

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

10:30	Tuesday, 10 September 2013	Committee Room 1, County Hall, Chelmsford, Essex
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Quorum: 3

Membership:

M Danvers
D Finch
M Mackrory
D Madden
S Walsh

For information about the meeting please ask for:

Judith Dignum (Lead Governance Officer)

Telephone: 01245 430044

Email: judith.dignum@essex.gov.uk



Essex County Council

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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	Declarations of Interest To note any declarations of interest to be made by Members	
3	Minutes	5 - 6
4	Officer Foreign Travel Gifts & Hospitality Policy	7 - 14
5	Member Attendance at the CCN Conference	15 - 18
6	Member Attendance at the ADASS Conference	19 - 22
7	Officer Foreign Travel - IT Directors Forum	23 - 28
8	Dates of Future Meetings To note that future meetings of the Committee will take place on the following dates: <ul style="list-style-type: none">• 10 October 2013• 7 November 2013• 17 December 2013• 21 January 2014• 25 February 2014	
9	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.

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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 11.25am on 18 June 2013

Present:

Councillors

David	Finch	(Chairman)
Mike	Mackrory	
Dick	Madden	
Simon	Walsh	

1. Apologies for Absence

Apologies for absence were received on behalf of Councillor M Danvers.

2. Minutes

The minutes of the meeting held on 21 May 2013 were agreed as a correct record and signed by the Chairman.

3. Declarations of Interest

Councillor D Finch declared a personal interest in agenda item 4 (Approval for a visit to be undertaken by Members and Officers: MJ Awards Evening) in that he was on the list of potential attendees at the Awards Evening (although he did not intend to accept the invitation). Minute 4 below refers.

4. Approval for a visit to be undertaken by Members and Officers: MJ Awards Evening

Councillor D Finch declared a personal interest in this item (minute 3 above refers). He remained present during its consideration and participated in the debate, but did not vote.

The Committee considered report FTC/06/13 by the Secretary to the Committee detailing an application for a group of seven members and officers to attend the Municipal Journal (MJ) Awards Evening Presentation and Dinner in London on 2 June 2013. Essex County Council had been shortlisted for three Awards, the outcome of which would be announced on the night. As attendance was to be sponsored by Price Waterhouse Coopers (PWC), the total costs related to travel only and would be £200. Peter Fairley, Head of the Cabinet and Leader's Office, was in attendance to respond to Members' questions.

The Committee agreed that it was important for Council employees to be recognised and celebrated for their hard work and innovation and acknowledged that events such as this provided a networking opportunity. It was therefore appropriate for officers, rather than members, to attend on this occasion.

Councillor Mackrory expressed concern that attendance was being funded by PWC, a current contractor / provider of ECC (although the relevant contract had been won in an open tender process prior to knowledge of the Awards Evening or the related sponsorship). His vote against the proposal is recorded.

Resolved:

That the attendance of up to seven officers at the Municipal Journal Awards Evening Presentation and Dinner in London on 20 June 2013 be agreed.

The meeting closed at 11:30am.

Chairman
16 July 2013



Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/07/13
Date: 10 September 2013	
Officer Foreign Travel, Gifts and Hospitality Policy	
Report by:	
Adam Bowles, Head of HR and David Adlington, Head of Enterprise	
Enquiries to: Paul Turner, Corporate Lawyer and Liz Fowler, People Relations Consultant, Corporate HR Services	

1. Purpose of report

- 1.1. To review the list of employees/teams who have standing approval from the committee to travel overseas without needing to have each trip individually approved by the Committee.

2. Recommendations

- 2.1. Agree that subject to 2.3 employees in Appendix 1 (document entitled Guide 1) may travel abroad without needing the specific approval of the Committee.
- 2.2. Note that all other overseas travel by employees will continue to require approval from the Committee for each trip.
- 2.3. That where it is proposed that an employee will accompany a Member, then that travel by the Member and the employee will both require approval from the Committee, regardless of whether the officer is the subject of standing approval from the Committee.

