

Essex Countywide Traveller Unit Joint Committee

10:00	Thursday, 29 October 2015	Committee Room 1, County Hall, Chelmsford, Essex
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Membership:

Acting Chief Fire Officer Adam Eckley
Chief Inspector Craig Carrington
Cllr Richard Moore
Cllr Angie Gaywood
Cllr Mark Durham
Cllr Roger Hirst
Cllr Martin Hunt
Cllr Godfrey Isaacs
Cllr Paul Honeywood
Cllr June Lumley
Cllr Richard Bassett
Cllr Susan Barker
Cllr Anne Brown

For information about the meeting please ask for:

Ian Myers – Senior Committee Officer

Telephone: 03330134575

Email: ian.myers@essex.gov.uk

The agenda is also available on the Essex County Council website, www.essex.gov.uk. From the Home Page, click on 'Your Council', then on 'Meetings and Agendas'. Finally, select the relevant committee from the calendar of meetings.

Please note that an audio recording will 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	Minutes and Matters Arising To approve as a correct record the Minutes of the meeting held on 9 June 2015	5 - 8
3	Declarations of Interest To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct	
4	Finance and Audit Report To receive a report from Sarah Broadley, Finance Business Partner. <ul style="list-style-type: none">• To note the financial update for the six months to 25 September 2015.• To note recommendations for the budget for 2016/17 and 2017/18.• To note recommendations for the membership fees for 2016/17 and 2017/18.• To note the response of the External Auditor regarding the Annual Submission for 2014/15.	9 - 18
5	Action Plan / Operations Report / High Level Risks To receive a report from Steve Andrews, ECTU Manager	19 - 32
6	ECTU Strategy and Future Priorities To receive a presentation from Ros Parker, Head of Delivery Transition, and Emeka Forbes, Policy and Strategy Advisor	
7	Renewal / Membership Status To receive a verbal update from Steve Andrews	
8	Any Other Business	
9	Date of Next Meeting To be agreed	

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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.

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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 A MEETING OF THE ESSEX COUNTYWIDE TRAVELLER UNIT COMMITTEE HELD AT ESSEX FIRE HQ, CHELMSFORD AT 10:00AM ON 9 JUNE 2015

Members of the Committee present:

Cllr Susan Barker	Uttlesford District Council
Cllr Richard Bassett	Epping Forest District Council
Cllr Roger Hirst	Essex County Council
Cllr Paul Honeywood	Tendring District Council
Cllr June Lumley	Rochford District Council
Cllr Richard Moore	Basildon Borough Council

Substitutes and other Members present:

Paul Downes	Essex Police
Julian Ashley	Essex Fire & Rescue

Also present was:

Steve Andrews - ECC
Colin Batchelor – Braintree District Council
Jodie Bridge – Rochford District Council
Sarah Broadley - ECC
G Bennett – Thurrock Council
Tim Clarke – Tendring District Council
Tony Howard – Essex Fire & Rescue
Anna Lambert - ECC
Ian Myers - ECC
Lois Stamp - ECC

1. Apologies and Substitution Notices

Apologies were received from Chief Inspector Craig Carrington and Jane Gardner

2. Minutes

The minutes of the meeting held on 12 December 2014 were approved as a correct record and signed by the Chairman.

3. Declarations of Interest

Councillors Susan Barker and Roger Hurst declared an interest as County Councillors

4. Matters Arising

Anna Lambert tabled a 'good news' profile and list of achievements to be shared with colleagues and other Councils. It was agreed that a comprehensive mailing

and contact list be produced to ensure this information is made available to all local Councils.

5. Finance and Audit Report

The Committee received a financial report from Sarah Broadley, Finance Business Partner, ECC. The report included, for approval, the Annual Return inclusive of the Governance Statement for the 12 months to March 2015.

Members noted the following:

Key Information for the 2015/16 reporting season

- 22 June 2015 – Annual Return to External Auditor
- 30 June 2015 – Annual Return to be approved by Joint Committee
- 30 September 2015 – Audited Annual Return to be published by the Joint Committee

Following a more detailed presentation and discussion on the accounts Members unanimously **agreed** the following:

- To approve the Annual Return for the 2014/15 financial year and for the Annual Return to be signed by the Chairman of the Committee.
- To approve the proposed budget for the 2015/16 financial year.
- To note the indicative budgets for 2016/17 and 2017/18.
- To approve the proposed approach to funding of the proposed and indicative budgets.
- To note the ECC Internal Audit costs that have been charged.
- To note the estimated External Audit costs expected to arise.
- To confirm that, subject to no material issues being raised by the external auditor, the external audit report can be accepted, the management letter issued, endorsed by the Chairman of the Joint Committee and the decision to publish the accounts made without the need to reconvene the full committee before the end of September 2015.

6. Operations Report

The committee received an update from Stephen Andrews, Manager of the Essex Countywide Traveller Unit.

