County Council to cover Mr Knight's absence from work, which will provide a surplus of over £1000.

Resolved

1. That the action agreed in principle since the last meeting of the Committee to approve foreign travel to China by one officer to deliver professional training from 1-6 November 2015, be confirmed.
2. That a report providing feedback on the visit be submitted to a future meeting of the Committee.

5. Date of Next Meeting

The Committee noted that the next meeting would take place on Thursday 19th November 2015 at 10:15 or on the rising of the Cabinet meeting to be held that same morning, whichever was the later.

The meeting closed at 11:10.

Chairman
19 November 2015

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/01/16
Date: 16/02/2016	
Approval for Officer travel to International Forum on Quality and Safety in Health Care Conference in Sweden	
Report by: Committee Officer	
Enquiries to: Jennifer Reid, 03330 131332	

1. Purpose of the Report

- 1.1 To consider an application (attached to this report) for Lesley Cruickshank, Quality Innovation Manager, to travel to Gothenburg, Sweden, to attend the International Forum on quality and Safety in Health Care Conference from 12-15 April 2016 .
- 1.2 Andrew Spice, Commercial Director will be attending the meeting to answer Members' questions.

2. Recommendation

- 2.1 That approval be given/not given for Lesley Cruickshank, Quality Innovation Manager, to travel to Gothenburg, Sweden, to attend the International Forum on quality and Safety in Health Care Conference from 12-15 April 2016.

3. Background and proposal

- 3.1 The attached application has been received regarding proposed foreign travel to Gothenburg, Sweden by Lesley Cruickshank, Quality Innovation Manager.
- 3.2 The cost of the visit is fully funded by the Health Foundation Grant.
- 3.3 The visit involves the presentation and promotion of the Health Foundation funded Prosper project at the International Forum on quality and Safety in Health Care Conference. The Health Foundation has requested promotion of the project as part of the grant award.
- 3.4 The visit has been approved by Margaret Lee, Executive Director for Corporate and Customer Services.

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):
Lesley Cruickshank	Quality Innovation Manager

Purpose/reason justifying the visit:

Details:

Presentation of The Health Foundation funded Prosper project at the International Forum on Quality & Safety in Health Care 3 day conference in Gothenburg, Sweden. The Health Foundation have asked for us to promote the project as part of the grant award. The visit is fully funded by the Health Foundation grant.

Anticipated value / benefit to ECC / Essex:

Details:

£700 value

Promote the work of the Prosper project, which is part of the Health Foundation's National Closing the Gap in Patient Safety programme. Part of the Health Foundation grant award requirement is to facilitate spread of the learning from the quality improvement programme.

This is fully funded by the Health Foundation.

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

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

Details:

Tues 12th April 2016– set up presentation poster at the Conference centre, Gothenburg, Sweden
Wed 13th April to Fri 15th April 2016 – present poster at 4 designated times throughout the day and be available to answer questions throughout the 3 day conference.

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	Flights to/from Stanstead airport to Gothenburg, Sweden	£100
Accommodation	3 nights hotel accommodation near the conference centre	£500
Car Parking	Airport parking for 4 days	£80
Transport	To/From Gothenburg airport to hotel accommodation	£40

Authorised by:**Executive Director:**

Name	Signature	Date
MARGARET LEE	Margaret Lee	8/2/16.

Comments:

The project contributes to our corporate outcomes and is fully funded by external services.

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. Prior approval of travel plans and budget is also required by the relevant Committee – follow the Foreign travel, gifts and hospitality policy.

Report to Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/02/16
Date of meeting: 16 January 2016	
Member Foreign Travel to Brussels	
Report by: Jennifer Reid , Committee Officer	
Enquiries to: Jennifer Reid, 03330 131332 (jennifer.reid@essex.gov.uk)	

1. Purpose of the Report

To note self-funded foreign travel to Brussels by Cllr Kevin Bentley on 15 and 16 March 2016.

2. Recommendation:

That foreign travel by Cllr Kevin Bentley to the East of England European Partnership Office in Brussels on 15 and 16 March 2016, at no cost to Essex County Council, be noted.

3. Background and proposal

- 3.1 An application has been received from Cllr Kevin Bentley regarding travel to the East of England European Partnership Office in Brussels on 15 and 16 March 2016, to host the opening of the new Brussels Office of the East of England European Partnership. This visit will incur no cost to Essex County Council as the trip is self-funded.
- 3.2 As there is no cost to the Council, approval by the Committee is not required and this report is for information only.

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 Kevin Bentley

Details of the visit (incl. dates): 15 & 16th March 2016

Official Opening of the new East of England European Partnership Office in Brussels on 15th March 2016

Estimated cost of the visit:

£

n/a – Self funded

TOTAL COST TO ECC: £0

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.

Accommodation:

Cllr Kevin Bentley - self funded Hotel 1 night (paid for by Cabinet Member)

Travel:

St Pancras to Brussels return

Self-funded by Cabinet member

Reason for visit:

- Meeting with European Commission to discuss waste and recycling elements of new Circular Economy package.
- Meeting with MEPs to discuss how Essex can maximise its European funding.
- Meeting with representatives of other European regions to discuss EU funding and project cooperation / coordination.

Cllr Bentley is to hosting the opening of the new Brussels Office of the East of England European Partnership on 15 March

Essex County Council are a member of the East of England European Partnership, which is setup to assist partner organisations to improve their access to EU Funding. They do this by

- Finding a path of opportunity for partners through the EU institutions and legislation;
- Providing intelligence and advance warning of EU policy and funding developments;

- Raising the profile of individual partners in particular and the East of England in general with key policy makers in the EU and organisations across the EU;
- Creating links through networking and partner searches with other European regions in support of transnational project development.

ECC has been an active participant in previous European Funding programmes securing £12.8m in the last programme which ran from 2007 – 2013. This visit will provide an opportunity for Essex County Council to nurture and develop its network, to maximise the benefits of membership of the East of England European partnership and ensure that ECC priorities are met, enhancing opportunities to leverage future European funding into the County.

Cllr Bentley is also chair of the Europe and International Panel (EIP) which provides strategic guidance to the work of the European Partnership, and is its voice on issues relating to European and international affairs. It meets quarterly and has a broad stakeholder engagement including local government (East of England LGA), international trade, business, social and environmental partners, Local Enterprise Partnerships as well as Members of the European Parliament and the Committee of the Regions. This trip also presents an opportunity to introduce Cllr Bentley to important partners of the EIP.

Comments of the Section 151 Officer