

Minutes of a meeting of the Committee to consider applications to undertake certain duties by Members and foreign travel by Officers held in Council Chamber, County Hall, Chelmsford, CM1 1QH at 10.45am on Tuesday 21 September 2021

Present:

Councillor

J Spence (Chairman)	(Substitute)
M Buckley	(Substitute)
L Scott	(Substitute)
D King	(Substitute)
C Pond	

The following officers were present in support throughout the meeting:

Joanna Boaler	Head of Democracy and Transparency
Emma Tombs	Democratic Services Manager
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. Apologies for absence had been received from Councillors Kevin Bentley, Tony Ball and Louise McKinlay.
2. Substitutes for the meeting were Councillors John Spence, Malcolm Buckley, Lee Scott and David King.
3. There were no Declarations of Interest.

2. Minutes

The minutes of the meeting held on 15 September 2020 were agreed as a correct record and signed by the Chairman.

3. Approval for Member attendance at the County Councils Network (CCN) 2021 Conference

The Committee considered an application for five members (Councillors Bentley, Ball, McKinlay, Mackrory and Henderson) to attend the County Councils Network (CCN) 2021 Conference between 21 November and 23 November 2021 in Marlow, Buckinghamshire.

Resolved:

That attendance for five members at the County Councils Network (CCN) 2021 Conference between 21 November and 23 November 2021 in Marlow, Buckinghamshire at a total estimated cost of £4886 be approved.

4. **Approval for Officer Foreign Travel to Denmark**

The Committee considered an application for up to two officers to travel to Denmark between 5 and 6 October to attend a meeting in connection with an EU-funded project called “Empower 2.0” – Enabling More People’s Ownership in Energy Production.

It was noted that travel costs were fully funded by the EU grant.

Resolved:

That travel by up to two officers to Denmark between 5 and 6 October 2021 to attend a meeting which related to an EU-funded project called “Empower 2.0” – Enabling More People’s Ownership in Energy Production, be approved.

5. **Annual Report**

The Foreign Travel Policy states that foreign travel by officers must be approved by the Committee unless the officer is in a team which has been given pre-approval for foreign travel, pre-approval is given where the Committee accepts that there is a need to travel abroad.

The policy indicates that a summary of travel undertaken by 'pre-approved' teams must be reported to the Committee on an annual basis. Members were asked to note that for the period 1 April 2020 - 31 March 2021 there was no travel falling into this category, therefore there was no report to consider.

6. **Date of Next Meeting**

It was noted that the next meeting of the Committee would take place on Wednesday 24 November 2021 on the rise of the Cabinet meeting due to take place that day.

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Chairman