Members noted and discussed keys issues related to:

- **Health**
There has been a rise in GP registrations.
Events are planned in oral health, healthy heart and child safety
- **Education**
Generally increasing in all areas, although children transferring from primary to secondary education presents a challenge.

- **Fire safety**
Work is gaining momentum and all site visits are well received
- **Policing**
The launch of Athena, a new system for recording incidents, and its impact on unauthorised encampments was noted.
- **Unauthorised encampments**
Waste, the impact of fly tipping and enforcement issues were discussed
- **General**
A policy to address fly grazing issues is currently being developed. To be circulated when available.
An officer working group is to be formed to develop a health strategy.
Castle Point Borough Council has confirmed its intention to join the partnership.

7. Action Plan January 2015 to October 2015

The latest ECTU Action Plan was reviewed was noted and **agreed**.
Members also agreed that the next Joint Committee Agreement should run for a period of 3.5 years to bring it into line with the financial year..

8. Report on Effectiveness of Internal Controls

The Committee received an update from Anna Lambert, Head of Delivery Transitions. Members were informed there had been three internal audits to date with all identified actions completed. It was agreed that there are sufficient internal controls in place to meet the needs of ECTU.

Members noted and **agreed** the report.

9. High Level Risk Assessment

The Committee received a report presented by Stephen Andrews which was noted.

10. Review of Code for Unauthorised Encampments

The report presented by Stephen Andrews was noted and **agreed** by the Committee.

11. October 2015 Renewal Process

The Committee received a verbal update from Anna Lambert. Following consultation with partners, an amended version of the Joint Committee Agreement will be circulated for signature by the end of August 2015.

12. Any Other Business

There were no further items discussed.

13. Date of Future Meeting(s)

The date of the next meeting to be agreed and notified to Members when available.

There being no further business the meeting closed at 12.00pm

Chairman

**Essex County Wide Traveller Unit Joint Committee Meeting
29 October 2015**

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 note the financial update for the six months to 25 September 2015
2. To note recommendations for the budget for 2016/17 and 2017/18
3. To note recommendations for the membership fees for 2016/17 and 2017/18
4. To note the response of the External Auditor regarding the Annual Submission for 2014/15

1. Financial Update for period 01/04/15 – 25/09/15

	2015/16 Budget	Actuals to 25th Sept 2015	Budget Remaining	Forecast Outturn	Forecast variance
Expenditure:					
Employees	£221,051	£107,957	£113,094	£221,051	£0
Supplies & Services	£9,926	-£9,503	£19,429	-£3,880	-£13,806
Transport & Mileage	£19,836	£10,328	£9,508	£19,836	£0
Gross Expenditure	£250,813	£108,782	£142,031	£237,007	-£13,806
Income:					
Partner Contributions	-£277,783	-£233,257	-£44,527	-£277,783	£0
Gross Income	-£277,783	-£233,257	-£44,527	-£277,783	£0
Forecast Surplus	-£26,970			-£40,776	

1.1 The 2015/16 budget was based anticipating a surplus of £26,970. Due to reimbursement of Legal Fees (£13,650) that were incorrectly charged to ECTU in 2014/15, the forecast surplus is £40,776

1.2 The reimbursement of Legal Fees has been coded to Supplies & Services

1.3 84% of income has been invoiced. Half yearly invoices were raised in July 2015 to all Districts/Boroughs/Unitaries and Essex Fire & Rescue. Thurrock and Basildon invoices have not yet been paid.

1.4 The opening reserve balance as at 1st April was £83,620. If the surplus of £40,776 is achieved, the reserve will rise to £124,396. Balances are required to protect the Joint Committee from a significant event(s) which would have a significant effect such as the loss of revenues or a sudden increase in expenditure. It is difficult to accurately predict such occurrences and given that a) there has only been a couple of full years of operation, b) risks to expenditure and income levels are considered low and c) the current reserve represents approx 4 months of average operational expenditure

2. Proposed Budgets for 2016/17 and 2017/18

	2014/15 Budget	2014/15 Actuals	2015/16	2016/17	2017/18
Expenditure:					
Employees	£234,151	£210,931	£221,051	£225,472	£229,981
Supplies & Services	£2,984	£71,309	£9,926	£10,125	£10,327
Transport & Mileage	£18,581	£20,162	£19,836	£20,233	£20,637
Gross Expenditure	£255,716	£302,401	£250,813	£255,829	£260,946
Income:					
Partner Contributions	-£255,716	-£294,178	-£277,783	-£258,136	-£258,136
Gross Income	-£255,716	-£294,178	-£277,783	-£258,136	-£258,136
Net Expenditure (Surplus) / Deficit	£0	£8,223	-£26,970	-£2,307	£2,810

The 2016/17 and 2017/18 proposed budgets include an assumed annual inflation on expenditure of 2%.

