

## 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):
Luciana de Almeida	Commercial and Project Development Officer
Tom Day	Head of Commercial Development
Aaron Goldie-McSorley	Low Carbon Business Officer

### Purpose/reason justifying the visit:

#### Details:

We would like to ask approval for 3 members of staff to attend a meeting at Zaanstad, Netherlands, on the **7<sup>th</sup> and 8<sup>th</sup> of March**. This relates to an EU-funded project called “Empower 2.0” - Enabling More People’s Ownership in Energy Production, a partnership of 16 European and British organisations. This the project inception meeting following the successful award of £255,000 to Essex County Council for our participation in this partnership. **Travel costs are fully funded by the EU grant.**

### Anticipated value / benefit to ECC / Essex:

#### Details:

The aim of the EMPOWER 2.0 project is to maximise the financial benefits of local energy generation to communities in the UK and Europe. European and UK Energy markets are transforming from a centralised system to a decentralised and low carbon system. This project will:

- Allow ECC to better understand the opportunities provided by this new Energy market
- Deliver energy efficiency improvements to 1 school and 1 library fully funded by this project
- Empower Essex citizens to take an active role in this new system by helping them, either individually or collectively, to produce, store and use their own energy from renewable energy sources.

ECC’s participation will contribute to delivery of *Priority 2* (Energy Affordability) and *Priority 3* (Energy Generation) of ECC’s “*Energy and Low Carbon Strategy and Action Plan*”, by looking at how we can best support the development of new models of local supply such as micro grids, and peer to peer local trading for the benefit of the Local Authority and our community. It will also complement other initiatives to bring forward local energy solutions being pursued through South East LEP ERDF funding.

Specific benefits to ECC include:

- **External funding** to deliver ECC Corporate objectives - **approximately £255,000** and 50%

of overall project costs.

- Revenue savings - reduction on operational costs (electricity costs) in ECC public buildings and Schools as part of our pilot project
- Contributes to ECC strategic aim “Help create great places to grow up, live and work” and priority 2 “Help to secure sustainable development and protect the environment”.

**ECC staff time is being used as match funding** to attract 50% contribution from the EU programme. On this basis, no additional revenue budget is required for our participation in this project. **Travel costs are fully funded by the EU grant.**

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

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

#### Details:

Meeting taking place on the **7<sup>th</sup> and 8<sup>th</sup> of March** – 2 full-days to allow comprehensive discussion and planning of this 3-year partnership project. Meeting will take place in a venue close to Zaanstad train station. The Dutch municipality of Zaanstad is our lead partner in this partnership. Other partners include: Amsterdam University of Applied Sciences, Dutch Municipality of Haarlem, Ghent University, Province of West-Flanders (BE), Southend Borough Council, Upside Energy (UK based Energy start-up) and University of Southern Denmark.

### 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.

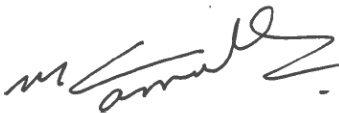
Item:	Notes:	Cost - £ estimate:	Cost - £ actual:
Travel	3 return flights	£63 each, £189 total	
Electric Taxi to airport	£70 return from Chelmsford £80 return from Kelvedon £100 return from Colchester	£250 total	
Accommodation	1-night accommodation for 3	£70 each, £210 total	
<b>Total (funded by the EU grant)</b>		£649	

### 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		21/02/2019

**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