



Essex County Council

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

10:15	Tuesday, 17 March 2020	Committee Room 1, County Hall, Chelmsford, CM1 1QH
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For information about the meeting please ask for:

Gemma Bint, Democratic Services Officer

Telephone: 033301 36276

Email: democratic.services@essex.gov.uk

		Pages
1	Membership, Apologies, Substitutions and Declarations of Interest	4 - 4
2	Minutes: 25 February 2020	5 - 6
3	Officer Foreign Travel to Belgium (FTC/04/20)	7 - 10
4	Date of Next Meeting To note that the next meeting of the Committee will take place on Tuesday 17 March 2020 at 10.15am or on the rise of the Cabinet meeting due to take place that morning, whichever is the 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.

Essex County Council and Committees Information

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The agenda is available on the [Essex County Council website](#) and by then following the links from [Running the Council](#) or you can go directly to the [Meetings Calendar](#) to see what is happening this month.

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- Follow the instructions on your web browser

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The Council Chamber and Committee Rooms are accessible by lift and are 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.

With sufficient notice, documents can be made available in alternative formats, for further information about this or about the meeting in general please contact the named officer on the agenda pack or email democratic.services@essex.gov.uk

Audio recording of meetings

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If you are unable to attend and wish to see if the recording is available, you can find out by checking the [Calendar of Meetings](#) any time after the meeting starts. Any audio available can be accessed via the 'On air now!' 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.

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 D Finch
Councillor S Barker
Councillor K Bentley
Councillor M Mackrory
Councillor D Madden

Chairman

Minutes of a meeting of the Committee to consider applications to undertake certain duties by Members and foreign travel by Officers held in Committee Room 1, County Hall, Chelmsford, CM1 1QH at 10.45am on Tuesday 25 February 2020.

Present:

Cllr K Bentley	(Chairman)
Cllr D Madden	
Cllr M Mackrory	
Cllr R Gooding	(substitute for Councillor Susan Barker)

The following officers were present in support throughout the meeting:

Gemma Bint	Democratic Services Officer
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. There had been no changes in membership since the Committee's last meeting;
2. Apologies of absence were received by Councillor Finch and Councillor Barker for whom Councillor Gooding was substituting.
3. There were no Declarations of Interest.

2. Minutes

The minutes of the meeting held on 21 January 2020 were agreed as a correct record and signed by the Chairman.

3. Approval for Officer Foreign Travel to the Netherlands

The Committee considered an application (FTC/03/20) for three officers (John Meehan, Head of Sustainability & Resilience, Rosalyn Bayes, Senior Sustainability & Resilience Officer and Aleksandar Bogdanov, Environment Project Officer) to travel to Delft, Netherlands to attend a SPONGE 2020 partnership meeting from 31 March to 03 April 2020, at a total estimated cost of £1,125. It was noted that 60% of costs will be recovered by the EU grant.

John Meehan was in attendance and, at the invitation of the Chairman, introduced the report and provided further information to the Committee.

The committee suggested that travel by Eurostar rather than by air should be considered for future meetings due to the environmental benefits.

It was clarified that our withdrawal from the European Union did not affect the EU grant funding.

Resolved:

That the travel to the Netherlands by three officers to attend a SPONGE 2020 partnership meeting from 31 March to 03 April 2020, at a total estimated cost of £1,125 (60% of costs to be recovered by the EU grant), be approved.

4. Date of Next Meeting

It was noted that the next meeting of the Committee would take place on Tuesday 17 March 2020 at 10.15am, or on the rise of the Cabinet meeting due to take place that morning, whichever is the later.

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Chairman
17 March 2020

Report title: Confirmation of action taken since last meeting: approval for Officer foreign travel to Belgium	
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: 17 March 2020	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 two officers (Tom Day, Head of Commercial Development and Aaron Goldie-McSorley, Low Carbon Business Officer) to travel to Belgium to attend a kick-off project meeting on 23 and 24 March 2020 relating to an EU-funded project called “LECSa” – ‘Local Energy Communities for the 2 Seas region’, a partnership of 10 European and British organisations. The travel costs for this application, a total estimate of £800, are fully funded by the EU grant and participation is mandatory.
- 1.2 The application was circulated via email to Members for their approval before the committee meeting as Officers needed to book travel arrangements due to the availability and costs. It was not possible for the application to be made at the previous meeting of the Foreign Travel Committee as the invitation was received after the deadline for papers to be published.

2. Recommendations

- 2.1 To confirm the action agreed in principle since the last meeting of the Committee for two officers to travel to Belgium between 23 and 24 March to attend a kick-off project meeting relating to an EU-funded project “LECSa” – ‘Local Energy Communities for the 2 Seas region’.

Appendix: Application for Officer foreign travel to Belgium.

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):
Tom Day	Head of Commercial Development
Aaron Goldie-McSorley	Low Carbon Business Officer

Purpose/reason justifying the visit:

Details:

We would like to ask approval for 2 members of staff to attend a kick-off project meeting in the town of Kortrijk, Belgium, on the **23rd and 24th of March**. This relates to an EU-funded project called "LECSea" – 'Local Energy Communities for the 2 Seas region', a partnership of 10 European and British organisations. This the 1st partnership (kick-off) meeting, following the successful award of £350,000 to Essex County Council for our participation in this project. **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 LECSea 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. This project will:

- Allow ECC to better understand the opportunities provided by this new Energy market
- Develop a Local Energy Community in Essex, creating partnerships and delivering more local, carbon reducing energy generation for the benefit of the council and local community.

Specific benefits to ECC include:

- **External funding** to deliver ECC Corporate objectives - **approximately £350,000** and 60% of overall project costs.
- Revenue savings – potential reduction in ECC energy bills due to investments.

Contributes to ECC strategic aims:

- "Transform the Council to achieve more with less" and priority 1 "Limit cost and drive growth in revenue"
- "Help create great places to grow up, live and work" and priority 2 "Help to secure sustainable development and protect the environment".

ECC staff time is being used as match funding to attract 60% contribution from the EU programme. On this basis, no additional revenue budget is required for our participation in this project. **Travel costs are fully funded by the EU grant.**

The Belgian Intercommunale Leiedal is our lead partner in this partnership. Other partners include: The West Flanders Development Agency (POM West Flanders), West Flanders Intermunicipal Association, Municipality of Breda, West Sussex County Council, Ghent University, Center for development of eco-enterprises, Pas-de-Calais housing, Community Infrastructure Group CIC

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 **23rd and 24th of March** – 2 full-days to allow comprehensive discussions, planning, knowledge exchange and site visits. Meetings will happen in a venue close to Kortrijk train station.

Two officers are required to participate in this meeting:

Tom Day – Member of the Project Steering Group.

Aaron Goldie-McSorley– Project Manager & Finance – overall project coordination and ensuring project outputs are delivered on time and to budget.

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 to St Pancreas	2 return trains Colchester & Kelvedon to St Pancras	£74	
Travel	2 return tickets by Eurostar (St Pancras – Lille)	£313	
Travel to Kortrijk	2 return travel Lille - Kortrijk	£28	
Accommodation	2-night accommodation for 2	£305	
Travel Expenses	Refreshments & meals not included in the programme	£30	
Total (fully funded by the EU grant)		£800	

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
Mark Carroll		02/03/2020