

Essex Countywide Traveller Unit Joint Committee

10:00	Thursday, 15 June 2017	Committee Room 1, County Hall, Chelmsford, CM1 1QH
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Membership:

Assistant Chief Fire Officer Dave Bill
Superintendent Steve Ditchburn
Cllr Mark Durham
Cllr Sue Lissimore
Cllr Alan Ball
Cllr Godfrey Isaacs
Cllr Paul Honeywood
Cllr Keith Parker
Cllr Susan Barker
Cllr Michael Lilley
Cllr Wendy Schmitt
Cllr Sue MacPherson
Cllr Susan Sullivan
Cllr Mike Webb

For information about the meeting please ask for:

Ian Myers – Senior Committee Officer

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Please note that an audio recording may be made of the meeting – at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded.

Part 1

(During consideration of these items the meeting is likely to be open to the press and public)

		Pages
1	Welcome and Apologies for Absence	
2	Election of Chairman To elect a Chairman of the Committee	
3	Appointment of Vice-Chairman To appoint a Vice-Chairman of the Committee	
4	Minutes and Matters Arising To confirm the Minutes of the meeting held on 28 November 2016 and matters arising not covered in the agenda.	5 - 8
5	Declarations of Interest To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct	
6	Finance and Audit Report To receive a report from Sarah Broadley, Finance and Business Partner.	9 - 16
7	ECTU Membership Status To receive an update from Steve Andrews, ECTU Manager	17 - 18
8	High Level Risk Assessment To receive a report from Steve Andrews, ECTU Manager	19 - 22
9	Operations Performance Update - Key Issues To receive a report from Steve Andrews, ECTU Manager including a Transit Site update - to receive a report from Paul Ashworth, Business Lead for Delivery Transitions	23 - 40
10	Date of Next Meeting To note the next meeting of the Committee will be held on 15 November 2017 at 10.00am, Committee Room 1, County Hall and the discuss the frequency of future meetings	
11	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)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

12 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.

Minutes of the meeting of the Essex Countywide Traveller Unit Joint Committee, held in Committee Room 2 County Hall, Chelmsford, Essex on Monday, 28 November 2016

Present:

Cllr Susan Barker (Chairman)	Uttlesford District Council
Cllr Simon Walsh	Essex County Council
Cllr K Twitchen	Essex County Council
Cllr M Durham	Maldon District Council
Cllr K Blake	Brentwood Borough Council
Cllr S MacPherson	Thurrock Borough Council
Paul Downes	Essex Police
Dave Bill	Essex County Fire & Rescue Service

Also present:

Steve Andrews - Essex County Council
Sarah Broadley - Essex County Council
Colin Batchelor - Braintree District Council
Ian Myers - Essex County Council

1 Welcome and Apologies for Absence

The meeting was chaired by Cllr Susan Barker who welcomed everyone to the meeting.

Apologies were received from Councillor Tina Bourne, Councillor June Lumley and Councillor Wendy Schmitt.

2 Minutes and Matters Arising

The minutes of the meeting held on 14 July 2016 were approved as a correct record and signed by the Chairman.

Members agreed that improved attendance at future meetings is to be encouraged

3 Declarations of Interest

The Chairman reported she is Member of both Essex County Council and Uttlesford District Council. It was also requested that Members declare an interest as and when appropriate.

4 Finance and Audit Report

The Committee received a financial report from Sarah Broadley, Finance Business Partner, ECC.

The purpose of the report was to:

- Note the financial update for the seven months to 31 October 2016
- Note recommendations for the budget for 2017/18 and 2018/19
- Note recommendations for the membership fees for 2017/18 and 2018/19
- Note the response of the External Auditor regarding the Annual Submission for 2015/16

Financial Update - current position

Members noted the following:

- The 2016/17 budget was based anticipating a deficit of £12,445. (This is due to a new budget line included for Legal Fees)
- 40% of income has been received from Essex County Council .Invoices to all members will be raised in November.
- 2 new partners have joined the unit – Brentwood Borough Council and Braintree District council, there fees have been built into the forecast
- Employee costs are overspending mainly due to the increase in National Insurance Contributions and increase in 2nd year apprentice costs
- Legal Fees are up to £36,000 but fortunately the problem families have moved out of the Essex area so we are hopeful that Legal Fees should reduce substantially.
- The unit is able to drawdown £25,000 from the East of England. When the ECTU was created, grant funding was made available for set up costs. We are able to claim the £25,000 for the database. This helps mitigate the rise in legal fees.
- The unit can potentially use the remainder of the East of England grant available to set up a live, main home page on the website. (Remaining grant is circa £30,000)
- The opening reserve balance as at 1st April was £66,798. If the forecast surplus position is achieved the reserve will increase to £70,221.
- The 2017/18 proposed budget includes an assumed annual inflation on employee costs of 1% and an increase of £6,000 due to 2nd year apprentice costs.
- The Supplies & Services budget includes £25,000 for legal fees and £5,000 for DK9 Costs to serve notices, summons etc. The unit has changed substantially over the last 5 years and in the first few years of operation, never had to go to Court. That is no longer the case now and the unit is struggling to resource the increasing demand and feel that building in additional contractor costs is a more economical way of dealing with the increased demand (as opposed to recruiting new staff). £5,000 is a conservative estimate and will be monitored throughout the year.
- It is proposed to increase the LA, ECC Highways and ECC Property & Facilities membership fees by 10% in 2017/18, as these are the areas that are contributing the most towards the increased demand.

Membership Fees

Members reviewed the breakdown of current fees and, following discussion, agreed to Option1: an increase of **5%** per member District bringing the contribution to £6,786 (an increase of £323 per member)

Response of External Auditor for 2015/16 Annual Submission

Members made no comment on the report.

5 ECTU Membership Status

The committee received a verbal update from Stephen Andrews on the latest membership of the ECTU.

It was noted that Epping District Council has decided not to join the partnership. Both Harlow District Council and Southend Borough Council have no interest in joining.

6 High Level Risk Assessment

The Committee received and **noted** the report from Stephen Andrews.

7 Operations Performance Update - key issues

The committee received an update from Stephen Andrews.

