



Essex County Council

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

10:15	Tuesday, 22 January 2019	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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6	Date of Next Meeting To note that the next meeting of the Committee will take place on Tuesday 26 February 2019 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

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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 10.25am on Tuesday 18 December 2018

Present:

Councillor

D Finch (Chairman)
S Barker
K Bentley
M Mackrory
D Madden

The following officers were present in support throughout the meeting:

Gemma Bint Democratic Services Officer
Paul Turner Director, Legal and Assurance

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. No apologies for absence had been received.
3. There were no Declarations of Interest.

2. Minutes

The minutes of the meeting held on 22 November 2018 were agreed as a correct record and signed by the Chairman.

3. Approval for Officer Foreign Travel to the Turks and Caicos Islands (FTC/17/18)

To consider an application (attached to this report) for two officers (Children and Families Service Manager, Team Manager or Senior Practitioner) to go on a three-month deployment in the Turks and Caicos Islands in the role of Practice Mentors, funded by the Foreign and Commonwealth Office, from January to March 2019.

Resolved:

That travel by two officers to go on a three-month deployment in the Turks and Caicos Islands from January to March 2019, funded by the Foreign and Commonwealth Office, be approved.

4. Date of Next Meeting

It was noted that the next meeting of the Committee would take place on Tuesday 22 January 2019 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 January 2019

Report title: Approval for Officer Foreign Travel to the Turks and Caicos Islands	
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 January 2019	For: Decision
Enquiries to: Gemma Bint, gemma.bint@essex.gov.uk	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To consider an application (attached to this report) for Helen Lincoln (Executive Director for Children, Families & Education) to travel to the Turks and Caicos Islands in addition to the already approved attendance of two officers (Children and Families Service Manager, Team Manager or Senior Practitioner) to carry out the final evaluation on the Foreign and Commonwealth Office Programme from 25-29 March 2019.

Expenses for the trip will be paid for by the Foreign and Commonwealth Office.

2. Recommendation

- 2.1 That attendance for Helen Lincoln to travel to the Turks and Caicos Islands to carry out the final evaluation on behalf of the Foreign and Commonwealth Office from 25-29 March 2019, be approved/not approved.

Appendix 1: Application for Officer Foreign Travel to the Turks and Caicos Islands.

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):
Helen Lincoln	Executive Director for Children, Families & Education

Purpose/reason justifying the visit:

Details:

The Children and Families Advisory Support Service (Cafcass) supports the Foreign and Commonwealth Office programme that aims to improve the standards of child protection in the British Overseas Territories. ECC have been approached to see if we would like to deploy one or two of our staff on a three-month deployment in the Turks and Caicos Islands in the role of Practice Mentors, from January to March 2019. Helen Lincoln has been asked to carry out the final evaluation on behalf of the Foreign and Commonwealth Office.

Location: Providenciales, Turks and Caicos Islands, Western Caribbean

Duration: 5 days from 25-29 March

Objectives: Final evaluation – including decisions about next steps and a 2019/20 support and improvement plan.

Anticipated value / benefit to ECC / Essex:

Details:

All expenses for the trip are paid for by the Foreign and Commonwealth Office.

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 would be from the 25-29 March for the final evaluation, including decisions about next steps and a 2019/20 support and improvement plan.

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:
Travel	Paid for in full by the Foreign and Commonwealth Office	Nil	
Accommodation	Paid for in full by the Foreign and Commonwealth Office	Nil	

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
Gavin Jones		21/12/2018

Comments:

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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

Report no: FTC/02/19

Report title: Approval for Officer Foreign Travel to Belarus	
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 January 2019	For: Decision
Enquiries to: Gemma Bint: gemma.bint@essex.gov.uk , 03330 136276	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To consider an application (attached to this report) for two officers (Children and Families staff) to travel to Belarus for a week in March 2019 to support the Chernobyl Children's Project in promoting good fostering practice.
- 1.2 The work will be funded by the UK Embassy and travel and accommodation will be provided.

2. Recommendation

- 2.1 That attendance for two officers to travel to Belarus for a week in March 2019 to support the Chernobyl Children's Project, be approved/not approved.

Appendix: Application for Officer Foreign Travel to Belarus

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):
Children and Families staff x2	(Tba)

Purpose/reason justifying the visit:

Details:

Details

The Chernobyl Children's Project have approached ECC to ask for specialist support to assist their work in Belarus. They work with government officials in the country to promote the use of foster care rather than institutional care for children in care. They have asked for specialist input to enable them to promote good fostering practice to government officials and to train prospective foster carers who have indicated an interest in caring for children with disabilities as well as younger children.

Location: The request is for x 2 members of ECC Staff to visit Belarus/Minsk for a week in March 2019. The work will be funded by the UK Embassy and travel and accommodation will be provided.

Duration: 1 week in March 2019 - tbc

Objectives: As above, to promote good quality foster care for the huge numbers of children in care in the country. To focus, in particular, on the benefits of foster care for children with disabilities and younger children.

Anticipated value / benefit to ECC / Essex:

Details:

Travel food and accommodation will be covered by the CCP following award of a grant by the UK Embassy for this work. The work will be a platform for the subject matter expertise that ECC have in this area and it is very possible that this will lead to further work in the country.

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 final details have yet to be confirmed but the trip will be before the end of March 2019. The trip will require x 2 members of ECC and this will be determined following a further scoping meeting at the end of January 2019.

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:
Travel	Paid for UK Embassy	Nil	
Accommodation	Paid for UK Embassy	Nil	

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
Helen Lincoln		14.1.19

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

Report title: Approval for Officer Foreign Travel to Brussels	
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 January 2019	For: Decision
Enquiries to: Gemma Bint, gemma.bint@essex.gov.uk	
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 at the beginning of January 2019 for Dominic Collins to travel to Brussels on the 16 January to consult with the ECC employees who run the Brussels office, as the EELGA have decided to remove their funding for the presence in Brussels which has resulted in the Brussels office closing by September 2019.

The total cost of the trip is £138.

2. Recommendation

- 2.1 It was agreed that Dominic Collins could travel to Brussels on 16 January 2019 to consult with ECC employees who run the Brussels office, at a total cost of £138.

Appendix 1: Application for Officer Foreign Travel to Brussels

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):
Dominic Collins	Director of Economic Growth and Localities

Purpose/reason justifying the visit:

Details:

ECC hosts 5 employees (through their employment and the provision of their office space) on behalf of the East of England Local Government Association (EELGA). The team are employed to offer a presence and support services to support EELGA, its members and other third party partners to engage with European Union issues from Brussels. Dominic Collins holds line management responsibility directly for the Head of the Brussels Office and their team. EELGA have decided (as of Decision of its ruling committee in December 2018) to remove their funding for the presence in Brussels which will precipitate the closure of the Brussels office by September 2019. As host for the employees, ECC is responsible for the closing down of the Brussels office. Dominic Collins therefore needs to consult with the staff involved and discuss next steps with them.

Anticipated value / benefit to ECC / Essex:

Details:

The trip is focussed on supporting the 5 ECC employees that run the Brussels office for EELGA as they come to terms with the closure of the office and the next steps involved for them through a formal ODP facilitated staff consultation process.

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 be completed in 1 day:
Eurostar from St Pancras to Brussels, leaving at 08:16 on the 16th January 2019 and returning from Brussels to St Pancras on the 17:56 on the 16th January 2019.

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:
Travel	Outward bound Eurostar ticket £39, return Eurostar ticket £44 (not including train travel within the UK to and from St Pancras station)	£83	£138
Accommodation	none		

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
Mark Carroll		8 January 2019

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
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