3. Membership Fees

A 10% reduction has been applied to the 2015/16 Membership Subscriptions. It is proposed that the Essex County Council Gypsy & Traveller contribution and Public Health contributions are reduced by 10% to reduce the overall ECC contribution to ECTU from 73% to 71%. It is felt that the other subscriptions fees are fair and good value for money.

Organisation	2015/16 Fee	Total	% Contribution per Member	10% Reduction	2016/17 Revised Fee	16/17 % Contribution per member
<u>Essex County Council:</u>						
ECC - Gypsy & Traveller	£132,558	£132,558	48%	£13,256	£119,302	46%
ECC - Highways	£6,463	£6,463	2%		£6,463	3%
Public Health (5 CCGs)	£12,782	£12,782	5%	£1,278.20	£11,504	4%
Public Health (5 CCGs)	£12,782	£12,782	5%	£1,278.20	£11,504	4%
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Public Health (5 CCGs)	£12,782	£12,782	5%	£1,278.20	£11,504	4%
Public Health (5 CCGs)	£12,782	£12,782	5%	£1,278.20	£11,504	4%
Total ECC		£202,931	73%	£19,647	£183,284	71%
Essex Fire and Rescue	£23,148	£23,148	8%		£23,148	9%
<u>Districts / Boroughs & Unitary:</u>						
Uttlesford District Council	£6,463	£6,463	2%		£6,463	3%
Thurrock Council	£6,463	£6,463	2%		£6,463	3%
Rochford District Council	£6,463	£6,463	2%		£6,463	3%
Maldon District Council	£6,463	£6,463	2%		£6,463	3%
Colchester Borough Council	£6,463	£6,463	2%		£6,463	3%
Tendring District Council	£6,463	£6,463	2%		£6,463	3%
Basildon Borough Council	£6,463	£6,463	2%		£6,463	3%
Castlepoint Borough Council	£6,463	£6,463	2%		£6,463	3%
Total Districts/Boroughs/Unitary		£51,704	19%		£51,704	20%
Total Subscriptions		£277,783		£19,647	£258,136	

If the proposed reductions are agreed the reserve balances are likely to be as follows:

	2015/16 Closing Balance	2016/17 Balance	2017/18 Balance
10% Reduction - ECC G&T & Public Health Subscriptions			
Reserve Balance	£124,396	£126,703	£123,893

4. Response of External Auditor for 2014/15 Annual Submission

4.1 The External Auditor Report for 2014/15 stated:

“On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”

4.2 The accounts for 2014/15 are to be accepted and have published.

4.3 The External Auditors report to be accepted.

4.4 The External Audit Report is attached.



ECTU 201415 Annual
Return with External

Small Bodies in England

Annual return for the financial year ended 31 March 2015

Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their annual activities at the end of each financial year.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the body.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the body's internal audit provider.

Each body must approve this annual return no later than 30 June 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in red. Do not leave any red box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites (www.nalc.gov.uk or www.slcc.co.uk) or from the members area of the Association of Drainage Authorities website (www.ada.org.uk).

Section 1 – Accounting statements 2014/15 for:

Enter name of
reporting body here:

ESSEX COUNTYWIDE TRAVELLER UNIT JOINT COMMITTEE

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	109,742	91,843	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	217,052	294,178	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	-206,345 RESTATE	-210,931	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	-28,606	-91,470	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	91,843 RESTATE	83,620	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	116,348 RESTATE	91,353	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets			The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date 01/06/2015

I confirm that these accounting statements were approved by the body on:

09/06/2015

and recorded as minute reference:

MINUTE REFERENCE 5

Signed by Chair of meeting approving these accounting statements:



Date

09/06/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of ESSEX COUNTYWIDE TRAVELLER UMT JOINT COMMITTEE our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

		Agreed –		'Yes' means that the body:
		Yes	No*	
1	We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5	We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6	We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7	We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

MINUTE REFERENCE 5

dated 09/06/2015

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

ESSEX COUNTYWIDE TRAVELLER UNIT JOINT COMMITTEE

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report (ACEX0288)

On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the Committee:

The Annual Return was not fully and accurately completed before submission for audit:

- Section 1, Boxes 9 and 10 have not been completed. Both boxes should read Nil for both years.

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

21 July 2015

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

Section 4 – Annual internal audit report 2014/15 to

ESSEX COUNTYWIDE TRAVELLER UNIT JOINT COMMITTEE

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.		***	✓
G Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.		***	✓
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

*** - there is no petty cash nor assets & investments

Name of person who carried out the internal audit: **STEVE WILKETT**

Signature of person who carried out the internal audit:  Date: **08/06/15**

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guides* which are updated from time to time and contain everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you may encounter.
- 2 Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Financial Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your body holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements. You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guides*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guides* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Approval by the body confirmed by signature of Chair of meeting approving the accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guides, is available from NALC and SLCC representatives or Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guides, is available from the ADA at The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL or from the NALC, SLCC or ADA websites - see page 1 for addresses.