The report gave details on recent unauthorised encampments in the Chelmsford/Basildon and Thurrock areas of the county and, in particular, the setting up of a PCC led task and finish group that will be considering:

- Managing illegal encampments
- Legislative changes
- Transit site provision
- Communications

Members were also updated with and discussed the latest information and statistics relating to:

- Unauthorised encampments
- Encampments by District
- Encampments by landowner
- Fire Safety
- Public Health
- Education

It was agreed that the sharing of central intelligence with District Officers would be extremely useful, possibly through the development of a website. Stephen Andrews agreed to consider the request.

Members also noted the Essex Police report noting in particular:

- the Communications plan including the development of a website
- the review of procedures relating to unauthorised encampments
- Fly tipping and support given to the Environment Agency
- On-going training for police officers
- Transit site proposals

Following discussion it was agreed that a report on the development of transit sites be brought to the next meeting of this committee.

8 Private Enforcement Proposal

The Committee received and **noted** the report from Stephen Andrews.

Following discussion it was **agreed** that clear and comprehensive advice be made available on line only to. This would include guides on both Essex Police and ECTU procedures and processes.

Given the costs involved Members **agreed** that a service to private landowners who have an unauthorised encampment should not be offered.

9 Date of Next Meeting

Dates of meetings in 2017 to be agreed.

There being no further business the meeting closed at 12.25pm

Chairman

Essex County Wide Traveller Unit Joint Committee Meeting

15 June 2017

Report by Sarah Broadley, Finance Business partner

Finance Report for the Essex County Wide Traveller Unit

**Enquiries to Sarah Broadley,
ECC Finance Business Partner
Tel: 07795 551630**

Purpose

- | | |
|----|---|
| 1. | To receive the 2016/17 outturn position |
| 2. | Membership Fee options |
| 3. | To receive the proposed budget for the 2017/18 financial year |
| 4. | To note the ECC internal Audit costs that have been charged |
| 5. | To note there will be no External Audit costs |

1. 2016/17 Outturn Position

	2016/17 Budget	Outturn	Variance
<u>Expenditure:</u>			
Employees	£226,687	£246,248	£19,561
Supplies & Services	£30,125	£87,403	£57,278
Transport & Mileage	£20,233	£20,748	£515
Gross Expenditure	£277,045	£354,398	£77,353
<u>Income:</u>			
Partner Contributions	-£264,600	-£255,901	£8,699
Gross Income	-£264,600	-£255,901	£8,699
Forecast Deficit	£12,445	£98,498	£86,053

The 2016/17 outturn position is an overspend of £98,498. This is caused by the following:

- £19,561 overspend on Employees. This is mainly due to Apprenticeship costs. £2,321 is to be reimbursed to ECTU for Officer costs that were charged to ECTU, but the budget wasn't transferred from ECC.
- Supplies and Services have overspent by £57,278. This is due to Legal Costs which totalled £62,678 and Bailiff Costs and £44,187 which were partially offset by an East of England Grant reimbursement of £24,797 for the ECTU database. £3,867 of injunction costs have been incorrectly charged to ECTU and discussions are taking place to remove these from the ECTU budget. Also, a £4,205 waste disposal charge has gone through ECTU incorrectly, which we are currently resolving.
- The adjustments required for the staff correction of £2,321, the injunction charges of £3,867 and the Waste disposal charge of £4,205 will reduce the overspend by £10,393
- Income shortfall of £16,283. This has been identified and corrected.
- The above corrections will reduce the overspend from £98,498 to £71,822

The year-end overspend position has reduced the reserve position from a surplus of £66,798 to a deficit of £31,700. The above corrections will reduce the deficit from £31,700 to £5,204

2a Breakdown of Member Subscription options

Organisation	2016/17 Fee	Option 1 (£323 increase per partner)	Option 2 (£646 increase per partner)	Option 3 (£969 increase per partner)	Option 4 (£1293 increase per partner)	17/18 % Contribution per member
<u>Essex County Council:</u>						
ECC - Gypsy & Traveller	£119,302	£125,267	£131,232	£137,197	£143,162.40	36.40%
ECC - Highways	£6,463	£50,000	£50,000	£60,000	£60,000	14.53%
Public Health	£57,520	£57,520	£57,520	£57,520	£57,520	16.71%
Essex Property & Facilities	£6,463	£6,786	£7,109	£7,432	£7,756	1.97%
Country Parks	£4,000	£6,786	£7,109	£7,432	£7,756	1.97%
Total ECC	£193,748	£246,359	£252,971	£269,582	£276,194	71.58%
Essex Fire and Rescue	£23,148	£23,148	£23,148	£23,148	£23,148	6.73%
<u>Districts / Boroughs & Unitary:</u>						
Uttlesford District Council	£6,463	£6,786	£7,109	£7,432	£7,756	1.97%
Thurrock Council	£6,463	£6,786	£7,109	£7,432	£7,756	1.97%
Rochford District Council	£6,463	£6,786	£7,109	£7,432	£7,756	1.97%
Maldon District Council	£6,463	£6,786	£7,109	£7,432	£7,756	1.97%
Colchester Borough Council	£6,463	£6,786	£7,109	£7,432	£7,756	1.97%
Tendring District Council	£6,463	£6,786	£7,109	£7,432	£7,756	1.97%
Basildon Borough Council	£6,463	£6,786	£7,109	£7,432	£7,756	1.97%
Castlepoint Borough Council	£6,463	£6,786	£7,109	£7,432	£7,756	1.97%
Braintree District Council	£4,309	£6,786	£7,109	£7,432	£7,756	1.97%
Brentwood Borough Council	£3,232	£6,786	£7,109	£7,432	£7,756	1.97%
Chelmsford District Council	£0	£6,786	£7,109	£7,432	£7,756	1.97%
Total Districts/Boroughs/Unitary	£59,244	£74,648	£78,202	£81,757	£85,312	21.69%
Total Subscriptions	£276,140	£344,155	£354,321	£374,487	£384,654	100%

The above table presents 4 options for member subscriptions (and a further option 5 is below)

Option 1 is the already agreed 5% increase and equates to an annual increase of £323 per District / Borough (and a higher increase for Highways which we are discussing with the Service).

Option 2 equates to a £646 increase per District / Borough, Option 3 a £969 increase and Option 4 a £1,293 increase.

