



Essex County Council

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

10:15	Tuesday, 15 September 2020	Online Meeting
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The meeting will be open to the public via telephone or online. Details about this are on the next page. Please do not attend County Hall as no one connected with this meeting will be present.

**For information about the meeting please ask for:**

Gemma Bint, Democratic Services Officer

**Telephone:** 033301 36276

**Email:** [democratic.services@essex.gov.uk](mailto:democratic.services@essex.gov.uk)

## 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.

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held via online video conferencing.

Members of the public will be able to view and listen to any items on the agenda unless the Committee has resolved to exclude the press and public from the meeting as a result of the likely disclosure of exempt information as defined by Schedule 12A to the Local Government Act 1972.

### How to take part in/watch the meeting:

**Participants:** (Officers and Members) will have received a personal email with their login details for the meeting. Contact the Democratic Services Officer if you have not received your login.

### Members of the public:

#### Online:

You will need the Zoom app which is available from your app store or from [www.zoom.us](http://www.zoom.us). The details you need to join the meeting will be published as a Meeting Document, on the Meeting Details page of the Council's website (scroll to the bottom of the page) at least two days prior to the meeting date. The document will be called "Public Access Details".

### **By phone**

Telephone from the United Kingdom: 0203 481 5237 or 0203 481 5240 or 0208 080 6591 or 0208 080 6592 or +44 330 088 5830.

You will be asked for a Webinar ID and Password, these will be published as a Meeting Document, on the Meeting Details page of the Council's website (scroll to the bottom of the page) at least two days prior to the meeting date. The document will be called "Public Access Details".

### **Accessing Documents**

If you have a need for documents in, large print, Braille, on disk or in alternative languages and easy read please contact the Democratic Services Officer before the meeting takes place. For further information about how you can access this meeting, contact the Democratic Services Officer.

The agenda is also available on the Essex County Council website, [www.essex.gov.uk](http://www.essex.gov.uk) From the Home Page, click on 'Running the council', then on 'How decisions are made', then 'council meetings calendar'. Finally, select the relevant committee from the calendar of meetings.

Please note that an audio recording may be made of the meeting – at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded.

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<b>1</b>	<b>Membership, Apologies, Substitutions and Declarations of Interest</b>	<b>4 - 4</b>
<b>2</b>	<b>Minutes: 17 March 2020</b>	<b>5 - 6</b>
<b>3</b>	<b>Foreign Travel Annual Report</b>	<b>7 - 9</b>
<b>4</b>	<b>Date of Next Meeting</b> To note that the next meeting of the Committee will take place on Tuesday 20 October 2020 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)

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.**

**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.

## 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 10.45am on Tuesday 17 March 2020.**

**Present:**

Councillor D Madden (Chairman)  
Councillor S Barker  
Councillor M Mackrory  
Councillor T Ball (Substitute for Councillor Bentley)

The following officers were present in support throughout the meeting:

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. There had been no changes in membership since the Committee's last meeting;
2. Apologies of absence were received by Councillor Finch and Councillor Bentley for whom Councillor Ball was substituting.
3. There were no Declarations of Interest.

**2. Minutes**

The minutes of the meeting held on 25 February 2020 were agreed as a correct record and signed by the Chairman.

**3. Officer Foreign Travel to Belgium**

The Committee noted that the application (FTC/04/20) for two officers (Tom Day, Head of Commercial Development and Aaron Goldie-McSorley, Low Carbon Business Officer) to travel to Belgium to attend a kick-off project meeting relating to an EU-funded project "LECSa" – 'Local Energy Communities for the 2 Seas region' between 23 and 24 March 2020 had been withdrawn.

**Resolved:**

That the application for two officers to travel to Belgium to attend a kick-off project meeting relating to an EU-funded project "LECSa" – 'Local Energy Communities for the 2 Seas region' between 23 and 24 March had been withdrawn.

#### **4. Date of Next Meeting**

It was noted that the next meeting of the Committee would take place on Tuesday 21 April 2020 at 10.15am, or on the rise of the Cabinet meeting due to take place that morning, whichever is latest.

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**Chairman**  
**21 April 2020**

<b>Report title:</b> Annual Report 2019-20	
<b>Report to:</b> Committee to Consider Applications to Undertake Certain Duties by Members and Foreign Travel by Officers	
<b>Report author:</b> Gemma Bint, Democratic Services Officer	
<b>Date:</b> 15 September 2020	<b>For:</b> Decision
<b>Enquiries to:</b> Paul.Turner@essex.gov.uk or Gemma.Bint@essex.gov.uk	
<b>County Divisions affected:</b> All Essex	

**1. Purpose of Report**

- 1.1 To ask the Committee to agree to publish the attached report on foreign travel activity for 2019/20.

**2. Recommendations**

- 2.1 That the report at appendix 1 be published on the Council's website.

**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 2019/20 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 Germany in August 2019 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.

#### **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 2019/20



Foreign Travel Annual Report for Pre-Approved Teams 2019/20

Team	Officer	Date	Destination	Reason for travel	Actual costs	Income or external reimbursement (if known)
All qualified Social Workers	Tara Ferdinand, Independent Reviewing Officer and Tracey Willats, Senior Practitioner	23-27/04/2019	St Lucia	Special guardianship assessment of paternal grandmother	£6,317.80	
	Lisa Winstone, Senior Support Worker	30/07/2019-03/08/2019	Zaragoza, Spain	Support and supervise contact with siblings and their mother	£2,536.00	
	Sue McCann, Childrens and Families (C&F) Senior Practitioner	15/09/2019 - 30/09/2019	Turks and Caicos Islands	Inductions/training etc	£0.00	
	Sue McCann, Childrens and Families (C&F) Senior Practitioner	10/11/2019 - 24/11/2019	Turks and Caicos Islands	Inductions/training etc	£0.00	
	Incze Kurko, ASC Social Worker +2	02/12/2019	Timisoara, Romania	Confidential	£321.82	
	Sue McCann, Childrens and Families (C&F) Senior Practitioner and Dave Barron, C&F Service Manager	30/01/2020 - 16/02/2020	Turks and Caicos Islands	Provide induction to 2 new social workers and team manager	£0.00	
						Paid for in full by the Foreign and Commonwealth Office
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International Trade Team	Peter Manning, Head of International Trade and Ge Jing, International Trade Manager	Peter 13-26/10/2019 Ge 20/10/2019 - 03/11/2019	Shanghai, China	Build educational links between Essex and Jiangsu and grow sales incomes for the Essex Education Services and International Trade Team	£1,701.02	
EU Funding Support Staff	Lisa Bone, Tourism Manager	16/04/2019	Wimille, France	Project meeting with overseas partners of our EU interreg 2 seas project PROFIT	£252.75	£95.55
	Lisa Bone, Tourism Manager	03/07/2019	Wimille, France	Project meeting with overseas partners of our EU interreg 2 seas project PROFIT	£190.75	£58.35
	Lisa Bone, Tourism Manager	29/01/2020	France	Project meeting with overseas partners of our EU interreg 2 seas project PROFIT	£174.53	
Trading Standards	Richard Knight, Specialist Trading Standards Officer	28/11/2019	Brussels	Attendance at EU Market Surveillance Meeting on Cosmetic Product Safety	£583.88	£247.17
<b>Total</b>					<b>£12,078.55</b>	<b>£401.07</b>