



Report Author: Harriet Fear
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OFFICER DECISION TITLE: MAYORAL TRIP TO BOSTON USA JUNE 2018
NAME OF OFFICER EXERCISING DELEGATED POWERS: Harriet Fear
DATE OF OFFICER DECISION: 1 June 2018

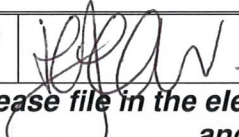
Responsible Director:	<i>Martin Whiteley, Chief Executive</i>
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	This is a non-key decision This is a public document and available for disclosure
Does the report have any annex that contains exempt information?	NO

Decision taken	<i>Please provide an overview of the decision taken.</i> The Chief Executive agreed to the funding of a trade/investment and fact-finding mission for the Mayor, Deputy Mayor, Chief of Staff and Director of Business & Skills to Boston USA.
Authorisation (<i>delete as appropriate</i>)	This decision has been taken under delegated authority of the Chief Executive. The Chief Executive is delegated authority to take decisions up to £500K subject to any such decisions being reported to the next Board meeting of the Combined Authority.
Background Information	<i>Give details of background information</i> The Mayor has been invited to attend the US Mayoral conference in Boston in June 2018, as a result of attending the US conference in Washington in January 2018. The week coincides with the annual global life sciences conference 'BIO' and is an excellent opportunity for the Mayor to showcase CA support for the priority sector, engage at a deeper level with key US Mayors, sign an Accord with the Mayor of Cambridge US, research how Boston is tackling its infrastructure issues, support Stansted airport with the new direct flights via Primera to Boston and create foundation relationships for future mutual activity between the two regions. The trip has not yet been undertaken so the financial cost is unknown. However, the flights for the 4 have been donated to us by Primera. The cost of attending the 3 events (BIO, the Climate Change Conference and the US Mayoral conference) are zero as these have been given to us on a complimentary basis. The costs we have to meet are: <ul style="list-style-type: none"> - Accommodation £7800.00 - Transport in country (including airport transfers) £298.09 - Hospitality (including a Mayoral dinner on Wednesday 6 June) up to £600



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	<ul style="list-style-type: none">- Public transport/other transportation in country up to £300- Team subsistence up to £1000 in total for the four in the party (£250 each for meals etc)
Alternative options considered.	<p><i>List alternative options considered and rejected and the reasons for rejection. Do not leave this section blank or put 'None'. There is always an alternative even if it is to do nothing.</i></p> <p>None. The compelling combination of the global life sciences conference and the US Mayoral conference, plus a climate change conference that is included in the programme, is unique.</p>
Consultation	<p><i>List any relevant consultation undertaken in relation to the decision. For example portfolio holders, other Chief Officers.</i></p> <p>The Portfolio holder for Business & Skills, Charles Roberts.</p>
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	<p><i>List the names of any member who has been consulted on and declared an interest in relation to the decision.</i></p> <p>None</p>
Supporting documentation	<p><i>List any supporting documentation available in relation to this decision (all of this information must be retained for public inspection for a period of at least 4 years – there is no provision for the release of exempt/confidential information).</i></p> <p>Powerpoint presentation showcasing the objectives, programme and expected outputs from the trip (presented to the Combined Authority full team meeting on 22 May 2018).</p>

Officer signature		Date	21/10/18
<p>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</p> <p>If a public report, pass to Democratic Services and we will arrange publication.</p>			