Option 4 (recommended option) would bring the unit back to an online position and would cover legal fees in 2017/18 assuming they are broadly similar to those incurred in 2016/17. Please note that although the suggested fee of £7,756 is an increase of £1,293 compared to the 2016/17 fee, it is only marginally higher (£575) to the original fee of £7,181 when the unit was first incorporated.

As you are aware, the reserve has been diminished and the unit is now in a deficit position. Encampments have increased by over 200% since commencement of the unit but fees have not increased in line with this (encampments in 2013/14 were 116 in and in 2016/17 were 374)

Our internal partners are also being approached about increased contributions. The overall contribution from ECC would be increasing by £82,446 and the individual Authority subscriptions would increase by £1,293.

2b. Staggered increase option

We could also consider a staggered fee increase:

	2016/17 Fee	Option 5 (£646 increase per partner in 2017/18)	Option 5 (further £640 increase per partner in 2018/19)	
Essex County Council:				
ECC - Gypsy & Traveller	£119,302	£131,232.20	£143,043	37.04%
ECC - Highways	£6,463	£50,000	£50,000	14.11%
Public Health	£57,520	£57,520	£57,520	16.23%
Essex Property & Facilities	£6,463	£7,109	£7,749	2.01%
Country Parks	£4,000	£7,109	£7,749	2.01%
Total ECC	£193,748	£252,971	£266,061	71.40%
Essex Fire and Rescue	£23,148	£23,148	£23,148	6.53%
Districts / Boroughs & Unitary:				
Uttlesford District Council	£6,463	£7,109	£7,749	2.01%
Thurrock Council	£6,463	£7,109	£7,749	2.01%
Rochford District Council	£6,463	£7,109	£7,749	2.01%
Maldon District Council	£6,463	£7,109	£7,749	2.01%
Colchester Borough Council	£6,463	£7,109	£7,749	2.01%
Tendring District Council	£6,463	£7,109	£7,749	2.01%
Basildon Borough Council	£6,463	£7,109	£7,749	2.01%
Castlepoint Borough Council	£6,463	£7,109	£7,749	2.01%
Braintree District Council	£4,309	£7,109	£7,749	2.01%
Brentwood Borough Council	£3,232	£7,109	£7,749	2.01%
Chelmsford District Council	£0	£7,109	£7,749	2.01%
Total Districts/Boroughs/Unitary	£59,244	£78,202	£85,241	22.07%
Total Subscriptions	£276,140	£354,321	£374,450	100%

Option 5 would result in an increase in 2017/18 of £646 and a further increase in 2018/19 of £640.

If action isn't taken now and an increase approved, the ongoing viability of the unit will need to be accessed in consultation with ECC members.

3a. Proposed Budget for 2017/18 and future years

	2016/17	2016/17	2017/18	2018/19	2019/20
	Budget	Actuals	Budget	Budget	Budget
Expenditure:					
Employees	£226,687	£246,248	£248,711	£248,711	£251,198
Supplies & Services	£30,125	£87,403	£104,403	£107,535	£110,761
Transport & Mileage	£20,233	£20,748	£20,233	£20,637	£20,843
Gross Expenditure	£277,045	£354,398	£373,346	£376,882	£382,802
Income:					
Partner Contributions	-£264,600	-£255,901	-£384,654	-£396,194	-£408,079
Gross Income	-£264,600	-£255,901	-£384,654	-£396,194	-£408,079
Net Expenditure (Surplus) / Deficit	£12,445	£98,498	-£11,308	-£19,311	-£25,278

The 2017/18 budget assumes option 4 is approved.

3b. Balance Sheet – Reserves

Balance Sheet: General Balance	2015/16	2016/17	2017/18	2018/19
Opening Balance (Credit)	-£83,620	-£66,798	£5,024	-£6,284
Current Year Net Expenditure (Surplus) / Deficit	£16,822	£98,498	-£11,308	-£19,311
Correction to 2016/17 overspend		-£26,676		
Closing Balance (Surplus) / Deficit	-£66,798	£5,024	-£6,284	-£25,595

3c. Reasons for maintaining a reserve

Balances are required to protect the Joint Committee from a significant event(s) which would have a material effect on income or expenditure. The reserve acts as a 'buffer' for such events and the need for a reserve is supported by the level of unforeseen legal costs that were incurred during 2014/15 of £38,000 and during 2015/16 of £48,000 and during 2016/17 of £62,678.

These unforeseen costs resulted in a year end net deficit (costs were greater than income received).

4 ECC internal Audit costs that will be charged

£900

5 Estimated External Audit costs expected to arise

£0

The external auditors 'PKF Littlejohn' have advised that from financial year 2015/16, the statutory requirement for joint committees to have their accounts reviewed ceased to have effect. An auditor appointment is therefore not required after 2014/15. At the Joint Committee meeting in November 2016, the Joint Committee confirmed they no longer require an external audit

BUSINESS RISK ASSESSMENT

RISK ASSESSMENT COMPLETED

DATE

Reviewed and updated 19 May 2016

FUNCTION / SERVICE / TEAM formal commitment

PROJECT / PROGRAMME (if appli Joint Committee high level risks)

Risk No.	Details of Risk Event	Cause / Triggers	Impact / Consequences	Review period	Current Assessment of Risk			Risk Owner	Mitigation Approach	Mitigating Actions / Controls	Review period	Control Owner	Controlled Assessment of Risk		
					Current controls in place				Treat Tolerate Transfer Terminate				With ALL controls in place		
					Impact	Likelihood	Risk Rating						Impact	Likelihood	Risk Rating
1	Unable to deliver on partner outcomes.	Demand for service outstrips resource including business support, and outreach.	Partners withdraw from service		4	4	16	SA	Treat	Ensure additional resource is funded/recruited if req		SA	3	1	3
										Prioritise and reduce service levels in liaison with partners		SA			
												SA			
2	Insufficient funding to deliver service	High demand on chargeable resource legal and external agencies	Part or all of the service will stop delivering		6	2	12	SA	Treat	Ensure resource available to manage encampments and where possible negotiate departures		SA	4	2	8
										Access reserve fund where necessary		Partners			
										Seek additional member contribution to offset increased costs where necessary		SA			
										Secure new partners		SA			
3	ECTU perceived as not delivering expected service by stakeholders, lack of robust controls by ECTU.	Politicians / members of the public do not understand the service provided by ECTU and powers available to us.	Reputation loss, pressure for partners to break away. Service is no longer viable		5	3	15	SA	Treat	Inform members of service/regular comms and unit and cultural awareness training		SA	4	1	4
										Ensure SPOCs are informed to help manage expectations of stakeholders		SA			
										Comms strategy/press releases for wider stakeholders		SA			
										Potential development of service for private landowners		SA	3	3	9
										Ensure robust administration of powers via process/audit		SA			
4	Negative public / member opinion of the Gypsy/Traveller Community based on the publicity/actions of the minority, is applied to the community as a whole	Negative behaviour of small number of Traveller families receiving high profile attention. The majority of the Traveller population who are normal law abiding residents, are not considered.	Increase tensions, Travelling families treated unfairly, encourages negative behaviours		5	3	15	SA	Treat	Education of Members, public on the true picture and culture		SA	3	3	9
										Good news stories in the media		SA			
										Improved web site/information resource for general access		SA			
										Address ill informed / derogatory / racist comments / communications quickly, honestly and robustly		SA			



