



Essex County Council

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

10:15	Tuesday, 19 April 2022	Council Chamber County Hall, Chelmsford, CM1 1QH
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Please note that the meeting will take place at the time shown above or on the rise of the Cabinet meeting, whichever is later.

For information about the meeting please ask for:

Gemma Bint, Democratic Services Officer

Telephone: 033301 36276

Email: 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.

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.

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- Please log in to 'ECC Guest'
- Follow the instructions on your web browser

Attendance at meetings

Most meetings are held at County Hall, Chelmsford, CM1 1LX. [A map and directions to County Hall can be found on our website.](#)

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 is accessible by lift 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.

Accessing Documents

If you have a need for documents in, large print, Braille, electronically 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 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.

Livestreaming of meetings

In the interests of improving access to the Council's meetings, most meetings will be livestreamed on the [ECC Democracy YouTube Channel](#). Recordings of the meetings once they have finished are also available on the Channel.

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4	Date of Next Meeting To note that the next meeting will take place on Tuesday 24 May 2022 at 10.15am or on the rise of the Cabinet meeting due to take place that morning, whichever is 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 K Bentley
Councillor T Ball
Councillor M Mackrory
Councillor L McKinlay
Councillor C Pond

Chairman

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 15 February 2022

Present:

Councillor

J Spence (Chairman)	(Substitute)
M Buckley	(Substitute)
G Butland	(Substitute)
M Mackrory	

The following officers were present in support throughout the meeting:

Gemma Bint	Democratic Services Officer
Joanna Boaler	Head of Democracy and Transparency
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, Louise McKinlay and Chris Pond.
2. Substitutes for the meeting were Councillors John Spence, Malcolm Buckley and Graham Butland.
3. There were no Declarations of Interest.

2. Minutes

The minutes of the meeting held on 21 September 2021 were agreed as a correct record and signed by the Chairman.

3. Approval for Officer Foreign Travel to Caen, France

Florent Andre, Project Manager for BLUEPRINT was in attendance to answer questions relating to item 3.

The Committee considered an application for six officers (Florent Andre, Project Manager for BLUEPRINT, Leah Martin, Programme Communications Lead for BLUEPRINT, Lily Chambers, Programme Communications Officer for BLUEPRINT, Rosalyn Murphy, Senior Circular Economy Officer for BLUEPRINT and Katy Chambers, Sustainability and Resilience Manager) to travel to Caen, France between 8 and 10 March 2022 to attend a Steering Group meeting for the project BLUEPRINT to a Circular Economy project.

Travel costs from the trip would be reimbursed by the EU grant funding.

Resolved:

That travel for six officers to Caen, France between 8 and 10 March 2022 to attend a Steering Group meeting for the project BLUEPRINT to a Circular Economy project, be approved.

4. LGA Leadership Programmes

An application was agreed in principle by email for Members to attend various LGA Leadership Programmes between November 2021 and April 2022.

Since the agreement of the application, two Members (Councillors Peter Schwier and Tom Cunningham) had attended the Leadership Academy at a total cost of £1,800 and further Members had attended other programmes, however the costs did not reach the figure that requires approval by the Committee.

Resolved:

It was agreed that a total of up to £5,000 be approved for Member attendance at the LGA's Leadership Programmes between November 2021 and April 2022.

5. LGA Annual Conference

The Committee considered an application for four Members (Councillors Bentley, Ball, McKinlay and King) and three officers (Gavin Jones, Chief Executive, Richard Puleston, Director for Policy and another member of the Corporate Leadership Team yet to be confirmed) to attend the LGA Annual Conference from 27 to 30 June 2022 in Harrogate.

Resolved:

That attendance for four Members and three officers at the LGA Annual Conference between 27 to 30 June 2022 in Harrogate, at a total estimated cost of £7,098, be approved.

6. Date of Next Meeting

It was noted that the next meeting of the Committee would take place on Tuesday 15 March 2022 on the rise of the Cabinet meeting due to take place that day.

