

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 the town of Vejle, Denmark, on the **5th and 6th of October 2021**. This relates to an EU-funded project called "[Empower 2.0](#)" - Enabling More People's Ownership in Energy Production, a partnership of 15 European and British organisations. This the last partnership meeting being organised before project closure in March 2022. **Travel costs are fully funded by the EU grant and our participation is mandatory.**

Anticipated value / benefit to ECC / Essex:

Details:

The aim of the EMPOWER 2.0 project is to maximise the financial benefits of local/low carbon energy generation to communities in the UK and Europe. European and UK Energy markets are transforming from a centralised system to a decentralised and low carbon system. Participation in this project has:

- Funded 3 solar PV installations (worth £140k) in the Essex County Council Estate – Essex Outdoors Danbury (23kW), Danbury Park Primary School (48kW) and St John's Primary School (40kW). These installations are working as a catalyst for further initiatives led by the local community and a new community organisation has been formed – Danbury Community Energy
- Supported delivery of the Solar Together Campaign which is forecasted to result in 600 solar PV installations in households in the County by end of October.
- Allowed ECC to better understand the opportunities provided by the changes in the Energy market
- Supported engagement with Essex residents to take an active role in the Energy market by helping them, either individually or collectively, to produce, store and use their own energy from renewable energy sources.

Specific benefits to ECC include:

- **External funding** to deliver ECC Corporate objectives - **approximately £255,000** and 50% of overall project costs.
- Revenue savings - reduction on operational costs (electricity costs) in ECC public buildings and Schools as part of our pilot project

Contributes to ECC strategic aims and ECAC recommendation that “**by 2035 a network of community energy neighbourhoods is built across every district in Essex, to generate, store, share and use energy locally.**”

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

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

Details:



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Meeting taking place on the **5th and 6th of October** – 2 full-days to allow comprehensive discussions, planning, knowledge exchange and site visits. Meetings will happen in a venue in Vejle, Denmark.

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:
Taxi – Home/Airport	To Stansted & return	100	
Flight	STN-COP	61	
Train Airport/hotel	COP - Vejle	11	
Accommodation	3 nights	213	
Vejle to Billund Airport	Train	7	
Flight	BLL-STN	29	
Covid tests	Average £50 each for return UK	50	
Total (fully funded by the EU grant)		471x2=942	

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	Mark Carroll	16 th September 2021

Comments:

Approved.

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