**ESSEX COUNTYWIDE
TRAVELLER UNIT:
Joint Committee Meeting
Operations Report**



As we are reaching the end of our first 3 years of operation with their associated objectives and targets, this report will primarily revolve around the final outcomes of the current action plan/targets, with the future strategy covered in a separate item on the agenda

Action Plan

Attached are the final targets as agreed at the beginning of the year, and the outcomes. These objectives/targets will be reviewed as part of the new strategy.

Unauthorised Encampments								
Indicator	Sub Division	Oct 13	May 14	Oct 14	May 15	Oct 15	Total	Target for Oct 15
% of encampments where ECTU are involved		66%	77%	50%	66%	90%	n/a	n/a
% visited within 1 working day		97%	96%	95%	92%	99%	n/a	97%
Number of encampments	Partner	44	50	78	73	97	342	n/a
	Non-partner	15	10	45	18	23	111	n/a
	Private	5	5	32	23	23	88	n/a
Number of encampments resolved	negotiated departure	41	32	45	23	45	186 – 64%	70%
	section 77 enforcement	3	16	33	34	17	103 – 36%	30%
% s77's complete within 10 working days		n/a	87%*	94%*	94%	100%	n/a	95%

Fire Safety									
Indicator	Sub Division	Oct 13	May 14	Oct 14	May 15	Oct 15	Total	Target for Oct 15	Total known sites/homes
Home fire safety Visit	by ECTU	36	126	9	35	7	213 52%	60%	App 400 homes
	Referred to ECFRS	1	10	0	0	0	11	n/a	
Smoke Alarms issue			174	17	72	7	263 67%	60%	
Site Fire Safety Visits	by ECTU	16	39	6	39	4	85 50%	40%	174
	Referred to ECFRS	24	0	0	0		24	n/a	
Note: Referrals are all concerns over location of/distance to nearest hydrant.									

Education						
Indicator	May 14	Oct 14	May 15	Oct 15	Total	Target for Oct 15
Number of Children accessing pre-school /school 2 – 16	148	99	84	77	438	200
Number of children transferring from primary to secondary	n/a*	35	n/a*	tba	35	40
Number of young adults accessing further education	13	18	9	4	44	40
Number/%of children referred to Home Education	28 (6%)	53 (7%)	55 (7%)	54 (7%)	54	Home Education is now self-monitoring. Travellers will be signposted to the ECC website and supported if required.

Health									
Indicator	Sub Div	May 13	Oct 13	May 14	Oct 14	May 15	Oct 15	Total	Target Oct 15
Facilitated to received primary Immunisation		50	130	38	53	34	4	309	200
	domiciliary team	11*	20	0	0	0	0	31	0
Facilitated to receive the flu jabs		291	n/a	73	38	1	4	407	100
Pregnant women facilitated to access Ante-Natal	<12 weeks	No report	0	1	0	0	1	2	*
	>12 weeks	No report	4	16	1	2	0	23	*
Identified Long Term Cond		8	45	33	3	22	14	36	25
LTC's receiving flu jab		5	n/a	n/a	0	0	0	5	n/a
Number assisted to register with GP	Permanent	13	3	32	9	6	20	83	30
	Temporary	1	0	2	0	1	1	4	
Health checks facilitated		No report	26	0	0	0	3	29	30
Number referred to stop smoking		No report	6	14	63	21	0	104	50
	Pregnant		0	0	0	1	0	1	*

Adult Social Care

Indicator	Sub Division	Target for Oct 15
Public Health & Wellbeing	Mental health & wellbeing	100% referrals when support need identified
	Healthy eating	Continue/report as part of main health activity
	Health Choices – smoking alcohol, drugs	Continue/report as part of main health activity
	Healthy Child	Promotion of reduction in Childhood Accidents, ongoing healthy eating promo etc.
	Getting Active	Ongoing promotion through our qualified Health Trainers
	Seasonal Health	Repeat Flu jab awareness campaigns – see Health
	Health Checks	Complete on select permanent sites dependent on available health resource
Care for Adults	At home	100% signposting of identified families to appropriate expert support
	Staying safe	Site and home fire safety checks to be completed – see fire. 100% signposting of identified families to appropriate support / benefit.
	Looking after someone	100% signposting of identified carers to appropriate support / benefit.
	Money and legal	100% signposting of identified families to appropriate support including support with ongoing comms.
	Work and learning	For statutory education and adult learning see 3 – Education plus support 100% of individuals requesting help to access work place.
	Going out	100% signposting of identified families to appropriate expert support

	Information for parents	100% signposting of identified families to appropriate information sources, plus additional support to overcome literacy issues.
Care for Children	Protecting vulnerable children	100% referral of identified vulnerable children through social care process. Ensure parents have access to necessary support
	Family support	100 % Provision of direct support where needed, or signposting to appropriate service.
	Children with disabilities or special needs	100% referral of identified vulnerable children through social care process. Ensure parents have access to necessary support

