



Essex County Council

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

10:15	Tuesday, 17 September 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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1	Membership, Apologies, Substitutions and Declarations of Interests	4 - 4
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3	Annual Report (FTC/08/19)	7 - 10
4	County Councils Network (CCN) Annual Conference (FTC/09/19)	11 - 13
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6	Date of Next Meeting To note that the next meeting of the Committee will take place on Tuesday 22 October 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)

The following items of business have not been published on the grounds that they involve the likely disclosure of exempt information falling within Part I of Schedule 12A of the Local Government Act 1972. Members are asked to consider whether or not the press and public should be excluded during the consideration of these items. If so it will be necessary for the meeting to pass a formal resolution:

That the press and public are excluded from the meeting during the consideration of the remaining items of business on the grounds that they involve the likely disclosure of exempt information falling within Schedule 12A to the Local Government Act 1972, the specific paragraph(s) of Schedule 12A engaged being set out in the report or appendix relating to that item of business.

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](#) and by then following the links from [Running the Council](#) or you can go directly to the [Meetings Calendar](#) to see what is happening this month.

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- Follow the instructions on your web browser

Attendance at meetings

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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

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If you are unable to attend and wish to see if the recording is available, you can find out by checking the [Calendar of Meetings](#) 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 June 2019

Present:

Councillor

S Barker	(Chairman)
T Ball	(Substitute for D Madden)
R Gooding	(Substitute for K Bentley)
G Mohindra	(Substitute for D Finch)
A Turrell	(Substitute for M Mackrory)

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. Apologies for absence had been received from Councillors David Finch, Kevin Bentley, Dick Madden and Mike Mackrory.
3. Substitutes for the meeting were Councillors Gagan Mohindra, Ray Gooding, Tony Ball and Anne Turrell
4. There were no Declarations of Interest.

2. Minutes

The minutes of the meeting held on 26 February 2019 were agreed as a correct record and signed by the Chairman.

3. LGA Annual Conference (FTC/07/19)

The Committee confirmed that report (FTC/07/19) was approved by email by Councillors Susan Barker, Ray Gooding and Simon Walsh for five members (Cllr David Finch, Cllr Kevin Bentley, Cllr Dick Madden, Cllr Louise McKinlay and Cllr David Kendall) and one officer (Gavin Jones, Chief Executive) to attend the LGA Annual Conference on 2 – 4 July 2019 in Bournemouth.

Resolved:

It was agreed for the five members and one officer to be able to attend the LGA Annual Conference, at an estimated total cost of £4,61140.

4. Date of Next Meeting

It was noted that the next meeting of the Committee would take place on Tuesday 23 July 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

17 September 2019

Report title: Annual Report 2018-19	
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: 17 September 2019	For: Decision
Enquiries to: Paul.Turner@essex.gov.uk or Gemma.Bint@essex.gov.uk	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To ask the Committee to agree to publish the attached report on foreign travel activity for 2018/19.

2. Recommendations

- 2.1 That the report at appendix 1 be published on the Council's website alongside past reports.
- 2.2 That the report for 2019/20 be prepared in 2020 in the same format.

3. Summary of issue

- 3.1 The Foreign Travel Policy says that all foreign travel by Members must be approved by the Committee. It also says that Foreign Travel by officers must be approved by the Committee unless the officer is in a team where the Committee has given pre-approval to foreign travel because it accepts that there is a need to travel abroad. Those officers need to obtain prior approval from managers.
- 3.2 The Policy states that all foreign trips which have not been approved by the Committee (i.e. travel by pre-approved teams) must be reported to the Committee on an annual basis.
- 3.3 The report for 2018/19 is attached. The report shows all trips and the actual expenditure.
- 3.4 Appendix 1 shows details of all trips reported centrally or where we have identified from checking payments for hotel bookings or flights. The only omissions are a Youth Orchestra tour to France in August 2018 led by the Council's music service, the cost of the tour is fully covered by the Arts Council grant and not ECC budgets and also all organised school trips by Essex Outdoors.