Item 2

ESSEX MEMBERS FACTSHEET

Draft Document

Authors

Stephen Andrews – ECTU

Date: 22/03/17

Version 1:1

Gypsy/Travellers in Essex – Key Facts in the working with the community and the management of unauthorised encampments

- Gypsy/Travellers are recognised ethnic groups under the Racial Equalities Act
- This is not a single ethnic group, there are Romany (English), Travellers of an Irish Heritage (Irish Travellers), Scottish and Welsh Travellers. Although there is the common factor of travelling, they are very different cultures
- The true size of the population is unknown, as it is believed the larger proportion of the community live in bricks and mortar accommodation but do not declare their ethnicity
- There have been long running issues around appropriate accommodation provision, and it is considered that a proportion currently in bricks and mortar accommodation would prefer to live on a caravan site if available
- It is legally recognised that Travellers can have an aversion to bricks and mortar
- It is not illegal to travel
- Travellers travel for a number of reasons
 - Culture need
 - Work
 - Leisure/holiday
 - No legal stopping place/homeless
- **Unauthorised encampments** – where a group have stopped on a piece of land with the intention to reside, do not own the land, nor have permission to be on it – are civil trespass, and not a criminal offence.
- There are two powers available to repossess the land:
 - *Section 77/78 of the Criminal Justice and Public Order Act 1994* – this is a specific local authority power which is heard in the Magistrates court. The time for this process is largely dictated by legal/court requirements, ECTU normally achieve this in 7 working days.
 - *Part 55 of the Civil procedure rules* – a power available to all landowners, heard through the County Court. Can often be a more protracted affair due to court availability.
 - As local authorities we have specific duties, and have to ensure they are correctly carried out. All encampment occupants have to undergo formal welfare checks.
 - All available powers require redress to the courts.

- The Police have two emergency powers to manage encampments
 - *Section 61 of the Criminal Justice and Public Order Act 1994* which can be applied to move an encampment without redress to the courts but based on legal criteria and ACPO guidance
 - Highways land is excluded from the act, hence the power cannot be applied.
 - Criteria include
 - two or more persons are trespassing on land and are present there with the common purpose of residing there for any period, that reasonable steps have been taken by or on behalf of the occupier to ask them to leave and—
 - (a) that any of those persons has caused damage to the land or to property on the land or used threatening, abusive or insulting words or behaviour towards the occupier, a member of his family or an employee or agent of his, or
 - (b) that those persons have between them six or more vehicles on the land

He may direct those persons, or any of them, to leave the land and to remove any vehicles or other property they have with them on the land.

 - *Section 62a of the Criminal Justice and Public Order Act 1994* – is a less criteria based power, but reliant on an available legal stopping place for the Police to direct the encampment to. As we have no Transit provision in Essex, this power is rarely available.
- Fly tipping/waste – there will often be waste/tipping issues around an encampment. If there are no public facilities accessible nearby, the caravans rarely have toilet facilities.
 - Not all encampment fly tip, some will keep the site clean and bag up their waste for collection post encampment
 - Post encampment clean ups are carried out by the land owner or authority's street cleansing dept.
 - It is possible to charge encampments up front for the provision of a skip and portaloos. This will not increase the duration of the encampment, but simply reduce the impact/cost of post encampment clear up.
- **Unauthorised Development** – where the land is owned but the occupant, or they have permission to reside by the land owner, but they do not have planning permission to reside. *This is a planning issue, and is managed by the relevant planning authority.*

ESSEX COUNTYWIDE TRAVELLER UNIT: Operations/Performance Update – 15th June 2017



Current performance against strategy / action plan

Unauthorised encampments



The second half of the year saw no reduction in the number of encampments, as we continue to see the pattern remain of increased numbers and year round encampments. A prominent family group displaced by the Harlow injunction, continue to heavily impact on encampment numbers in Basildon and Harlow.

More recently two family groups, who were also named persons on the Harlow injunction, but initially moved out of Essex for some 3 years, have now started to re-appear following an interim injunction awarded against them by the London Borough of Barking and Dagenham.

The Police and Crime Commissioners round table meeting for all Chief Execs, Authority Leaders, MP's and senior Police officers - progress against initial objectives:-

1. **Managing illegal encampments** - Learning from Best Practice - Northamptonshire CC, Developing common protocols, Development of a guidance note for Councillors, ECTU Member Training Programme Roll Out

A draft "single protocol" which is predominantly how the Police and ECTU or the Police and non-partner authorities will work together. The draft protocol will be share/discussed at the joint committee meeting.

We have developed a "guidance note for Councillors" appendix II – this includes "non-encampments" as discussed at the last ops board. This has yet to be shared by PCC's office, but we can still circulate under the ECTU banner.

It has not been possible to combine the ECTU and Police codes for UE's at this stage.

Training – this is available to all partners officers/members.

2. **Legislative Changes** The Harlow Proposition , Opportunities for Civil Action

It was generally agreed that there would be little opportunity of Parliamentary

time, and at this stage. There has been some local discussion with Basildon and Mark Francois MP reference this issues. ECTU to participate if opportunity continues post-election.