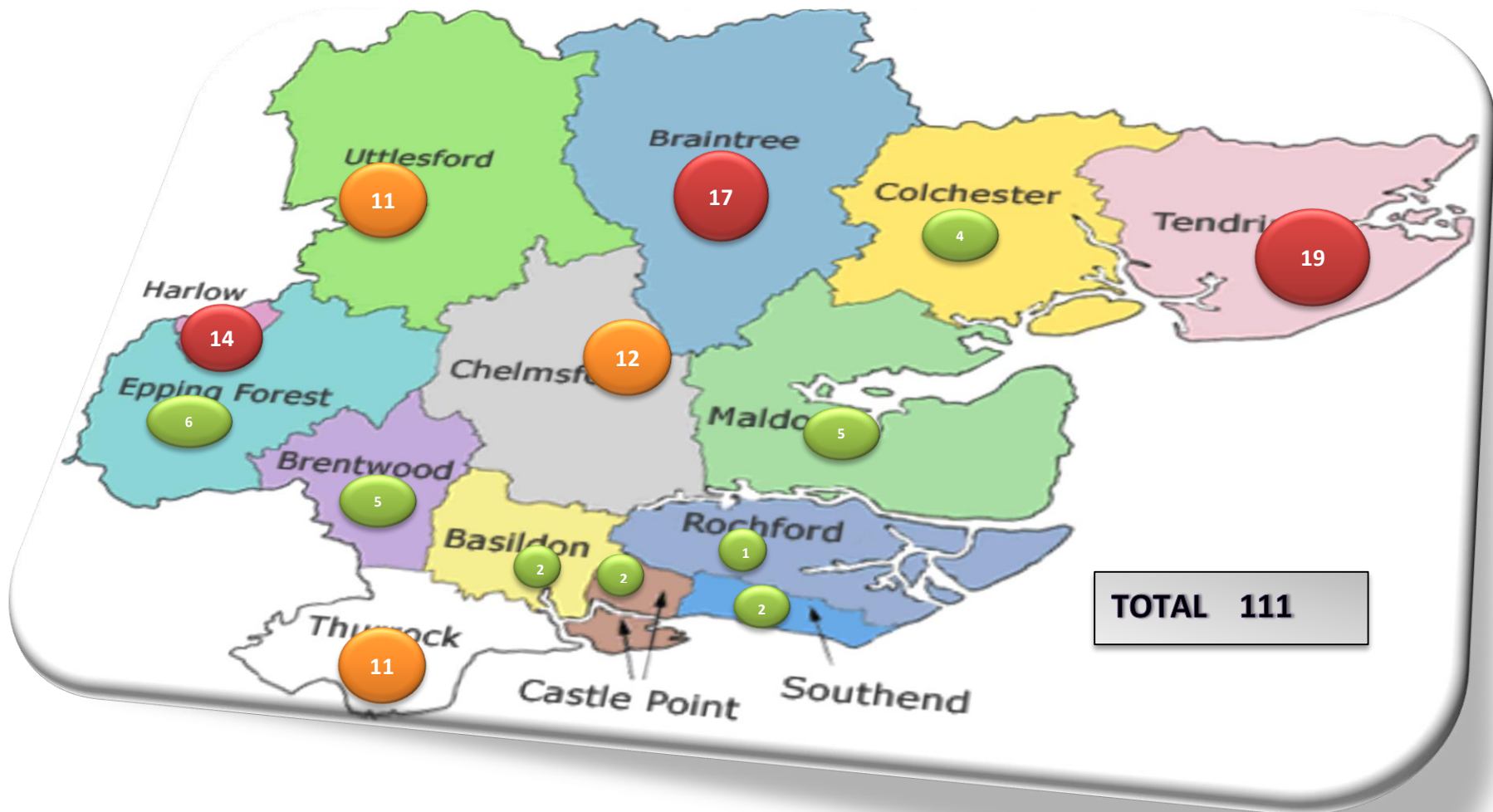
Unauthorised Encampments

We have continued to be busy on across the county with encampments. Although the numbers are not as high in terms of individual encampments, as driven by the Harlow situation, there have been a large number of groups spread around the county, with some unusually large groups – ie the French Travellers with 18 caravans – moving around the county.

The following graphics give an indication of the where encampments have been over the past 3 years by borough, city, district, unitary. This does not show the spread within each area. Also non partner areas may be understated, as we do not necessarily get reports from these areas.

