



Essex County Council

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

10:15	Tuesday, 15 February 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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- 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. However, access and space for the public is extremely limited due to COVID secure requirements.

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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.

Audio recording of meetings

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We are experimentally streaming some meetings on the [ECC Democracy YouTube Channel](#). You may wish to see if this meeting is being streamed but please remember that this is an experimental service. There is also an [audio broadcast accessible via our website](#).

If you are unable to attend and wish to see if the recording is available, you can visit the ECC Democracy YouTube Channel or, for the audio recording check the [Calendar of Meetings](#) any time after the meeting starts. Any audio available can be accessed via the 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.

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6 Date of Next Meeting

To note that the next meeting will take place on Tuesday 15 March 2022 at 10.15am or on the rise of the Cabinet meeting due to take place that morning, whichever is the later.

7 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.

8 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 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

Report title: Approval for Officer Foreign Travel to Caen, France	
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: 15 February 2022	For: Decision
Enquiries to: gemma.bint@essex.gov.uk	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To consider an application (attached to this report) for six officers (Florent Andre, Project Manager for BLUEPRINT, Leah Martin, Programme Communications Lead for BLUEPRINT, Lily Chambers, Programme Communications Officer for BLUEPRINT, Gabriella Asara, Senior Circular Economy Officer for BLUEPRINT, Rosalyn Murphy, Senior Circular Economy Officer for BLUEPRINT and Katy Chambers, Sustainability & Resilience Manager) to travel to Caen, France to attend a Steering Group meeting for the project BLUEPRINT to a Circular Economy project. The trip is scheduled from 8 – 10 March 2022.
- 1.2 Two further officers were approved for travel but will no longer be attending, these officers have been crossed through on the application.
- 1.3 All travel costs from the trip will be reimbursed by the EU grant funding.

2. Recommendation

- 2.1 To approve foreign travel to Caen, France by six officers, to attend a Steering Group meeting for the project BLUEPRINT to a Circular Economy between 8 – 10 March 2022.

Appendix: Application for Officer Foreign Travel to France.

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):
Florent Andre	Project Manager for BLUEPRINT to a Circular Economy
Leah Martin	Programme Communications Lead for BLUEPRINT to a Circular Economy
Lily Chambers	Programme Communications Officer for BLUEPRINT to a Circular Economy
Gabriella Asara	Senior Circular Economy Officer for BLUEPRINT to a Circular Economy
Rosalyn Murphy	Senior Circular Economy Officer for BLUEPRINT to a Circular Economy
Hannah Ramsey-Smith	Senior Circular Economy Officer for BLUEPRINT to a Circular Economy
Tasha Heath	Circular Economy Officer to BLUEPRINT for BLUEPRINT to a Circular Economy
Katy Chambers	Sustainability & Resilience Manager

Purpose/reason justifying the visit:

Details:

The purpose of this trip is to attend a Steering Group (SG) meeting for the project **BLUEPRINT to a Circular Economy project**, an EU funded project in which ECC is the lead partner.

All the employees planning to travel are EU funded support staff on the project.

The reason for all funded staff to attend is based on different members of the team leading on different areas of the project, and therefore will engage with the various partners during the planned sessions to discuss specific aspect of the project related to objectives within their specific area.

The funding body requires the project to hold a SG meeting every 6 months, and as per the partnership agreement signed with the funding body, attendance to SG meetings is mandatory for all partners.

ECC's BLUEPRINT budget has £25,000-worth of allocated funding for SG meeting travel, and all cost from this trip will be reimbursed by the EU grant funding.

The SG meetings enable all partners to meet, which is crucial to build stronger relationships to

support the delivery of this complex project, as being able to discuss the project's activities in person will enable us to make faster and better-informed decisions to drive the project forward. The project has already gone through the CMA process.

Anticipated value / benefit to ECC / Essex:

Details:

The BLUEPRINT Project is helping to position ECC as a circular economy leader. Our outputs support ECC's Levelling Up agenda by creating green jobs, enabling sustainable growth, minimising waste, mitigating the impacts of climate change and engaging young people.