- 3.5 The reasons that overseas travel is necessary are many and varied but most travel falls into one of the following categories:
- Travel to maintain and develop trading links with other parts of the world which brings trade into the County and its businesses, for example our links with the Jiangsu Province in China.
 - Travel to obtain funding from international organisations.
 - Travel as part of an education service.
 - Travel as part of the Council's social care functions.
- 3.6 It will be noted that some of the foreign travel is to destinations in the UK. These journeys are reported because a small number of ECC staff (e.g. the Brussels office) are based outside the UK. Every journey they made outside Belgium is therefore 'foreign travel', even if they travelled from Brussels to Cambridge. We cannot use Chelmsford based staff for this work because the purpose of the visit is usually to provide feedback about the activities of the Brussels office to people in the UK.

4. Options

- 4.1 The policy states that the Council will publish the cost of travel so any decision not to publish would require that policy to be changed. In the interests of openness and transparency this option is not recommended.

5. Issues for consideration

5.1 Financial implications

- 5.1.1 The cost of foreign travel is an expense which the Council must sometimes incur in order to discharge its functions, as described above. All overseas travel is subject to prior approval in accordance with the policy and the Council's procurement rules.

5.2 Legal implications

- 5.2.1 Robust arrangements for managing expenditure are a key internal control which the Council is required to have in order to discharge its duties to council taxpayers. The arrangements need to be proportionate and appropriate to the risks and concerns.

6. List of appendices

- 6.1 Annual report 2018/19

Foreign Travel Annual Report for Pre-Approved Teams 2018/19

Team	Officer	Date	Destination	Reason for travel	Actual costs	Income or external reimbursement (if known)
Brussels office (The Brussels Office is hosted by Essex County Council on behalf of the East of England LGA. All funding for travel, accommodation and subsistence is paid from subscriptions directly to the Brussels Office. No Essex County Council money is spent undertaking these meetings or visits)	Panita Ball, European Policy Officer - European Partnership	18/05/2018	Chelmsford	EU funding workshop for the East of England European Partnership	£180.80	
	Jennifer Carson, Senior European Policy Officer - European Partnership	18/04/2018	Hertford	Presentation on EU waste legislation to the Eastern Waste Alliance	£112.00	
	Jennifer Carson, Senior European Policy Officer - European Partnership	26/04/2018	Chelmsford	Support Cllr Bentley during his Member Development Session at County Hall	£250.24	
	Jennifer Carson, Senior European Policy Officer - European Partnership	18/05/2018	Chelmsford	Deliver an EU funding workshop for the East of Engand European Partnership	£177.76	
	Jonathan Millins, Head of Brussels Office	18/05/2018	Chelmsford	Deliver an EU funding workshop (Anglia Ruskin University)	£151	
	Jonathan Millins, Head of Brussels Office	07-08/06/2018	Cambridge	Europe and International Panel and East of England Chief Executives Forum	£246.24	
	Jennifer Carson, Senior European Policy Officer - European Partnership	08/06/2018	Cambridge	Attend the Europe and International Panel and update them on recent EU activity	£142.72	
	Jonathan Millins, Head of Brussels Office	14-15/06/2018	Bury St Edmunds	EELGA Finance Summit	£252.67	
	Jonathan Millins, Head of Brussels Office	08-09/07/2018	Norwich	UEA Law Conference	£223.21	
	Jonathan Millins, Head of Brussels Office	26/10/2018	Luton	Delivery of the Europe and International Panel	£339.09	
	Jennifer Carson, Senior European Policy Officer - European Partnership	14-15/11/2018	Norwich	Host a meeting of the European Officer Group	£205.10	
	Jonathan Millins, Head of Brussels Office	14-16/11/2018	Norwich and London	Delivery of the European Group. Meeting with Cabinet Office and LGA officials in London	£396.98	
	Jonathan Millins, Head of Brussels Office	23-24/11/2018	London	Meeting with Department for Transport and guest lecture at the School of Oriental and African Studies on Brexit	£321.50	
	Jackie Eveleigh, Senior European Policy Officer - European Partnership	18/01/2019	Hertfordshire	Attended Europe and International Panel Meeting	£131.88	
	Jonathan Millins, Head of Brussels Office	18-19/01/2019	Hertfordshire and London	Europe and International Panel in Hertford and meeting with MHCLG officials in London	£347.96	
	Jennifer Carson, Senior European Policy Officer - European Partnership	13/02/2019	Hutingdon	To speak to Anglian Water regulatory team about future EU activity	£168.45	
	Jonathan Millins, Head of Brussels Office	12-15/02/2019	Hutingdon and Norwich	Meeting with Anglian Water executives in Hutingdon and UEA staff and students in Norwich	£339.60	
	Jennifer Carson, Senior European Policy Officer - European Partnership	13-14/03/2019	Norwich	To speak to students at UEA about Brexit and working in Brussels	£231	
Essex Education Services	Zhong Wang, Jiangsu Centre Education Manager	03-08/06/2018	China	Commissioned by Pingxiang Experimental School of Shenzhen Dongsheng Education Group to deliver traded consultancy service in China	£66.00	£22,850
	Keren Prior, Head of Education & Professional Services	05-10/11/2018	Jiangsu, China	Attend the Jiangsu International Forum for School principals and meet with Jiangsu education departments and various organisations		