3. Background and proposal

- 3.1. In May 2012 the Committee approved a formal process of approval of officer and Member travel; three categories of officer travel were approved.
- 3.2. These categories were: teams or individuals with an agreed prior need to travel, such as the Head of International Trade, where approval is delegated by

Members to the Director/senior officer, with the production of an annual report detailing visits, costs, and outcomes; any occasional (ad hoc) travel by other employees to be approved by the Executive Director and the Committee; and arrangements for prior approval by the Committee where employees would travel with a Member or Members.

- 3.3 An internal audit conducted in May 2012 highlighted conflicts that required resolution between some demands of foreign travel and ECC's existing officer travel and subsistence policy and gifts and hospitality policy – for example, where for health and safety considerations officers need to buy bottled water from vendors who may not issue a receipt, or the use of taxis in areas where this is the most reliable, safe and effective mode of transport.
- 3.4 A new policy and documents have been developed to address the auditors' report and formalise the current arrangements: these are designed to 'ensure all foreign travel and related activity supports predefined business objectives, is reasonable and proportionate, and meets the principles and standards required of every employee in the ECC Code of Conduct.' This has been approved by the Head of HR under delegated powers.
- 3.5 The content of the new documents is drawn from: the current process agreed by the Committee in line with the report by the Head of Scrutiny and Lead Governance Officer, Colin Ismay (24 May 2012); the Internal Audit recommendations made in the Essex Trade and Investment Limited audit report (28 July 2012); existing elements of other policies such as Gifts and Hospitality; and Local Government Association-supplied guidance on conduct and overseas partnership arrangements.
- 3.6 The new documents contain all the information relevant to officers, and present the policy in the standard format used for employee-facing ECC employment policies.
- 3.7 At the same time, references in the refreshed Gifts and Hospitality policy and Travel and Subsistence policy to foreign travel and related activity will be replaced with direction to follow the new policy on all such matters and published together to ensure all elements of existing processes are aligned.
- 3.8 The Committee have previously approved a standing list of officers who, as a result of their work, are permitted to travel abroad with the permission of the relevant senior manager without requiring each trip to be individually approved by the Committee.
- 3.9 This list has worked well, but there are some teams which were not included where there is a strong case for including them on the list. These include:
 - a) the Inward Investment Team who may need to respond swiftly to secure inward investment opportunities; and
 - b) the two staff reporting to the Head of International Trade, requested by the Head of Enterprise to give sufficient flexibility to deliver the team's outcomes efficiently.

- (c) staff participating in an Inter-Regional programme. International visits are necessary as part of the programme and the cost of travel, once a scheme is approved, is met externally.

4. Financial Implications

- 4.1. As at present – no change. These proposals will not change the cost. All costs made known to the Committee as documented above.

5. Legal Implications

- 5.1. It is necessary to have a clear policy governing when employees are permitted to travel abroad.

6. Staffing and other resource implications

- 6.1. There will be a slight reduction in the number of trips which need to be approved by the Committee which will result in a small saving in officer and member time.

7. Equality and Diversity implications

- 7.1. In making this decision ECC must have regard to the public sector equality duty (PSED) under s.149 of the Equalities Act 2010, ie have due regard to the need to: A. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act. B. Advance equality of opportunity between people who share a protected characteristic and those who do not. C. Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 7.2. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 7.3. The PSED is a relevant factor in making this decision but does not impose a duty to achieve the outcomes in s.149, is only one factor that needs to be considered, and may be balanced against other relevant factors.
- 7.4. An initial screening has been undertaken and it has been concluded that the decision in this report does not have any disproportionate impact on diversity or equality.

8. Background papers

- 8.1. Foreign Travel Arrangements Report to Committee May 2012 by Colin Ismay, Head of Scrutiny and Lead Governance Officer – published on ECC's 'Working here' intranet site
- 8.2. Final Internal Audit Report 2011/12 – Essex Trade and Investment Limited (ESH4) dated July 2012
- 8.3. Local Government Bureau Partnership guidance (Interaction International Development Toolkit) supplied by Local Government Association: 'Practicalities of International Partnerships' from 'Take your partners', Local Government International Bureau, 2006.

