



Essex County Council

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

10:15	Tuesday, 18 December 2018	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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3	Approval for Officer Foreign Travel to the Turks and Caicos Islands (FTC/17/18)	7 - 10
4	Date of Next Meeting To note that the next meeting of the Committee will 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.	
5	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.

6 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 11.25am on Thursday 22 November 2018

Present:

Councillor

K Bentley (Chairman)

S Barker

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. Apologies for absence had been received from Cllr David Finch.
3. There were no Declarations of Interest.

2. Minutes

The minutes of the meeting held on 16 October 2018 were agreed as a correct record and signed by the Chairman.

3. Approval for Member attendance at the CCN Conference (FTC/15/18)

The Committee confirmed that an application was circulated and agreed by email prior to the meeting for an additional member, Councillor McKinlay to attend the CCN Conference in addition to the already approved attendance of Councillors Bentley, Henderson, Madden and Mackrory and one officer (Gavin Jones, Chief Executive) to attend the County Councils Network (CCN) annual conference from 18-20 November 2018 in Guildford, Surrey.

Resolved:

The Committee confirmed that it was agreed that Cllr McKinlay could attend the CCN annual conference in November 2018 in addition to the four members and one officer at a total estimated cost of £762.10 plus VAT.

4. Approval for Officer Foreign Travel to the Netherlands (FTC/16/18)

The Committee confirmed that an application was circulated and agreed by email prior to the meeting for six officers (Liz Duncan, Mid Essex ASC Team Manager, Richard Hockley, Mid Essex ASC Acting Team Manager, Darlington Machingura, Mid Essex Senior Social Worker, Ivine Mayo, Mid Essex Senior Social Worker, Julia Lyons, Mid Essex ASC Team Manager, Madeline Carroll, Mid Essex Deputy Manager) to travel to the Netherlands for a Buutzorg Study Visit, from 10th December to 12th December.

Resolved:

That travel to the Netherlands by six officers, from 10th to 12th December 2018 in order to attend a Buutzorg Study Visit at a total estimated cost of £2,095.80 inc. VAT, be approved.

5. Dates of Future Meetings 2019-2020

It was noted that future meetings of the Members and Officers Foreign Travel Committee will take place on the following dates:

2019

Tuesday 22 January	Tuesday 23 July
Tuesday 26 February	Tuesday 17 September
Tuesday 19 March	Tuesday 22 October
Tuesday 16 April	Thursday 26 November
Tuesday 28 May	Tuesday 17 December
Tuesday 18 June	

2020

Tuesday 21 January	Tuesday 21 April
Tuesday 25 February	Tuesday 26 May
Tuesday 17 March	

6. Date of Next Meeting

It was noted that the next meeting of the Committee would take place on Tuesday 18 December 2018 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

18 December 2018

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: 18 December 2019	For: Decision
Enquiries to: Gemma Bint: gemma.bint@essex.gov.uk , 03330 136276	
County Divisions affected: All Essex	

1. Purpose of Report

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, from January to March 2019.

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

2. Recommendation

That attendance for two officers to go on a three-month deployment in the Turks and Caicos Islands in the role of Practice Mentors, from January to March 2019, at no cost to ECC, be approved/not approved.

3. Appendix

Completed Officer Application for Foreign Travel.

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):
	Childrens and Families (C&F) Service Manager, Team Manager or Senior Practitioner x2

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.

It provides a development opportunity for our Service Managers to work alongside Turks and Caicos Island social workers and support them to put basic standards more reliably in place. The individuals would learn a variety of different working methods as part of this experience which would be of benefit to ECC through skills and learning disseminated to all C&F individuals through this opportunity.

The role brief is as follows:

Role brief for the two TCI practice mentors

Location: Providenciales, Turks and Caicos Islands, Western Caribbean

Duration: Three months from early January 2019 until the end of March 2019.

Objectives:

- 1) Initially, to get alongside social workers and managers in TCI, gaining their confidence and trust and to establish a mechanism for working together to achieve positive change during the 3-month deployment;
- 2) To advise on how incoming referrals are best handled e.g., a triage protocol and procedure and/or a local model for initial assessment;
- 3) To put in place those basic systems and processes which underpin a safe child protection system e.g., a centralised filing system, inter-agency strategy discussions, planning and reviewing arrangements for all open cases including children in state care;

- 4) Simultaneously, to draft short policy and procedure notes to support those systems and processes and which also contribute to practice improvement. This to include the start of a TCI Operating Manual, setting down the interventions for children and families in use and to be developed, especially the evidence base to be used for and within these interventions.

Outcomes:

1st outcome: Strong engagement by staff and key stakeholders in the professional journey towards safe services and practice improvement

2nd outcome: Establishment of a clear professional model for referral and assessment and compliance with it in respect of new referrals

3rd outcome: A clear plan for further system and practice improvement in 2019/20

Anticipated value / benefit to ECC / Essex:

Details:

All expenses for the trip are paid for by the Foreign and Commonwealth Office, but ECC would be required to pay salaries during the three-month duration.

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 assignment is January – March 2019 inclusive with pre-deployment interviews and briefings during December 2018.

Process and timescales for the remainder of the project are as below:

- Initial meetings/induction during first two weeks in January - not full time but as part of the working week
- Interim evaluation – mid-February with Anthony Douglas on island.
- Final evaluation – end of March, 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
Helen Lincoln		6.12.18

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