< Income received from trip

	Zhong Wang, Jiangsu Centre Education Manager	05-17/11/2018	Jiangsu and Beijing, China			
	Jason Oster, Head of Sales and Marketing	09-16/11/2018	Beijing, China	Attend GET China Edtech trade show in Beijing to demonstrate EES products to show attendees and visit Beijing schools	£4,120.89	£1,500 < DIT/BESA grant
						£40,301 < Income received from trip
	Keren Prior, Head of Education & Professional Services	03-09/12/2018	Beijing, Hangzhou & Chengdu, China	Attend the UK-China Education Technology Forum, meet with Chinese education departments and visit schools to research good practices and areas for collaboration.		
	Zhong Wang, Jiangsu Centre Education Manager	03-15/12/2018	Beijing, Hangzhou, Chengdu, & Hongkong, China			
	Jason Oster, Head of Sales and Marketing	10-15/12/2018	Hongkong, China	Attend Teaching and Learning Expo to demonstrate EES products and meet various organisations to discuss potential traded services.	£3,982.86	£2,000 < DIT/BESA grant
	Jason Oster, Head of Sales and Marketing and Tracey Halsey, BDM	25/02/19-01/03/19	Dubai	Attendance at GESS Dubai, middle east trade show, targeting sales for Target tracker and SE+	£6,823.00	
All qualified Social Workers	Maneesh Sunnar	08-14/06/2018	India	Confidential	£1,667.42	
	Lisa Winstone +2	23-25/10/18	Zaragoza, Spain	Confidential	£1,708.90	
	Vickie Jefferson	18/02/2019	Cork, Ireland	Confidential	£682.12	
	Carla Guedes	15/03/2019	Valencia, Spain	To do an initial viability assessment of a potential carer	£444.14	
International Trade Team	Peter Manning and Lin Pery	Lin- 04-10/11/2018 Peter- 04-17/11/2018	Jiangsu, China	Speak at Jiangsu Innovation Expo on 8th November. Identify tech. needs and develop ongoing mechanisms through meetings with: Jiangsu Energy Association; Jiangsu Department of Science & Technology; Jiangsu Department of Environmental Protection	£971.25	£415.04
EU Funding Support Staff	Lisa Bone, Tourism Manager	14/09/2018	Wimille, France	Attended project meeting for Interreg project	£225.17	£84
	Lisa Bone, Tourism Manager	26/11/2018	Wimille, France	Attended project meeting for Interreg project	£188.62	£69.60
	Lisa Bone, Tourism Manager	12/12/2018	Wimille, France	Attended project meeting for Interreg project	£217.68	£66.60
	Carol Jolly, Marketing and Pr Manager	10-13/01/2019	Utrecht, Holland	Attended an exhibition to promote Essex Gardens and Gourmet	£725.44	
	Lisa Bone, Tourism Manager	14/01/2019	Wimille, France	Attended project meeting for Interreg project	£174.15	£58.20
	Lisa Bone, Tourism Manager	11/02/2019	Wimille, France	Attended project meeting for Interreg project	£174.40	£58.20
	Lisa Bone, Tourism Manager	28/03/2019	Wimille, France	Attended project meeting for Interreg project	£152.55	£48.60
Trading Standards	Richard Knight, Specialist Trading Standards Officer	10/10/2018	Brussels	EU Market Surveillance Meeting on Cosmetic Product Safety	£383.06	£300.00
Total					£26,925.85	£67,751.24