Guide: Teams with prior approval to travel abroad

The Committee have agreed that the teams listed below have an agreed routine operational requirement to undertake foreign travel. See policy. Full details of all foreign travel by these teams must be reported retrospectively to the Committee. Full details include the names and roles of those travelling, the rationale for that travel and a full breakdown of costs incurred.

Team	Purpose of travel
Brussels Office	The Brussels Office serves the needs of the 52 East of England local authorities and other partners. It also works closely with the External Funding Team to increase EU funding coming to Essex.
Children's Social Care: All qualified Social Workers	There are a number of reasons why Social Workers may have to go abroad from various teams and as a matter of urgency. Although this type of travel is infrequent, when it is required it needs to happen quickly in order to deliver the service to the child in question effectively.
External Funding Team	<p>In the current challenging economic climate, external funding sources that were once thought of as "funding of last resort" are becoming of much more interest to ECC and its external partners. External funding applied for is expected to fit with ECC's pledges and seek to compensate for some of the funding gaps arising in the economic downturn and budget review.</p> <p>The External Funding Team is the centre of excellence for information and support around external funding. It is designed to work with Directorates/Functions and external partners to optimise the amount of EU and external funding brought into Greater Essex to deliver corporate objectives.</p>
Integrated Youth Service: All Youth Workers	The Youth Service provides a range of activities supporting young people to travel abroad on educational visits: these include Duke of Edinburgh Awards, Youth Exchanges, and International Youth Conferences. Most of the funding comes from external sources or the young people raise it themselves, in a variety of ways. Youth Workers will of course in most cases need to accompany a trip or, as part of the planning, travel ahead and reconnoitre in order to prepare the way: examples of this are the previous trips to South Africa and Poland. Any/all youth workers can be expected to participate in this activity.

Team	Purpose of travel
International Trade Team	<p>Over 25 years Essex has developed an important and valuable link with Jiangsu Province in China. The International Trade Team, together with colleagues based in our Nanjing office, uses this relationship for the benefit of Essex businesses, helping identify export opportunities, providing market research and intelligence, arranging business visits and trade missions, etc. Much of this work is chargeable to the businesses who benefit.</p> <p>This involves team members travelling to China: to accompany and support Essex businesses looking to develop export opportunities; to further the relationship with the Jiangsu Provincial Government; to set strategy and to develop projects; and to conduct management activities related to the Nanjing office. The number of visits by the team is unlikely to exceed 4 each year.</p>
Interreg Support Staff	<p>These staff based in Directorates are covered by the prior approval provision as follows:</p> <ol style="list-style-type: none"> 1. Foreign travel approved by the Head of EU and External Funding and by their Director as necessary in order to participate in a proposed bid for EU funding 2. Foreign travel which approved by a Director is undertaken in order to participate in or comply with the terms of a project for which the Council has been awarded external funding following approval of a bid which has met the requirements of the ECC Compliance process.
Inward Investment Team	<p>This team works to secure business investment and growth in Essex including from overseas companies. In a very competitive international market, ECC must influence the key decision-makers and provide close client support throughout the process. From time to time employees must be prepared to travel - for example to visit key target companies in their home territories. When identified this is likely to be at short notice and our ability to respond quickly is essential. The number of visits is unlikely to exceed 4 each year.</p>
South East Local Enterprise Partnership	<p>The Director of the South East Local Enterprise Partnership (SELEP) and the SELEP staff are ECC employees. They may occasionally undertake foreign travel to secure European funding and other foreign direct investment essential to delivery of the agreed business plan. The aim is to secure economic growth for the South East region. The number of visits overseas will be low but they will be funded from SELEP funds.</p>