3. **Transit Site Provision, Potential locations, requirements & costs for establishing a transit site**

There is no progress in this area outside of what has been discussed previously re ECC's work in this area.

4. **Communications - Agenda for next 'Full' Roundtable Quarterly Liaison Meeting**

No noted progress

Fly Tipping – is becoming an increasing concern around encampments most notably around two family groups displaced by a recent injunction in Barking and Dagenham. This is outside of the ECTU remit in terms of direct action, but there is often confusion amongst the members of the public and members as to where this falls in terms of jurisdiction/powers, and can often be assumed Gypsy/Traveller as under ECTU or the Police.

This should normally fall to the Environmental Health teams in the partner authorities. It may be useful if we could develop a simple guide to Fly Tipping in terms of depts responsible, powers/evidence which can be shared with our members, and used to inform members of the public.

It has previously been proposed a more joined up approach to Fly Tipping be adopted, but has not been progressed at this stage due to lack of additional funding although is something that may merit further consideration/proposals.

Injunctions – Harlow DC are applying for the existing injunction, which expires in July this year, to be extended – I believe indefinitely. This injunction has impacted on the remainder of Essex, with Chelmsford and Basildon mainly effected with part of the group displaced from Harlow targeting their industrial estates. And now we have another part of the displaced Harlow group returning to Essex. The hearing is scheduled for 14th June.

Basildon BC are also seeking an injunction on the targeted industrial estates in the borough.

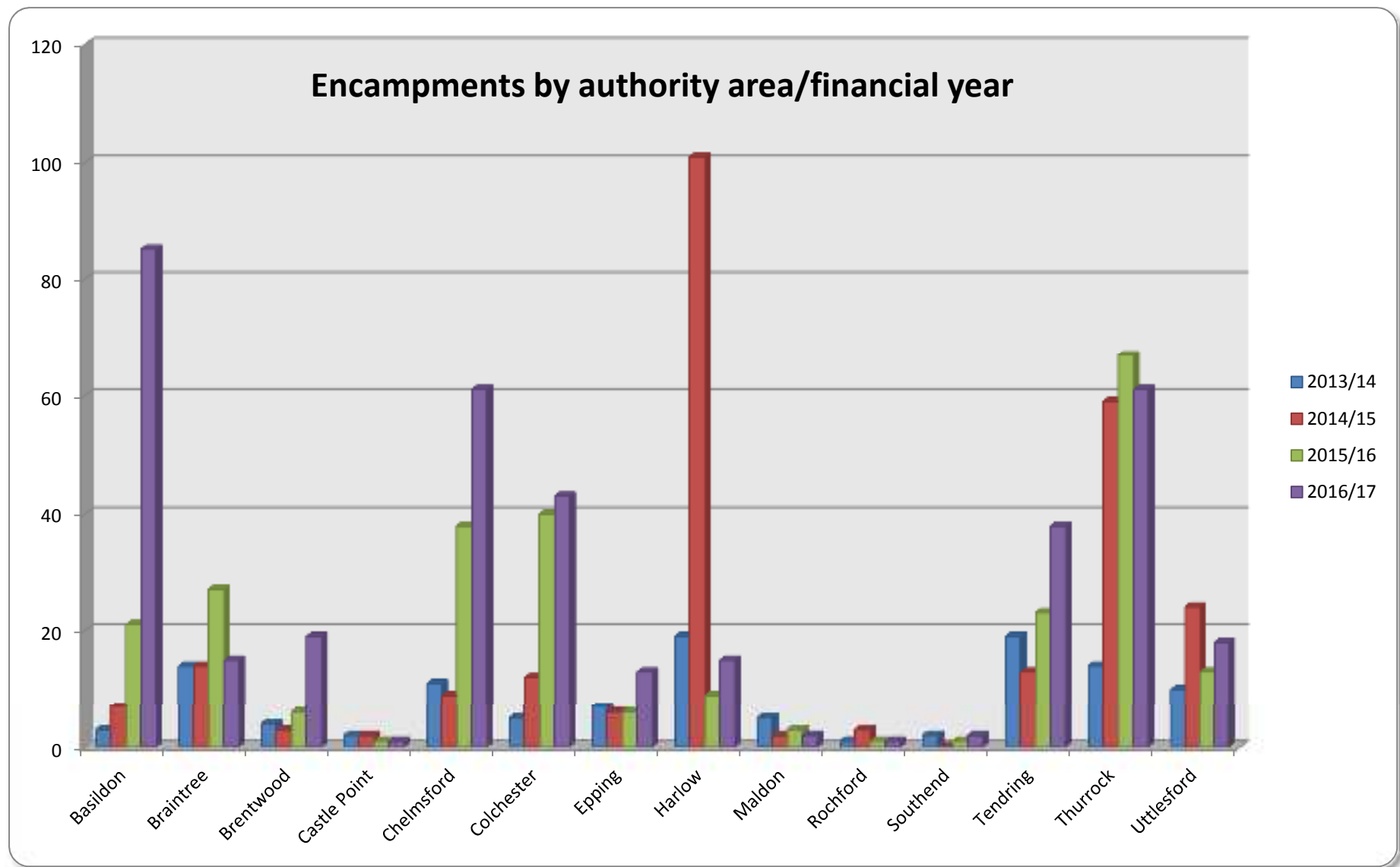
It was raised at the Operations board, whether the Joint Committee would want to consider a joint county wide injunction on the key named family groups responsible for a large proportion of the encampments/issues being faced in Essex.