Report title: Approval for Member and Officer attendance at the CCN Conference	
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: 17 September 2019	For: Decision
Enquiries to: gemma.bint@essex.gov.uk, 03330136276	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To confirm that an application (attached to this report) was agreed by email for four members (Councillors Bentley, Madden, McKinlay and Mackrory) and one officer (Gavin Jones, Chief Executive) to attend the County Councils Network (CCN) Annual Conference from 17-19 November 2019 in Guildford, Surrey.

2. Recommendation

- 2.1 To note that it has been agreed for four members and an officer to attend the CCN annual conference from 17-19 November 2019 in Guildford, Surrey at a total estimated cost of £4,016 plus VAT, be approved.

Appendix 1: Application for Member and Officer attendance at the CNN Conference 2019

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 K Bentley; Cllr D Madden;
Cllr L McKinlay and Cllr M Mackrory

Officers attending:
Gavin Jones

Details of the visit (incl. dates):

County Councils Network (CCN) Annual Conference – 17- 19 November 2019, at Harbour Hotel in Guildford, Surrey

Conference Fee:

Cost per delegate:

Residential delegate rate (covering the full 2 days attendance at the conference) is £730 + V.A.T per person. The conference fee includes 2 nights accommodation and all meals.

Total cost of conference fees for 5 attendees: £3,650 plus VAT

Travel costs

Rail fares Chelmsford to Guildford (arriving around 16:00 on 17th and departing 15:00 on 19th) are £73.200pp (2 single tickets at £36.60 – National Rail website says “no return fares available”). Rail fares for all attendees is therefore £366.00.

The total cost for the entire conference (accommodation, conference fee and travel) is therefore approximately **£4,016 plus VAT**

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 and featuring high profile speakers coupled with a range of sessions and workshop; debating all of the main issues facing county councils and county unitary authorities.

CCN Conference has attracted prominent Secretaries of State to speak and answer questions; as well as expert speakers, analysts, and commentators from the local government sector and beyond. This year the SoSs for Housing, Communities & Local Government, Health & Social Care and Education have been invited to speak.

The CCN team are currently working on an exciting agenda for the event, which will come at a crucial time with a new government and Prime Minister in place and many key local government agendas unresolved – such as the Fair Funding Review, devolution, adult social care green paper, children's services, school funding and increased business rate retention. At the same time, a post-Brexit landscape provides fresh advocacy opportunities - such as positioning counties as 'strategic authorities' and drivers of local and regional economic growth.

It will explore opportunities and challenges facing local government and will emphasise how important the delivery of county services are economically and socially to local communities, demonstrating to the Government, MPs, and national stakeholders that upper-tier authorities are the critical bodies for delivering devolution and service transformation in non-metropolitan areas.

.Approved by Katie Bray (for Paul Turner) 15 August 2019
Comments of the Monitoring Officer

Approved by Nicole Wood 14 August 2019
Comments of the Section 151 Officer

Report title: Approval for Officer foreign travel to China	
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: 17 September 2019	For: Decision
Enquiries to: gemma.bint@essex.gov.uk, 03330136276	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To confirm that an application (attached to this report) was agreed by email for three officers (Alison Fiala, Head of Education and Early Years, Anita Kemp, Head of Strategy Planning and Performance and Philippa Holliday, Assistant Director Education North East) to travel to China between 20 – 26 October 2019. The purpose of the visit is to develop new business in the education sector.
- 1.2 Travel costs are fully funded by the Foreign and Commonwealth Office.

2. Recommendation

- 2.1 To note that it has been agreed for three officers to travel to China between 20-26 October for a business development visit.

Appendix 1: Application for Officer foreign travel to China.

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):
Alison Fiala	Head of Education and Early Years
Anita Kemp	Head of Strategy Planning and Performance
Philippa Holliday	Assistant Director Education North East

Purpose/reason justifying the visit:

Details:

This is a business development visit. Mostly funded by the Foreign and Commonwealth Office. Essex International is now a business. Last year earning £340,579 gross revenue. The purpose of the visit is to develop new business in the education sector.

