

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
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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.