All ten project partners are represented in SG meetings, where decisions are made on cross-cutting issues around strategy, coordination and administration, ensuring that there is strong cross-border collaboration throughout the project.

Soft benefits of the SG meeting include building stronger relationships to support the delivery of this complex project. It also enables partners to build better connections and stronger networks, which encourages more open, honest and helpful communication moving forward.

These SG meetings support with the delivery of all project objectives, which ECC are responsible for as a Lead Partner.

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

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

Details:

Whole trip: 8-10 March 2022

Meeting: Whole day 9 March, AM 10 March

Travel: 8 March and PM 10 March

Itinerary: London to Paris to Caen;

Organiser: ESITC Caen, one of our French partners on the project;

Other organisations attending: Kent County Council; PECT; Anglia Ruskin University; Brighton and Hove City Council; EcoWise; Neoma (France); UniLaSalle (France), UPJV (France) – All partners of the BLUEPRINT Project.

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	Chelmsford to London return £37 per person, for 5 people		£185
Travel	Tonbridge to London return £37 per person, for 1 person		£37
Travel	London to Paris return £104 per person, for 6 people Estimated cost based on timing	£624	
Travel	Paris intra travel return €3.90 per person, for 6 people		£19.60
Travel	Paris to Caen return €20 per person, for 6 people		£100.5
Accommodation	Best Western Royal Hotel Caen 2 nights, incl. breakfast. £168.6 per person for 2 nights - For 6 people		£1011.6
Total		£19977.70	

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
Andrew Cook		27/01/2022

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

Report title: Confirmation of action taken since last meeting: Approval for Member attendance at the LGA Leadership Programmes	
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: 15 February 2022	For: Decision
Enquiries to: gemma.bint@essex.gov.uk, 03330136276	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To confirm that an application (attached to this report) was agreed by email for Members to attend various LGA Leadership Programmes between November 2021 and April 2022.
- 1.2 To note that since the agreement of the application, two Members (Cllrs Peter Schwier and Tom Cunningham) attended the Leadership Academy. Further Members attended other programmes however the costs did not reach the figure that requires approval by the Committee.

2. Recommendation

- 2.1 To confirm the action agreed in principle since the last meeting of the Committee for a total of up to £5000.00 be approved for member attendance at the LGA's Leadership Programmes between November 2021 and April 2022.
- 2.2 To note that since the agreement of the application, two Members attended the Leadership Academy at a total cost of £1,800 and that further Members attended other programmes, however the costs did not reach the figure that requires approval by the Committee.

Appendix 1: Application for Member attendance at the LGA's Leadership Programmes.

APPROVAL FOR MEMBER ATTENDANCE AT EVENTS/VISITS

involving travel abroad / individual costs exceeding £500 / aggregate costs for more than one member of £1,000

Name of Member(s) travelling: Multiple members including Cllr Peter Schwier

Details of the visit/event (incl. dates):

Attendance at the LGA's Leadership Programmes, taking place between November 2021 and April 2022.

Estimated overall cost: £ 5000.00 total

Rationale for the estimated cost:

Purpose of the visit and anticipated value to the County Council:

The LGA offers a range of political leadership development programmes to help development and support councillors. This includes Leadership Essentials, the Leadership Academy and networking opportunities.

The Democracy Team are currently working with members to identify specific development opportunities and this funding is to enable us to access courses for members offered by the LGA during the period.

Cllr Schwier would like to attend the Leadership Academy, which is the LGA's flagship development programme for councillors in leadership positions. Refreshed and updated for the current challenges faced across local government, the Leadership Academy delivers for local leaders a step change in leadership behaviors, strategies, skills and mind-set.

Leading councillors from across the country and political spectrum have found the Leadership Academy helps to ensure they can effectively address modern challenges and make the most of new opportunities. The programme is now approved by Institute of Leadership & Management, the UK's leading awarding body for leadership and management, and Leadership Academy graduates will now receive an approved Institute of Leadership and Management certificate with access to resource materials for a year from the organisation. The Leadership Academy is a leadership development programme for leading councillors based on three two-day residential modules over a three-month period.