Unauthorised Encampments - Performance

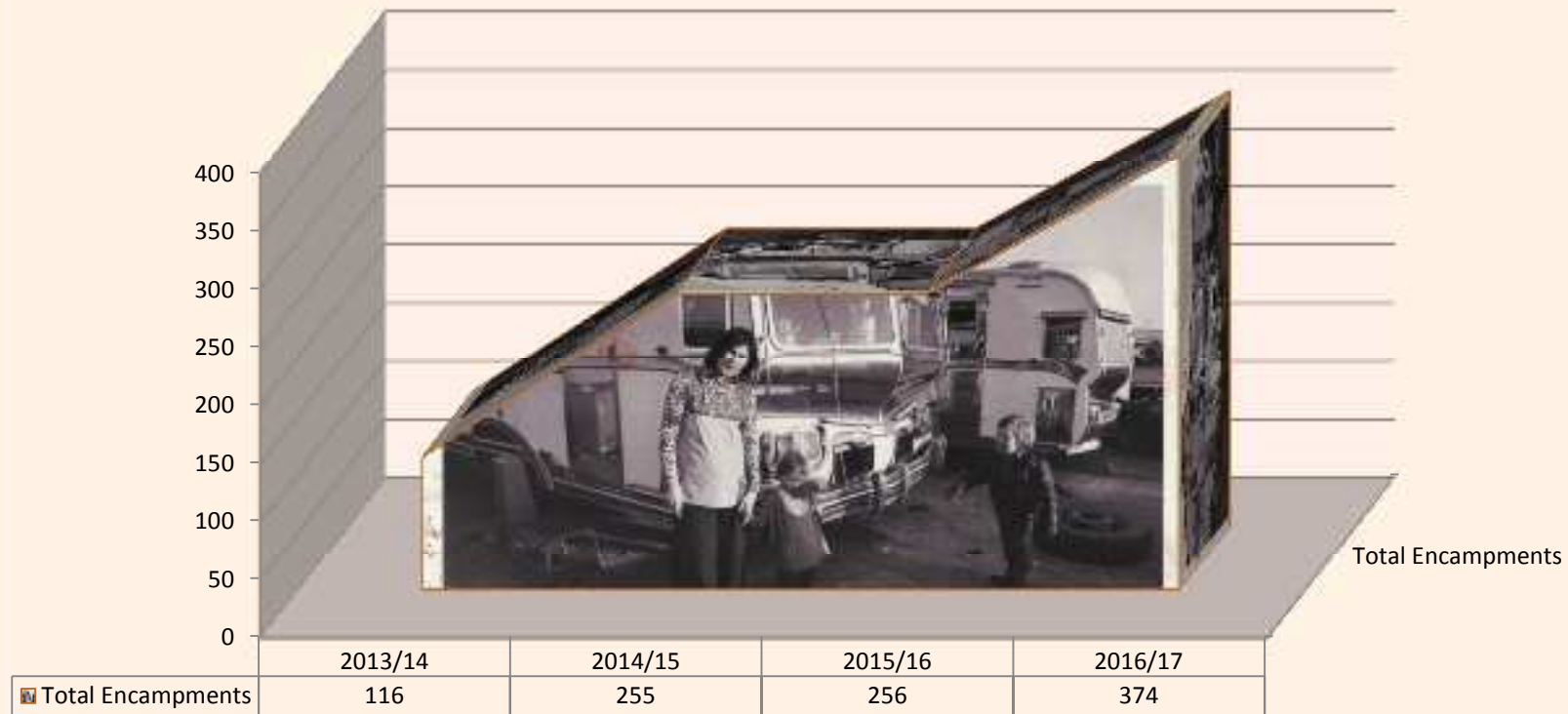
Objective	Sub Division	Target measure	Target	Timescale / Report period	Performance for Report period	Comments
UE visited within 1 working day		%	97%	Nov 16 to Apr 17	100%	Based on current volumes this is an exceptional performance
Number of encampments resolved through	negotiated departure	%	40%	Nov 16 to Apr 17	41%	Low performance as majority of court cases are with the persistent groups
	Court enforcement	%	60%	Nov 16 to Apr 17	46%	Exceeding target in percentage terms, although volumes are driving up the cost
Total	Section 77/8 Part 55 Section 61 Negotiated	No. No. No. No.	53 0 12 47	Nov 16 to Apr 17	Data only	
s77's complete within 10 working days		%	98%	Nov 16 to Apr 17	100%	Exceeding target
s77's complete within 7 working days		%	95%	Nov 16 to Apr 17	90%	Impacted by sheer volume

Unauthorised Encampments - data

Sub Division		Timescale / Report period	Data for Report period	Comments
% of encampments where ECTU are involved		Nov 16 to Apr 17	82%	Increase from last period of 22%
Number of encampments	Partner	Nov 16 to Apr 17	88	
	Non-partner	Nov 16 to Apr 17	5	Non-partners may not share all of their encampment details.
	Private	Nov 16 to Apr 17	22	



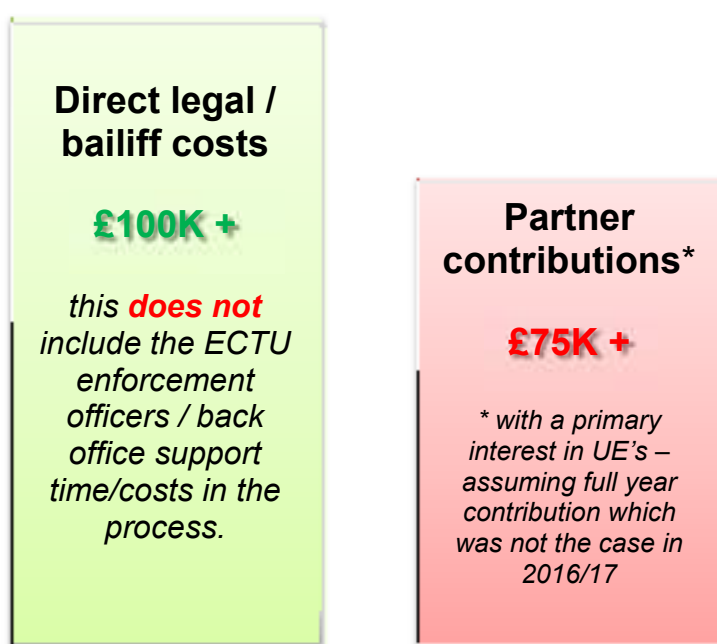
Total Encampments



Ongoing structure/sustainability of the enforcement aspect of the Unit

As has been stated in the finance report, the original structure/funding model for the unit was based on the known encampment levels in 2012. It has been well reported re: the step changes in numbers, and we have been trying to operate with the same resources and a reduced partner contribution – due to higher early reserve levels. To date, the 200% increase in demand and the resulting pressure on resources and significant increases in legal/bailiff costs etc has been offset, to a degree, through reserves. However, this last year has proved that something has got to give and we have utilised all of the remaining reserves to deliver the service.