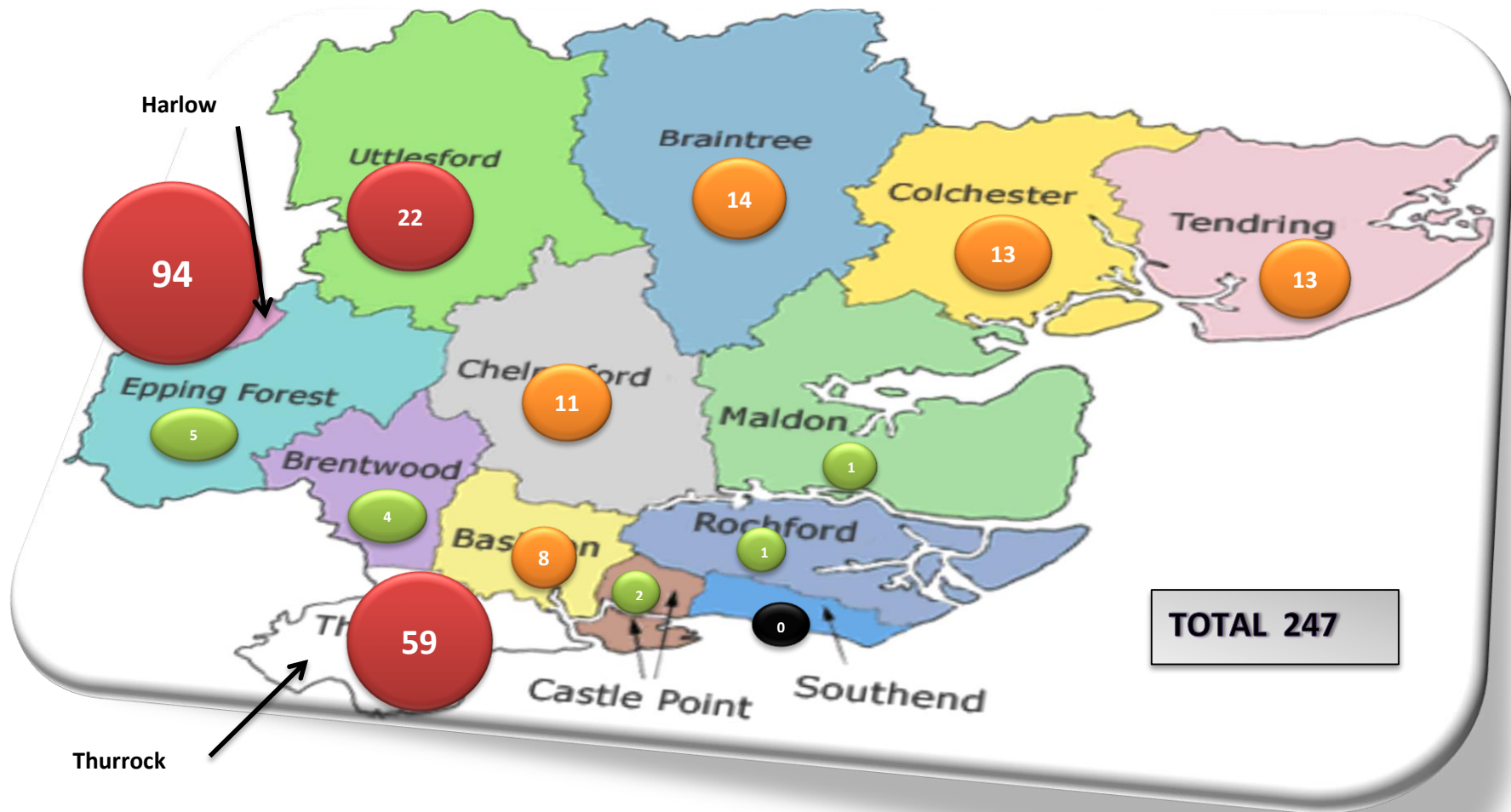
2013 UNAUTHORISED ENCAMPMENTS REPORTED TO ECTU.