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Chairman

Report title: Approval for Officer Foreign Travel to Berlin, Germany.	
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: 19 April 2022	For: Decision
Enquiries to: gemma.bint@essex.gov.uk, 03330136276	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To consider an application (attached to this report) for two officers (Luciana de Almeida, Energy and Low Carbon Project Development Officer and Tom Day, Head of Energy and Low Carbon Programme) to travel to Berlin, Germany to attend a partnership meeting that relates to an EU-funded project called “2IMPREZS”, a partnership of 10 European and British organisations on 17 and 18 May 2022.
- 1.2 All travel costs are fully funded by the EU grant.
- 1.3 Executive Director approval is expected before the meeting date and the decision is dependent on authorisation being obtained.

2. Recommendation

(Subject to confirmation of Executive Director approval being confirmed at the meeting)

- 2.1 To approve foreign travel to Berlin, Germany by two officers, to attend a meeting that relates to an EU-funded project called “2IMPREZS”, a partnership of 10 European and British organisations on 17 and 18 May 2022.

Appendix 1: Application for Officer Foreign Travel to Berlin, Germany.

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	Energy & Low Carbon Project Development Officer
Tom Day	Head of Energy and Low Carbon Programme

Purpose/reason justifying the visit:

Details:

We would like to ask approval for 2 members of staff to attend a meeting in Berlin, Germany, on the **17th and 18th of May 2022**. This relates to an EU-funded project called “2IMPRESZS”, a partnership of 10 European and British organisations. This the first partnership meeting that Essex will be participating since we joined this partnership in December 2021. **Travel costs are fully funded by the EU grant and our participation is mandatory.**

Anticipated value / benefit to ECC / Essex:

Details:

2IMPRESZS is a recognised EU partnership funded by the Interreg North Sea Region (NSR) Programme. Since 2017 the project has been accelerating the implementation of energy saving measures in schools through “Energy challenges” – a method that tackles the whole spectrum of energy efficiency measures (behavioural, technical, and financial approaches) in schools and it is replicable and scalable in any area. 125 schools across Europe and UK have participated so far in these challenges, saving an average 30% on energy bills, engaging over 55,000 pupils in the process and reducing carbon emissions.

Essex County Council was invited to join the project extension which started in December 2021 and will finish in June 2023. The aim of the extension was to engage more schools in the programme area (North Sea Region) and develop digital tools. These tools will incorporate modes of technology enhanced learning (TEL), such as Augmented Reality/Virtual Reality (AR/VR), creating deeper immersive educational experiences in the schools participating.

Benefits for ECC in participating in this partnership include:

- Acquiring the skills and resources to deliver the “Energy challenges” programme across Essex schools

- Revenue savings - reduction on operational costs (energy bills) in Schools participating in the programme
- Contributes to ECC strategic aims – Everyone’s Essex:
 - **Green communities:** We will work with communities and businesses, providing advice and support to enable and empower local action to reduce greenhouse gas emissions and build climate resilience.
- Contributes to delivery of ECAC recommendations:
 - 50% Essex schools retrofitted to net zero by 2025 and 100% by 2030

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 **17th and 18th of May 2022** – 2 full-days to allow comprehensive discussions, planning and knowledge exchange. Meetings will be hosted by one of the partner in the project in Atene KOM offices, in Berlin - Address: Invalidenstraße 91, 10115 Berlin, Germany

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:
Train journey to London (inward)	Kelvedon & Cambridge to London (average £30 each)	60	
Train – inward London to Berlin (16 th May)	Eurostar to Brussels and ICT to Berlin	130	
Flight – return (18 th evening)	BER-STN - £15 each	30	
Accommodation (Hotel selected by host close to meeting Venue)	Two-night stay 161,32 EUR per person per night 322 EUR per person = 644 EUR and £544	544	
Other minor expenses and local train journeys		50	
Total (fully funded by the EU grant)		814	

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

Comments:

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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

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