In simple terms, in 2016/17 –



In order to maintain the unit as it stands based on current demands, we will need to look at the ongoing funding structure with significant changes in ECC /district /borough/city/unitary partners with an interest in the encampment service, and their contributions in order to support this increase in demand for the current duration. Any accepted increase will be to meet the current demands, and can be reviewed periodically.

Fire Safety



We are in the process of implementing improvements/changes to the Fire Safety services delivered on behalf of/in partnership with Essex Fire and Rescue Services (EFRS).

We have been working to the training / report formats and objectives originally set at the launch on the unit in 2012, but with changes in the EFRS team supporting the unit, we have taken advantage of a very successful day of refresher training, plus a review of materials, reporting content / formats, and an exciting opportunity of centralised data recording to ensure maximum benefit to EFRS, and the Traveller Community.

In addition to the above training/outcomes included:-

- Sensory Loss and Effective Communication
- Revisions to Home Fire Safety Visit forms/process
- Revisions to Site Fire Safety visit forms/process
- Update of the Fire Safety for Gypsy/Travellers (see above) leaflet
- On site message delivery aids
- Discussions on future aids to promote the fire safety message to Gypsy/Traveller ie DVD.

On site health and safety days

There was an early opportunity to implement our newly enhanced knowledge at the first of this year's site health and safety days. We target both Adults and Children on the sites on a number of key health, general safety/wellbeing and fire safety issues, and utilised the new information flip folder, as well as interactive events for the children. A particular favourite was the "hook a duck" game. Each duck had a number which corresponded to a Fire Safety topic which the child could then interact with our officers on.



Data

We are in the process of providing all data recorded since the inception of ECTU, to EFRS to be recorded centrally . This will include all Home Fire Safety and Site Fire Safety visits plus the smoke alarms issued.



We have started to laser measure/record site entrances to ensure sufficient access for appliances.

Fire Safety – Data for full Joint Committee report

Objective	Scope	Target measure	Target	Timescale / Report period	Performance at previous reporting period	Performance for Report period	Time scale
Home fire safety Visit	Approx 400 homes	% of total homes	70%	Nov 16 to May 17	75%	75%	May 17
Smoke Alarms issue	Approx 400 homes plus roadside	% of complete HFSV	75%	Nov 16 to May 17	73%	75%	May 17
Site Fire Safety Visits	Approx 174 Sites	% of total sites	75%	Nov 16 to May 17	77%	80%	May 17
Provide settled sites data Sheets	Approx 174 Sites	% of total sites	50%	Nov 16 to May 17	71% available	80%	May 17
No campaigns this period	County wide	% of total Homes		Nov 16 to May 17			Ongoing

Fire Safety – Data for full Joint Committee report

	Visits – smoke alarms issued pre current reporting period	Timescale / Report period	Data for Report period	Comments	
Home fire safety Visit	288	Nov 16 to May 17	3	Total	291
Smoke Alarms issue	367	Nov 16 to May 17	17	Total	384
Site Fire Safety Visits	134	Nov 16 to May 17	54	Total	188
Provide settled sites data Sheets	95	Nov 16 to May 17	17	Total	112
Access measurements	0	Nov 16 to May 17	46	Total	46
Dynamic updates on high risk encampments	ongoing	Nov 16 to May 17	ongoing		

Public Health

Since the last report, we developed with our Public Health partner a Traveller friendly questionnaire to carry out a health needs assessment for the Essex Traveller community.



The “quality” of this document has been recognised by colleagues outside of Essex, who asked to see a copy, and then adopted “as is” for their own project. Not sure where we stand with copyright here?

Health & Wellbeing questionnaire 2019

The Public Health Team and the Essex Traveller Community Health Team would like to hear from you about your health and how you feel about your health. We will use the information you provide to help us understand the health needs of the Essex Traveller community.

This questionnaire is a tool to help us understand the health needs of the Essex Traveller community. It is not a test and you do not need to be a doctor to fill it in. It is a tool to help us understand the health needs of the Essex Traveller community.

Family size

Do you own your site, or is it rented? ☐ Owned ☐ Rented ☐ Other ☐ Shared Private

Is it owned, do you have planning in place? ☐ Yes ☐ No

Would you like to be a Traveller? ☐ Yes ☐ No ☐ Maybe ☐ Don't know

Who lives at this address? (Please tick the box next to each person)

	Woman	Man	Child	Child	Child	Child	Child
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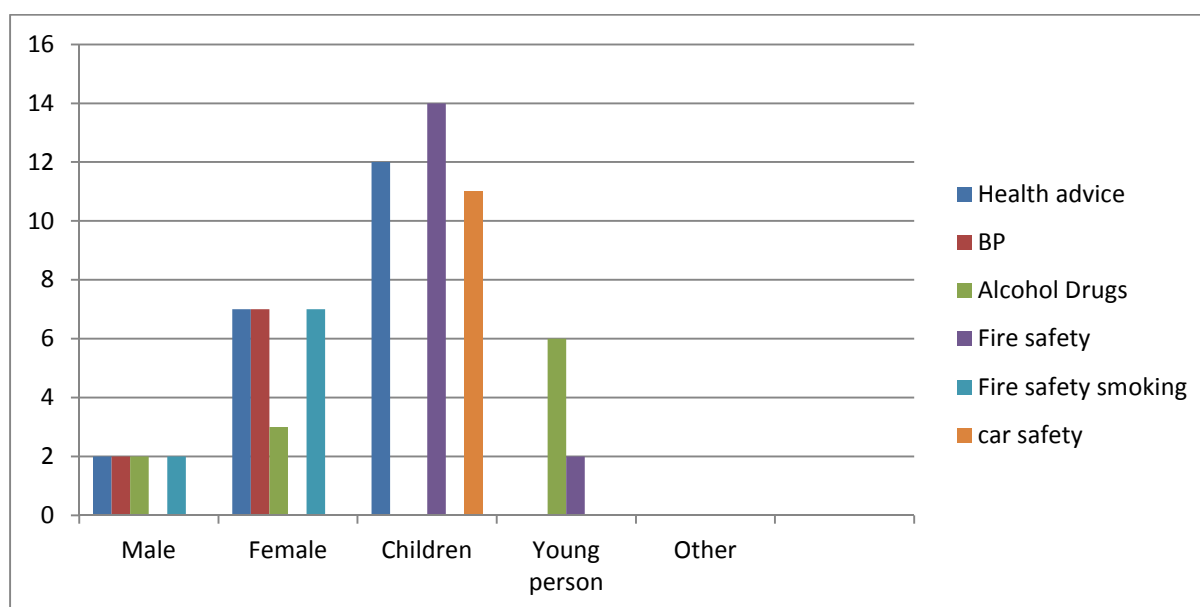
Health days

We have, once again commenced our Health and Safety/Wellbeing days on site across Essex. We have a full season planned, which commenced on Wood Corner Caravan site in Maldon on Wednesday 24th May.