Leading councillors from across the country and political spectrum have found the Leadership Academy helps to ensure they can effectively address modern challenges and make the most of new opportunities. Over 3,100 elected members from almost every council in the country have graduated from the main Leadership Academy

programme since it was launched 21 years ago. The cost of his individual attendance is £600 as he has opted to attend the virtual session.

Benefits of attending

- Work with fellow councillors on current issues
- Understand your own leadership style and enhance your leadership capabilities
- Develop a 'leadership toolbox' of techniques and strategies to use in different situations
- Work on participants' own specific challenges from their councils
- Understand and practise effective leadership strategies for the current environment
- Take back the learning to councils
- Work with peers from other parties and councils
- Overall, providing a step change in leadership effectiveness

Comments of the Chief Executive



Comments of the Section 151 Officer

Approved

To be completed after travel and submitted by email to democratic.services@essex.gov.uk:

Actual total cost of visit:

Report title: Confirmation of action taken since last meeting: Approval for Member and Officer attendance at the LGA Annual Conference	
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: 15 February 2022	For: Decision
Enquiries to: Gemma Bint, Democratic Services Officer, gemma.bint@essex.gov.uk , 03330 136276	
County Divisions affected: All Essex	

1. Purpose of Report

- 1.1 To confirm that an application (attached to this report) was agreed by email for five Members (Councillors Bentley, Ball, McKinlay, Henderson and King) and three officers (Gavin Jones, Chief Executive, Nicole Wood, Executive Director for Finance and Technology and Richard Puleston, Director for Policy) to attend the LGA Annual Conference from 28 to 30 June 2022 in Harrogate.

2. Recommendation

- 2.1 To confirm the action agreed in principle since the last meeting of the Committee for five Members and three officers to attend the LGA Annual Conference from 28 to 30 June 2022 in Harrogate, at an estimated total cost of £8,877.60, be approved.

Appendix 1: Application for Member and officer attendance at the LGA Annual Conference 2022.

APPROVAL FOR MEMBER ATTENDANCE AT EVENTS/VISITS

involving travel abroad / individual costs exceeding £500 / aggregate costs for more than one member of £1,000

Name of Member(s) travelling:

Cllr Kevin Bentley
Cllr Louise McKinlay
Cllr Tony Ball
Cllr Ivan Henderson
Cllr David King

Name of officers also attending (if any)
(to allow the Committee to make a full
assessment of ECC representation)

Gavin Jones
Nicole Wood
Richard Puleston

Details of the visit/event (incl. dates):

The Annual LGA Conference and Exhibition, Harrogate
Tuesday 28 to Thursday 30 June 2022
Early bird rate for LGA members only - £495+VAT(99) x8 = £4752
Accommodation @ hotel in Harrogate @ approx. £140per night x2nights x8pp= £2240
Travel: Train from Chelmsford to Harrogate approx. £235.70 off peak return ticket
x8=. £1885.60

Estimated cost of the visit:

£ 6992 conference + accommodation
only

Rationale for the estimated cost:

* Please note you will need to demonstrate that in accordance with the Members' Allowances Scheme three quotes have been obtained before booking foreign hotels.

Purpose of the visit and anticipated value to the County Council:

Featuring senior political leaders and inspirational speakers, the 2022 Annual Conference will explore how we continue to recover, grow, and thrive in a post COVID-19 world. There will be a wide range of sessions – from levelling up, economic recovery, climate change and funding, to health and social care, housing, and supporting councils. Plus, the Innovation Zone will be back featuring informal discussions where councils can bring their innovations 'to life' through practical demonstrations.

Over 1,400 representatives from local government as well as representatives from the private and voluntary and community sectors attend.

Cost covers conference fees, travel and hotel accommodation for 6 delegates based on two nights' stay.

Accommodation chosen based on value and location.

Comments of the monitoring officer

This is a good use of resources to ensure that senior officers and members are updated with the latest thinking and news in the sector. Attendance is reasonable and balanced.

Paul Turner 13 December 2021

To be completed after travel and submitted by email to
democratic.services@essex.gov.uk:

Actual total cost of visit: £