The flights and accommodation for a week of this visit are being funded 100% by the Foreign Office. Peter Manning and Ge Jing will each have an additional week in China not funded by the Foreign and Commonwealth Office to build additional sales where only in country transport and accommodation will need to be funded. The main purpose of the visit is to stimulate build educational links between Essex and Jiangsu and grow sales income for the Essex Education Services and International Trade Team.

The visit will also build links between Essex Education Services and The Jiangsu Provincial Department of Education and begin the process of setting up further training to transfer Essex Education Services' expertise in improving and maintaining school performance improvement, summer camps and outdoor centres across a wide geography to counterparts in the Jiangsu Provincial Department of Education. In addition, ECC staff will build sales of training programmes to Jiangsu government departments.

Essex International has pre-approval from the Travel Committee for travel to China. In addition to The International Trade Team's staff the visit will involve: Alison Fiala, Head of Education and Early Years; Anita Kemp, Head of Strategy Planning and Performance; Philippa Holliday, Assistant Director Education North East from Essex Education Services

The visit will also be used by the Head of Essex International to meet, performance manage, and make future plans with the China team and Jiangsu government counterparts

Peter Manning and Ge Jing will explore new geographies on this visit in China allowing business development in other regions with the major cost funded by the Foreign and Commonwealth Office.

Anticipated value / benefit to ECC / Essex:

Details:

This visit will reframe the education relationship between Essex and Jiangsu following the restructure of Essex Education Services, in order to maintain the cultural link between over 150 schools in Essex with schools in Jiangsu at lower cost to the council.

The visit will bring in new business in education sales with a total retained income projection of:

2020/21 – Total £18,700

- School Improvement Programmes - £2,500
- Summer Camp Programmes with NCS - £13,500
- Summer Camp Programmes Non-NCS - £2,700

2021/22 – Total £70,500

- School Improvement Programmes - £10,000
- Summer Camp Programmes with NCS - £40,500
- Summer Camp Programmes Non-NCS - £20,000

2022/23 – Total £110,400

- School Improvement Programmes - £30,000
- Summer Camp Programmes with NCS - £50,400
- Summer Camp Programmes Non-NCS - £30,000

Total retained income projection over 3 years: £199,600

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

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

Details:

Alison Fiala, Head of Education and Early Years

Anita Kemp, Head of Strategy Planning and Performance

Philippa Holliday, Assistant Director Education North East from Essex Education Services

Out 20th October, Return 26th October 2019 (13 nights)

All appointments are not yet finalised.

		Schedule
20th October 2019	Sunday	Leave UK
21st October 2019	Monday	Arrive in Nanjing
22nd October 2019	Tuesday	Meet with Dept. Education Meet with Nanjing Schools
23rd October 2019	Wednesday	Meet with Nanjing Schools
24th October 2019	Thursday	Meet with Wuxi Schools
25th October 2019	Friday	Meet with Suzhou Schools Suzhou Travel to Shanghai
26th October 2019	Saturday	Leave China

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 Return Flights Heathrow - Shanghai	Heathrow - Shanghai: 100% covered by FCO grant Alison Fiala £675 Paid by FCO Anita Kemp £675 Paid by FCO Philippa Holliday £675 Paid by FCO	£0	
Transfers	100% covered by FCO grant Estimated £26/day/officer 3 officers, 6 days = £468	£0	
Accommodation	100% covered by FCO grant Alison Fiala Paid by FCO Anita Kemp Paid by FCO Philippa Holliday Paid by FCO Estimated £70/day/officer 3 officers, 6 days = £1,260	£0	
Subsistence	100% covered by FCO grant Alison Fiala Paid by FCO Anita Kemp Paid by FCO Philippa Holliday Paid by FCO @£30/day/officer 3 officers, 6 days = £540	£0	
Visa	100% covered by FCO grant Alison Fiala Paid by FCO Anita Kemp Paid by FCO Philippa Holliday Paid by FCO Visa cost for 3 = £804.16	£0	
Total		£0	

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
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HELEN LINCOLN	<i>Helen Lincoln</i>	5.8.19.
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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