Stats relating to non-partner areas are likely to be incomplete



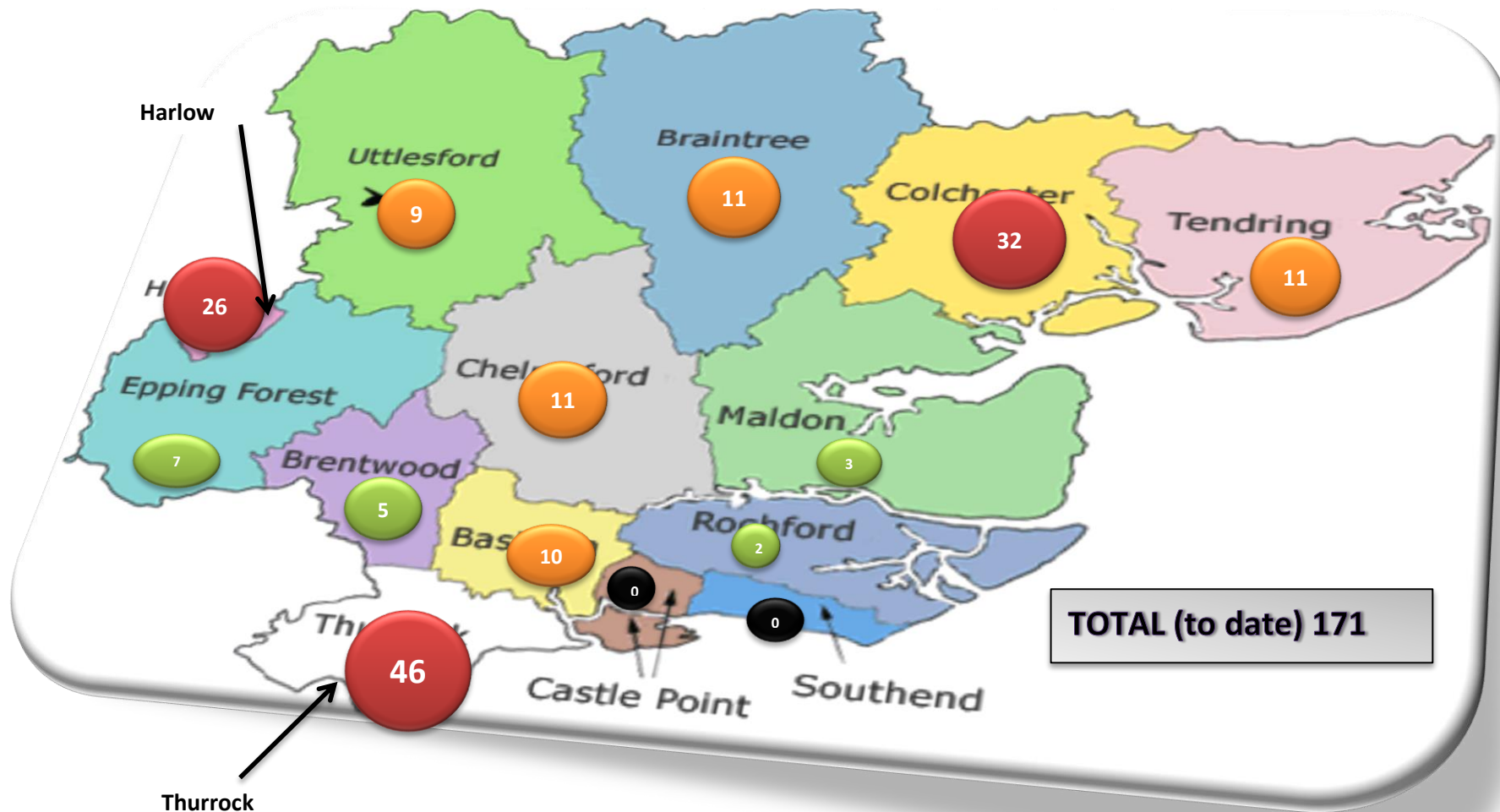
2014 UNAUTHORISED ENCAMPMENTS REPORTED TO ECTU.

Stats relating to non-partner areas are likely to be incomplete



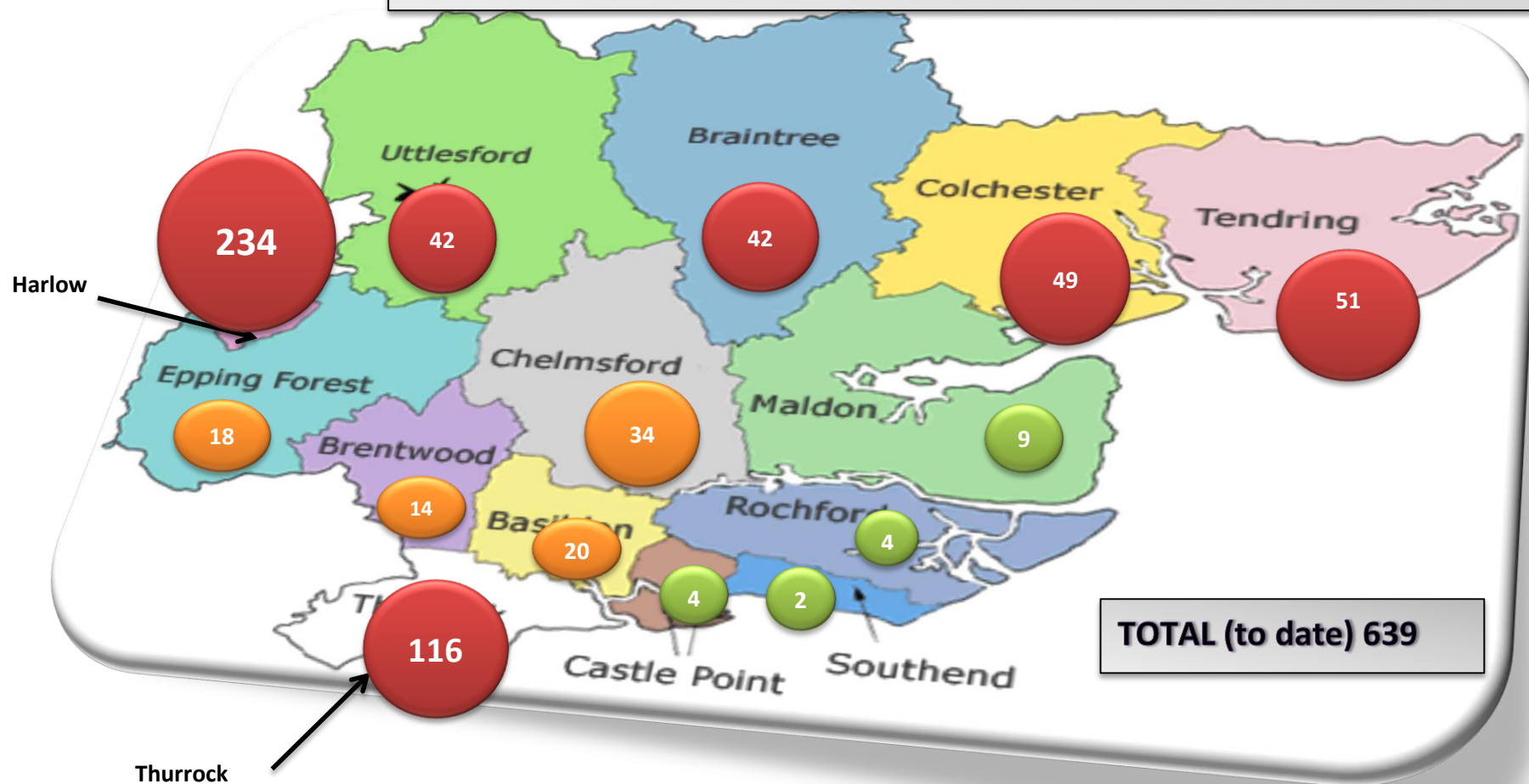
2015 (to date) UNAUTHORISED ENCAMPMENTS REPORTED TO ECTU.