Team	Purpose of travel
Traded Services: Target Tracker	<p>Overseas travel has been an integral part of the Target Tracker (TT) work pattern since it secured the contract over six years ago to supply its software to MoD schools. A growing number of schools use the programs in diverse locations, eg Germany, Egypt, Dubai.</p> <p>The nature of travel is two-fold - marketing visits to, for example the annual British Schools in the Middle East Conference, with a well-founded expectation of securing new business; and follow-up visits to schools to conduct income generative training. The former is budgeted for as an expense under the approved marketing budget but follow up business, in terms of new sales or follow up training, usually ensures the business trip is ultimately financially viable.</p> <p>In terms of training visits, air fares and hotel costs are invoiced to or met directly by the host school. Wherever possible TT seeks to link the training visit to attendance at conferences/exhibitions thus ensuring that in effect the airfares relative to the marketing visit are met by the school(s) receiving training immediately prior to or after the marketing visit.</p>
Traded Services: Outdoor Education	<p>A range of employees are deployed from across the service on foreign visits. This is based on the qualification and experience required to deliver the programmes for customers, such as school, charity or Duke of Edinburgh Award programmes. Employees are normally senior staff with higher levels of qualifications and competence. All foreign visits generate income for the service. All staff costs are covered by charges to customers with no financial burden on ECC.</p> <p>Destinations include:</p> <ul style="list-style-type: none"> • France: 6 – 8 visits to our base in France each year • Morocco: Gold DofE venue; charity climb of Mt Toubkal • Slovenia: DofE venue • Ireland: European youth exchange venue • Cyprus: DofE venue.
Traded Services: China	<p>1. The China Education Partnership</p> <p>The China Education Partnership has evolved from the partnership with the Jiangsu province, spanning over 20 years. This partnership delivers an annual programme of educational activities both in China and Essex. This is focused on raising achievement of children and young people attending schools in Essex, providing professional development for Essex teachers and raising cultural awareness so Essex schools can learn examples of best practice from Chinese schools.</p>

Team	Purpose of travel
Traded Services: China (continued)	<p>A typical annual programme of events includes:</p> <ul style="list-style-type: none"> • Staff visit to China to agree the educational programme for 60 Chinese teachers to visit Essex for one month in summer • 60 Chinese teachers visit Essex and are placed in Essex schools. Hosted by families across Essex. • Employees visit China for a one/two week Leadership Programme to share best practice. • Employees visit China to agree a reciprocal Leadership Programme for Chinese senior education leaders to visit Essex in the following spring. <p>There are other ad hoc educational and sports programmes that also take place, eg the Essex-Jiangsu Summer Sports Camp and the 2012 Olympics visit for Chinese children. These may require Officers to visit China to agree and attend the programmes of activities on an ad hoc basis.</p> <p>2. The Essex-Jiangsu Partnership</p> <p>The Essex-Jiangsu Centre has developed from a partnership spanning over 20 years. Annually, two Chinese teachers join the Centre and a wide range of cultural and educational activities is delivered.</p> <p>Employees may be required to visit China to discuss the development of the Centre. Currently, this is ad hoc.</p>
Traded Services: Music Services	<p>Essex Music Service has organised an annual programme of European performance tours for over 50 years. This gives the young people who play or sing in the Countywide 'flagship' ensembles an excellent opportunity to live, work and perform together and to benefit from the educational and social experience of overseas travel. They are also excellent ambassadors for Essex helping to raise the cultural profile of the county.</p>
Trading Standards – specialist officer working in cosmetic product safety	<p>At the request of the Department of Business, Skills and Innovation Richard Knight represents the UK in market surveillance of cosmetic products. Currently funded by BIS, the role involves between two and four Brussels-based meetings a year, and possible additional ad hoc meetings outside the UK but within the EU. All visits within the EU which are made in connection with this role are approved.</p>

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/08/13
Date: 10 September 2013	
Approval for Member Attendance at the CCN 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 Members to attend the CCN Conference in Chester from 16 – 19 November 2013.

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 David Finch; Cllr John Jowers; Cllr Kevin Bentley; Cllr Julie Young

Joanna Killian

Details of the visit (incl. dates):

County Councils Network (CCN) Annual Conference – 17 - 19 November 2013, at Crown Plaza Hotel, Chester

Estimated cost of the visit: £2,881.20

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.

The CCN provides accommodation for the conference.

The conference fee per delegate is £348 (incl VAT). This includes accommodation for the Monday 18th November and all meals.

There is an additional charge of £138 (incl VAT) per delegate for accommodation on the Sunday 17th November. This includes the cost of a meal.

