



Essex County Council

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

10:15	Tuesday, 25 February 2020	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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4	Date of Next Meeting To note that the next meeting of the Committee will take place on Tuesday 17 March 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.

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

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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.

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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 11.00am on Tuesday 21 January 2020.

Present:

Cllr Ray Gooding	(substitute for Councillor David Finch, in the Chair)
Cllr Simon Walsh	(substitute for Councillor Susan Barker)
Cllr Tony Ball	(substitute for Councillor Kevin Bentley)

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 of absence were received by Councillors Finch, Barker and Bentley for whom Councillors Gooding, Walsh and Ball were substituting. Apologies of absence were also received by Councillors Madden and Mackrory.
3. There were no Declarations of Interest.

2. Minutes

The minutes of the meeting held on 17 December 2019 were agreed as a correct record and signed by the Chairman.

3. Approval for Member and Officer Attendance at the LGA Annual Conference

The Committee considered an application (FTC/01/20) for five members (Councillors Finch, Bentley, Madden, McKinlay and Mackrory) and one officer (Gavin Jones, Chief Executive) to attend the LGA Annual Conference from 30 June to 02 July 2020 in Harrogate at a total estimated cost of £7,034.40.

Resolved:

That the attendance of five members and an officer at the LGA Annual Conference from 30 June to 02 July 2020 at the Harrogate Convention Centre, at a total estimated cost of £7,034.40, be approved.

4. Approval for Member and Officer Attendance at The LGC Investment Seminar

Samantha Andrews, Investment Manager, Essex Pension Fund and Amanda Crawford, Compliance Manager were in attendance to answer questions relating to item 4.

The Committee considered an application (FTC/02/20) for one member (Councillor Susan Barker) and two officers (Samantha Andrews, Investment Manager, Essex Pension Fund and Sara Maxey, Employer Manager, Essex Pension Fund) to attend the LGC Investment Seminar from 26 to 28 February 2020 in Cheshire at a total estimated cost of £1,999.60.

Resolved:

That the attendance of one member and two officers at the LGC Investment Seminar from 26 to 28 February 2020 at Carden Park, Cheshire, at a total estimated cost of £1,999.60, be approved.

5. Date of Next Meeting

It was noted that the next meeting of the Committee would take place on Tuesday 25 February 2020 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
25 February 2020

Report title: Approval for Officer Foreign Travel to the Netherlands	
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: 25 February 2020	For: Decision
Enquiries to: gemma.bint@essex.gov.uk, 03330 136276	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To consider an application (attached to this report) for three officers (John Meehan, Head of Sustainability & Resilience, Rosalyn Bayes, Senior Sustainability & Resilience Officer and Aleksandar Bogdanov, Environment Project Officer) to travel to Delft, Netherlands to attend a SPONGE 2020 partnership meeting from 31 March to 03 April 2020, at a total estimated cost of £1,125, however 60% of costs will be recovered by the EU grant.

2. Recommendation

- 2.1 That travel to Delft, Netherlands by three officers to attend a SPONGE 2020 partnership meeting from 31 March to 03 April 2020, at a total estimated cost of £1,125 (60% of costs will be recovered by the EU-grant), be approved.

Appendix: Application for Officer Foreign Travel to the Netherlands.

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):
John Meehan	Head of Sustainability & Resilience
Rosalyn Bayes	Senior Sustainability & Resilience Officer
Aleksandar Bogdanov	Environment Project Officer

Purpose/reason justifying the visit:

Details:

The purpose of the visit is to attend a SPONGE 2020 partnership meeting in Delft, Netherlands from 31/03/2020 to 03/04/2020. Sponge is an EU-funded partnership between Dutch, British and Flemish local authorities and water authorities, running from June/16 to December/20*. In order to fully participate in this partnership and deliver the activities agreed ECC officers need to attend 2 project meetings per year. Three officers are required to participate in this meeting:

- John Meehan – Member of the Project Steering Group.
- Rosalyn Bayes – Communications lead
- Aleksandar Bogdanov – Project coordinator

**Project extension from July 2020 to December 2020 has been requested. The meeting in Delft is going ahead regardless of the outcome of the extension request.*

Anticipated value / benefit to ECC / Essex:

Details:

- Project expenditure is **£718,000** but **94%** of the **total project cost** is funded by external partners.
- Approximately **£363,000** is Interreg 2 Seas contribution, Basildon Hospital contribution is **£133,000**, Environment Agency contribution is **£96,500**, Anglian Water contribution is **£80,000** and Essex County Council contributes **£45,500**.
- Expenditures relating to officers attending EU meetings are **60%** funded by Interreg 2 Seas.
- It contributes to ECC strategic aims “*Help create great places to grow up, live and work*” and priority 2 “*Help to secure sustainable development and protect the environment*”.
- The works delivered as part of this project **will increase resilience to surface water flooding** in a Critical Drainage Area within South Essex, an area within the **top 10** at risk from pluvial flooding nationally.

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

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

Details:

Dates of meeting: 09:00am, Wednesday 1st April 2020 to 12:00pm, Friday 3rd April 2020

Location: Hoogheemraadschap van Delfland, Phoenixstraat 32, 2611 AL Delft, Netherlands

Draft agenda: To be finalised.

This is the last partner meeting before the end of project conference at the [Climate Adaptation Week](#) (part of the [Climate Adaptation Summit](#)) scheduled for October 2020 in Rotterdam. Topics that will be discussed include:

- **Annual Progress Report 2020**
- **Project outputs and deliverables** – status and anything outstanding
- **Budgets / spending status**
- **Preparations for project close**
- **Communications and promotion of Final Conference**
- **Site visit**

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 x flights London to Amsterdam (return) 3 x train tickets Amsterdam Schiphol Airport to Delft (return)	£75pp £225 total £25pp £75 total Total: £300	
Accommodation	3 nights hotel accommodation per person.	£75pp/night £675 total	
Public transport and subsistence	Trains to/from London airports, public transport within Delft, food/drink while travelling.	£50pp £150 total	
TOTAL	60% of the expenditure will be recovered by the EU grant.	£1,125 (total before grant) £450 (cost to ECC after grant)	

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		17 th February 2020

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