Stats relating to non-partner areas are likely to be incomplete



2013-15 UNAUTHORISED ENCAMPMENTS REPORTED TO ECTU.

Stats relating to non-partner areas – Harlow, Epping, Brentwood, Chelmsford, Braintree and Southend are likely to be incomplete



Harlow Injunction

Harlow are currently preparing the application for the full injunction, hence bringing statements up to date etc. We will advise partners once a date is known.

Police/PCC

At the recent leaders/chief execs meeting, Nick Alston obtained agreement for a pilot programme of providing skips/portaloos to unauthorised encampments to reduce potential public health issues, and post encampment clearance costs.

He is currently seeking an authority to carry out this pilot, although, based on the time of year, this is likely to be driven by where we currently have Travellers moving around.

Police

We will soon be saying goodbye to our seconded Police Constable, Paul Downes, who has successfully completed his Sergeants exams, and will be taking up his first Sergeants post in the New Year.

Paul would have been with the unit for 16 months, and in that time has made significant strides in ensuring a consistent and robust application of Police powers through delivering direct training to the key officers, and being constantly on hand to assist and advise officers when needed.

Paul has also made inroad into the challenging area of building relations within the community, and hopefully has sewn the seed for his successor. We would like to formally thank him for his time with the Unit, and wish him the best of luck in his move up the ladder.

The post has been advertised, and we are awaiting details of applicants/interview date.

BUSINESS RISK ASSESSMENT

RISK ASSESSMENT COMPLETED BY
FUNCTION / SERVICE / TEAM
PROJECT / PROGRAMME (if applicable)

formal commitment
Joint Committee high level risks

DATE

Reviewed and updated 7 May 2015

Risk No.	Details of Risk Event	Cause / Triggers	Impact / Consequences	Review period	Current Assessment of Risk			Risk Owner	Mitigation Approach	Mitigating Actions / Controls	% Complete	Review period	Control Owner	Controlled Assessment of Risk		
					Current controls in place									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	2	8	SA	Treat	Ensure additional resource is funded/recruited if req Prioritise and reduce service levels in liaison with partners 			SA SA 	3	1	3
2	Insufficient funding to deliver service	Reduction in partner/partners do not renew after 3 years	Part or all of the service will stop delivering		6	2	12	SA	Treat	Lobby partner for early commitment to renew/secure formal commitment by August 2015 Reduce service levels proportionate to partner buy in Secure new partners			SA/AL Partners SA SA	4	2	8
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 Ensure SPOCs are informed to help manage expectations of stakeholders Comms strategy/press releases for wider stakeholders Potential development of service for private landowners Ensure robust administration of powers via process/audit			SA SA SA SA SA	4	1	4
4	High demand on legal services with associated cost implications	High volume of unauthorised encampments, or legal challenge on action taken	Costs outstrip available budget/existing surplus		4	2	8	SA	Treat	Ensure resource available to manage encampments and where possible negotiate departures Ensure robust procedures followed to minimise challenge risk Seek additional member contribution to offset increased costs where necessary 			SA SA SA 	4	1	4