Return off peak rail fares are currently £451.20. (3 x £96.20 off peak return Colchester-Chester; 1 x £85.30 off peak return Chelmsford-Chester and 1 x £77.30 off peak return London-Chester).

The total cost for the entire conference (accommodation, conference fee and travel) is therefore £2,881.20

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

The County Councils Network (CCN) is a cross party special interest group of the Local Government Association which speaks, develops policy and shares good practice for the County group of local authorities, whether unitary or upper tier.

The CCN Annual Conference brings together members and officers over a 2 day period providing a unique opportunity to reflect on the challenges facing local

government, to share experience and to find solutions to common issues.

The Conference is an opportunity for senior ECC Councillors to meet with senior leaders at other county councils and with senior government ministers.

Valuable networking opportunity with both peers across local government and Whitehall.

Rob Cherrill 2/9/13

Comments of the Deputy Chief Executive

Approved. The conference covers issues which are a core part of the Council's business.

Comments of the Section 151 Officer

Margaret Lee

Margaret Lee 3/9/13

Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/09/13
Date: 10 September 2013	
Approval for Member Attendance at the ADASS 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 Members to attend the ADASS Conference in Harrogate from 16 – 18 October 2013.

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 Ann Naylor
Cllr Dick Madden
Cllr Anne Brown

Details of the visit (incl. dates): _____

Attendance at ADASS Conference, Harrogate 16 – 18 October 2013

Estimated cost of the visit: £2,350
Rationale for the estimated cost:

Conference fee: £450 + VAT per person = £1,350 + VAT (reclaimable)

Accommodation: £100 per person x 3 nights = £900

Travel: £100 (approx.)

Total: £2,350

* Please note you will need to demonstrate that in accordance with the Members' Allowances Scheme three quotes have been obtained before booking foreign hotels.

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

The Conference is a key event for the sector providing up to date information, from Government Ministers and the DoH as well as industry experts. Projects from other authorities are showcased and valuable ideas are gained for consideration for Essex. It provides superb networking opportunities and contact with commercial service providers which spawn new ideas for service delivery.

It is necessary for more than one member/officer to attend as the Conference is so large that different aspects of care are being discussed in different areas of the building at the same time. One representative would not be able to cover their own field as well as others. All three portfolios need to be represented to obtain maximum benefit.

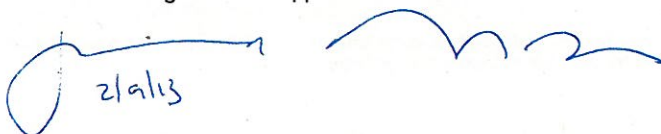
Additional Information re Officer attendance

- Peter Tempest is attending full conference. Full delegate fee is £450 plus VAT. Natalie Struka is looking at the accommodation for Peter now; he may however be able to make private arrangements.
- Linda Tyson has booked Karen Wright for full conference at £450 against PO ACMT002063. She has also booked a Bed and Breakfast £99.00 (inc. VAT) 3 nights accommodation Crown Hotel booked via Inntel 15 October – 17 October, allowing Karen to leave her car at the hotel on 18 November. This was the cheapest option.
- Barbara Salmon has booked Helen Lincoln, Jenny Boyd, Nicky O'Shaughnessy, Alastair Gibbons, Paul Secker and Mark Stancer onto Thursday only. The cost for this is £250 pp per day. They have accommodation booked for Wednesday night only which is £128.50 per person. This was booked under a blanket marketplace order from Helen's budget. Barbara also booked train travel for Helen only totalling £160.

Total cost is £3628

Comments by the Chief Executive

This is a key conference for officers and elected Members at this critical time of change in the NHA and local government as we pursue an agenda of integration; delivery of the Care and Support Bill and prepare; and the evolution of the Health and wellbeing Board. I support the attendance.



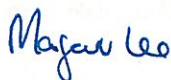
21/8/13

Comments by the Section 151 Officer

Approved – the conference relates to a key part of the authority's business.

