



Essex County Council

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

10:30	Tuesday, 19 July 2022	Council Chamber
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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:**

Michael Hayes, Democratic Services Assistant

**Telephone:** 033303 22575

**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.

#### ECC Guest Wifi

For members of the public, you can now access free wifi in County Hall.

- 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](http://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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1	<b>Membership, Apologies, Substitutions and Declarations of Interest</b>	4 - 4
2	<b>Minutes: 19 April 2022</b>	5 - 6
3	<b>Approval for Officer Foreign Travel to The Netherlands</b>	7 - 10
4	<b>Annual Report 2021/22</b> 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 are asked to note that for the period 1 April 2021 - 31 March 2022 there was no travel falling into this category, therefore there is no report to consider.	
5	<b>Date of Next Meeting</b> To note that the next meeting will be held on Tuesday 13 September 2022 in County Hall.	
6	<b>Urgent Business</b> 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.**

### **7 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:** Michael Hayes, Democratic Services Assistant

### **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 11.45am on Tuesday 19 April 2022**

**Present:**

**Councillor**

K Bentley (Chairman)

T Ball

L McKinlay

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. An apology for absence had been received from Councillor Chris Pond.
2. There were no Declarations of Interest.

**2. Minutes**

The minutes of the meeting held on 15 February 2022 were agreed as a correct record and signed by the Chairman.

**3. Approval for Officer Foreign Travel to Berlin, Germany**

The Committee considered an application 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.

Members requested that following the visit feedback of the partnership meeting be submitted to a future meeting of the Committee.

**Resolved:**

1. That travel for two officers to Berlin, Germany to attend a partnership meeting that relates to an EU-funded project called "2IMPREZS" on 17 and 18 May 2022, was approved.

2. That feedback on the visit be submitted to a future meeting of the Committee.

#### **4. Date of Next Meeting**

It was noted that the next meeting of the Committee would take place on Tuesday 24 May 2022 on the rise of the Cabinet meeting due to take place that morning.

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**Chairman**

<b>Report title:</b> Approval for Officer Foreign Travel to The Hague, Netherlands	
<b>Report to:</b> Committee to consider applications to undertake certain duties by Members and Foreign Travel by Officers	
<b>Report author:</b> Michael Hayes, Democratic Services Assistant	
<b>Date:</b> 19 July 2022	<b>For:</b> Decision
<b>Enquiries to:</b> Michael.Hayes@essex.gov.uk	
<b>County Divisions affected:</b> All Essex	

## **1. Purpose of Report**

- 1.1 To consider an application (attached to this report) for one officer (Kyle Buckle-Hodgson, Energy & Low Carbon Project Officer) to travel to The Hague, Netherlands to attend a meeting in connection with an EU-funded project called “LECSEA – Local Energy Communities Across the 2 Seas” This is the final annual conference of the 2 seas region and funding programme which funds LECSEA, as the 2 Seas funding programme will cease after March 2023. The trip is scheduled from 29 – 30 September 2022.
- 1.2 All travel costs are fully funded by the EU grant.
- 1.3 Director approval is expected before the meeting date and the decision is dependent on authorisation being obtained.

## **2. Recommendation**

- 2.1 To approve foreign travel to The Hague, Netherlands by one officer, to attend a meeting which relates to the EU-funded project called EU-funded project called “LECSEA – Local Energy Communities Across the 2 Seas” between 29 – 30 September 2022.

**Appendix:** Application for Officer Foreign Travel to The Hague, 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):
Kyle Buckle-Hodgson	Energy & Low Carbon Project Officer

### Purpose/reason justifying the visit:

#### Details:

I would like to ask for approval to attend a conference in The Hague, Netherlands on the **29<sup>th</sup> and 30<sup>th</sup> of September 2022**. This relates to an EU-funded project called "LECSEA – Local Energy Communities Across the 2 Seas". This is the final annual conference of the 2 Seas region and funding programme which funds LECSEA, as the 2 Seas funding programme will cease after March 2023 owing to the British exit from the EU. **Travel costs are fully funded by the EU grant.**

### Anticipated value / benefit to ECC / Essex:

#### Details:

The aim of the LECSEA project is to stimulate the growth of local energy communities across the UK and Europe, empowering residents to generate, manage and distribute local renewably produced energy and pioneer grassroots climate action. Participation in this project has:

- Led to the establishment of four community energy groups throughout Essex, leading to achievements such as:
  - Community Energy Colchester have delivered 2 twin EV charge points in Arlesford and Wivenhoe and started a collaboration with Colchester Hospital to install solar PV generation onsite. They have also implemented cycle hire and electric cargo bike hire schemes to stimulate interest in more eco-friendly local delivery services.
  - Received a £5000 grant from the Climate Action Challenge fund (Sustainable Danbury) to develop their communications and engagement plan in order to scale up the projects they can undertake.
  - Supported 85 individuals with energy advice, with a £3,451 total financial benefit. By April 2023, 100 individuals will receive in- depth energy support to reduce energy consumption and costs.
  - Tollesbury Climate Partnership have worked towards successful grant and funding applications of over £37,000 in total to deliver initiatives and projects over such



areas as home energy advice, thermal camera imaging of heat loss in homes, a solar PV feasibility study, community engagement, and share offer and supply chain development. Tollesbury Climate Partnership are also probing potential work around the decarbonisation of the local school and utilising share offers for the installation of renewables.

- Allowed ECC to better understand the opportunities provided by the changes in the energy market
- Led to ECC influencing national policy in urging BEIS to undertake the national rollout of the Pathways programme ECC commissions.

Specific benefits to ECC include:

- **External funding** to deliver ECC Corporate objectives – **approximately £407,182**, 60% of overall project costs.
- Revenue savings - reduction on operational costs (electricity costs) in ECC public buildings as part of the incoming pilot project, a ground mounted solar PV array in Danbury County Park.
- Innovation – the opportunity to implement an Energy Local club on the pilot project, matching renewably generated electricity with local purchasers at preferential rates to both.
- This particular conference will provide an opportunity for ECC to broadcast its community energy success and provide a case study to influence European policy to a pan-European audience: appetite for this has been confirmed by the LECSEA European partners who suffer from a relatively impoverished policy environment.

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.**”

As noted above, **travel costs are fully funded by the EU grant.**

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

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

### **Details:**

<https://www.interreg2seas.eu/en/event/reaching-new-heights-together>

The programme spans 29<sup>th</sup> and 30<sup>th</sup> September at Fokker Terminal, The Hague.

**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	Harwich Town to St. Pancras	45	
Train	Eurostar – St. Pancras International to Rotterdam	75	
Train	Rotterdam to The Hague	7	
Accommodation	2 nights	200	
Train	The Hague to Rotterdam	7	
Train	Eurostar – St. Pancras International to Rotterdam	75	
Train	St. Pancras to Harwich Town	45	
<b>Total (fully funded by the EU grant)</b>		454	

**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