As always we target, adults, teens and children alike to deliver key messages and this year we are targeting healthy eating, families & carers and fire safety.

As mentioned in the fire safety report – the “hook a duck” game was used to promote fire safety. Healthy eating was promoted through growing “cress heads” and leading into discussions on healthy eating, weight management etc.

This was in addition to the usual health advice, blood pressure checks, stop smoking advice etc.



Other agencies supporting on this event included

Provide - offering Blood Pressure monitoring, smoking advice, healthy lifestyle advice

AFFC - offering Adult carer support

Barnardo's - Children and family service offering support and advice

Current performance data will be added for the final joint committee report.

Health									
Objective	Sub objective	Scope	Target measure	Target	Timescale / Report period	Performance at previous reporting period	Performance for Report period	Time scale	Comments
Facilitated to received primary Immunisation		Unknown	No.	50	Nov 16 to May 17	28	8	May 17	Total 36
Facilitated to receive the flu jabs		Unknown	No.	150	Nov 16 to May 17	192	6	May 17	Total 198
Report known pregnancies on site and link to anti natal , stop smoking etc		Unknown	na	na	Nov 16 to May 17	3	6	Ongoing	Total 9
Identified Long Term Condition		Unknown	No.	25	Nov 16 to May 17	8	12	May 17	Total 19

Health cont.

Objective	Sub objective	Scope	Target measure	Target	Timescale / Report period	Performance at previous reporting period	Performance for Report period	Time scale	Comments
Number confirmed/ assisted to register with GP	Permanent	Unknown	No	40	Nov 16 to May 17	21	113	May 17	Total 134
	Temporary	Unknown	No	na		6	0	May 17	Total 6
Number confirmed/assisted to register with Dentist	Permanent	Unknown	No.	50	Nov 16 to May 17	5	6	May 17	Total 11
	Temporary		No.	na		0	0	May 17	
Health Checks Facilitated		Unknown	No.	25	Nov 16 to May 17	4	11	Nov 16	Total 15
Number referred to stop smoking/alcohol and healthy eating, and Child Safety etc		Unknown	No.	50	Nov 16 to May 17	76	11	Nov 16	Total 86

There is a lot of support/signposting carried out by the outreach team which is not reflected in the above reporting, including direct support to Health Visitors, referrals for specialist support ie Speech and Language , direct support in making and attending medical appointments, mental health referrals, support in obtaining disability aids etc.



Education – data to be complete for final JC report

Education								
Objectives	Scope	Target measure	Target	Timescale / Report period	Performance at previous reporting period	Performance for Report period	Time scale	Comments
Number of Children supported into pre-school /school 2 – 16	unknown	No.	150	Nov 16 to May 17	54	40	May 17	Total 94
Number of children transferring from primary to secondary	unknown	No.	15	Nov 16 to May 17	10	2	May 17	Total 12
Number of young adults supported into further education	unknown	No.	15	Nov 16 to May 17	0	1	May 17	Total 1
Number of transport applications Supported	unknown	No.	40	Nov 16 to May 17	22	4	May 17	Total 26
Number of 2 year olds funded applications supported	unknown	No.	40	Nov 16 to May 17	3	2	May 17	Total 5

There is a lot of additional work that goes on around education in terms of supporting meetings at schools, supporting with uniform issues, bullying issues, attendance meetings and home education.

Police

Sgt Paul Downes is confirmed as remaining as the Gypsy/Traveller liaison officer for Essex Police. In conjunction with the single protocol being developed via the PCC, the Traveller section at Essex Police is being expanded to 4 x officers. 1 x sergeant (in post), and 3 x constables. The intention is that this team will operate on a 7 day a week, 8am to 10pm.



Communications plan – for review - ongoing

External – we have experienced some misleading reporting on a number of issues, which we seek to correct if the opportunity arises. However, as we do not necessarily see all press reports, this is not comprehensive.

Internal – we are starting to experience a number of issues in duplication/confusion re comms within the unit. For example, we are getting requests for additional members to be put onto the daily/weekly circulation lists of unauthorised encampments. This is resulting in multiple queries coming back in for a single authority on the same encampment. The setup of the unit was intended as the SPOC/Joint Committee member being conduits for the respective partners. Can we please discuss and agree the way forwards, as we have limited resource which can be overwhelmed where we have controversial encampments. Member awareness training – mentioned below, might head off some of the queries being raised.



Websites – There is an obvious, and acknowledged need for a dedicated and dynamic web presence for ECTU to be able to promote the positive activities /outcomes of the unit, be a conduit for members of the Gypsy/Traveller community to access services/support and also for dynamic reporting of encampments to enable members of the public to report new, or view those currently being managed, hence avoid duplication of calls, and to give some reassurance that we are aware, and what stage we are at in the repossession process.

As with all such things, there is a budget needed for development, and the recent high level of activity has not allowed consideration for such a development within the current funding structure. If we are to cost such a project, it would currently be on the understanding the partners would contribute to its development – which in line with earlier requests, may not be practicable. If that is the case, we will either have to wait until capacity allows, or seek external funding opportunities.

Transit Sites

Update to be provided by Paul Ashworth.

Training

This remains on the agenda for the PCC's single protocol. The following sessions have been delivered in the last 6 to 12 months:-

- Brentwood DC – to members, as a pre cursor to sign up to the unit.
- Colchester DC – to cabinet
- Basildon BC – to members
- Maldon DC – to officers
- Society of Local Council Clerks – Officers training day



We have prepared a draft “Member Fact Sheet” and submitted it to the PCC's office as requested, but I am not aware of it progressing further – attached for your comments.