X Margaret Lee

29 August 2013



Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	FTC/10/13
Date: 10 September 2013	
Approval for Foreign Travel by an Officer: Attendance at the IT Directors Forum (Athens)	
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 David Wilde (Chief Information Officer) to attend the IT Directors Forum in Athens on 23 October 2013.

APPROVAL FOR AD HOC FOREIGN VISITS MADE BY OFFICERS

Name of Officer(s) travelling: Mr David Wilde, Chief Information Officer

Details of the visit: **David to keynote speak at a IT Directors Forum, taking place on 23rd October in Athens, Greece – organized by Boussias Communications**

This is the 8th consecutive year that this event has taken place and this time they are focusing on the real business value of Cloud Computing for businesses or government bodies. This event gathers more than 150 people, mostly CIOs and IT Directors coming from medium to large companies.

Boussias Communications is a leading trade publishing company and business events organizer in Greece, having delivered more than 200 conferences within the last 5 years.

David has been invited as a keynote speaker on government and cloud computing and will cover our strategy and implementation programme and information governance issues around cloud adoption.

The invite was extended to David after Boussias viewed his presentation in the 12th Cloud Circle Forum; they believe that David would be the perfect keynote speaker for the event, as he – among others – combine cloud with mobility and have a complete business view of cloud's benefits and shortcomings.

*Estimated cost of visit to Athens, Greece: £ 650.00 approximately
(no costs to ECC, organiser covering costs)*

Rationale for the estimated cost: cost of return flights to Athens, dinner provided, transfers to and from airport, cost of 2 nights' accommodation at a 4 star hotel

* Please note you will need to demonstrate that in accordance with the Officers' Expenses Scheme three quotes have been obtained before booking foreign hotels.

Not applicable – the organisers are picking up all costs for travel and hotel expenses.

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


1. Showcase Essex County Council as a leader in cloud adoption where it makes good business sense and in successful ICT strategy and delivery
2. Raise Essex County Council's profile with other governments as a leader in public service delivery

3. Raise Essex County Council's profile as a desirable place to consider for investment by high-tech companies in the provision of cloud services for Europe and beyond
4. Open the market for possible further engagements which could generate income through consultancy

Endorsed by:

Executive Director / Chief Executive / Monitoring Officer and Executive Director for Finance*


Comments of the Endorser


Comments of the Chief Executive

Comments of the Section 151 Officer

** See e-mail attached.*

** Staff below Executive Director must be endorsed by the Executive Director, Executive Directors endorsed by Chief Executive, Chief Executive endorsed by Monitoring Officer and Executive Director for Finance*

Val Freeman, PA to Executive Director for Corporate Services

From: Margaret Lee, Executive Director for Corporate Services
Sent: 02 September 2013 09:27
To: Val Freeman, PA to Executive Director for Corporate Services
Subject: RE: Foreign travel form for David Wilde

This is ok

My specific comments (to be added under S151 comments) are:

'Approved - there are no resource impacts on ECC as costs are being met by the conference hosts and the officer is attending on his own time.'

Thanks
Margaret

Margaret Lee
Executive Director for Corporate Services
Corporate Services

Essex County Council
telephone: 01245 431010 | **ext:** 21010
email: Margaret.lee@essex.gov.uk | www.essex.gov.uk

From: Val Freeman, PA to Executive Director for Corporate Services
Sent: 02 September 2013 09:04
To: Margaret Lee, Executive Director for Corporate Services
Subject: Foreign travel form for David Wilde

Hi Margaret

Re the attached, David Wilde has agreed to take this time as annual leave and the form needs to be submitted urgently.
Are you able to approve please.

Thanks
Val

Val Freeman
PA to Margaret Lee, Executive Director for Corporate Services
Corporate Business Management, Strategic Services

Essex County Council
Telephone: 01245 431 001 | **Ext:** 21001
Email: val.freeman@essex.gov.uk | www.essex.gov.uk

From: C280@KONICA.CO.UK [<mailto:C280@KONICA.CO.UK>]
Sent: 02 September 2013 09:57
To: Val Freeman, PA to Executive Director for Corporate Services
Subject: Message from KMBT_C280

