

## **APPENDIX 1:**

### **Schedule of Functions**

The Essex Countywide Travellers Unit (ECTU) will undertake the following activities within the Gypsy/Traveller Community:

- Fire safety inspections/advice on sites
- Improving education access/outcomes
- Improving Health and social care access/outcomes
- Management of ECC local authority sites
- Management of Unauthorised encampments on partner land

#### **1. Fire Safety on sites**

The ECTU will address three priority areas:

- a. Fire safety advice and guidance for all sites
- b. Site Fire Safety Inspections for all sites
- c. Home Fire Safety visits on all sites

##### **1.a Fire safety and guidance for all sites**

- 1.a.i The ECTU will communicate key messages on fire safety advice and guidance from Essex County Fire and Rescue Service (ECFRS) across all sites within the Operational Area as part of its outreach role, as appropriate including Home Fire Safety Visits.
- 1.a.ii The ECTU will also facilitate ECFRS's links into communities living on sites throughout the Operational Area and help facilitate any on site sessions the Service might wish to undertake.
- 1.a.ii The ECTU will provide feedback to ECFRS to review and improve how messages are communicated.

##### **1.b Site Fire Safety Inspections**

- 1.b.i The ECTU will undertake Site Fire Safety Inspections for all sites in within the Operational Area, to identify fire risks and how the threat of incidents can be mitigated.
- 1.b.ii The ECTU will work with partners to initiate further action to mitigate identified risks.

##### **1.c Home Fire Safety inspections**

- 1.c.i The ECTU will undertake Site Fire Safety Inspections for all sites in within the Operational Area, to identify fire risks and how the threat of incidents can be mitigated.

- 1.c.ii The ECTU will work with partners to initiate further action to mitigate identified risks.

## **2. Improving education outcomes**

The ECTU will address two priority areas:

- a. Ensure access and take up of pre-school and compulsory education
- b. Facilitate access to further education, vocational training and other learning opportunities

### **2.a Ensure access and take up of pre-school and compulsory education**

- 2.a.i The ECTU will identify children and young people of pre and compulsory school age living on sites, check whether they are registered in school, attending regularly and if there are any problems.
- 2.a.ii The ECTU will work to address any issues and if they are of a serious nature the ECTU will refer to and work with the appropriate departments in partner organisations to address them.

### **2.b Facilitate access to further education, Vocational training and other learning opportunities**

- 2.b.i The ECTU will communicate learning opportunities to the community, identify those who want to improve their skills or feel they have a learning need.
- 2.b.ii The ECTU will work with these individuals to access the education options suitable for them by explaining how access can be gained, referring individuals for further support and providing practical help in gaining places on courses (i.e. helping with application forms).
- 2.b.iii The ECTU will facilitate any on site work or targeted initiatives that partner organisations might wish to undertake.

## **3. Health**

The ECTU will address three priority areas:

- a. Improving access to and take up of GP to enable better management of long term conditions;
- b. Undertake targeted interventions such as smoking cessation, smoking in pregnancy, accident prevention, alcohol awareness, health checks promotion of antenatal care and immunisation, improving access to and take up of dentist services and the roll out of the Health Champions scheme.

### **3.a Improving access to and take up of GP to enable better management of long term conditions**

- 3.a.i The ECTU will identify those from the Traveller community with long term condition and facilitate access to primary and specialist health services, with a focus on attaining permanent registration with GP practices.
- 3.a.ii To that end, the ECTU will work with communities and GP practices to foster links and mutual understanding.
- 3.a.iii The ECTU will work with Traveller communities to realise opportunities for improved self care.

### **3.b Specific interventions**

- 3.b.i The ECTU will work with health partners to develop and promote appropriate interventions, including:
  - Immunisation
  - Accident prevention
  - Stop smoking
  - Alcohol awareness
  - Health checks
  - Access to antenatal care
  - Access to dental services
  - Introduce the Health Champions scheme to Traveller communities.

## **4. Social Care**

- 4.a To improve knowledge of, access to and take up of social care and support for carers, the ECTU will refer any individuals identified as having unmet needs for an assessment.
- 4.a.i The ECTU will facilitate links between the assessor and individual if required and also continue to monitor the situation with the participation of the individual regardless of the outcome of any assessment.

## **5. Management of ECC local authority sites**

The ECTU will address four priority areas within the Council's owned and managed sites, which will remain the Councils responsibility and decisions surrounding the same shall be the Councils only.

- a. Rent collection
- b. Payment for usage of water
- c. Site maintenance
- d. Reduce risk of fly-tipping

Budget for the management of the sites is totally independent to the main ECTU budget/Contributions.

#### **5.a. Rent collection**

- 5.a.i The ECTU will ensure the efficient process for rent collection alongside the benefit caps and Universal Credit, and adopt a firm but fair approach to addressing arrears which will be applied consistently across all sites.

#### **5.b Payment for usage of electricity and water**

- 5.b.i The ECTU have introduced direct supply for electricity and seek to roll out for the direct supply of water for all local authority sites, to ensure fair charging for usage.

#### **5.c Site maintenance**

- 5.c.i The ECTU will continue to undertake routine preventative and reactive site maintenance.

#### **5.d Reduce risk of fly-tipping**

- 5.d.i The ECTU will consider installing CCTV at the entrance to all sites to address this issue by providing a deterrent and evidence as to who is causing the fly-tipping.

### **6. Unauthorised encampments**

The ECTU will address the issue of unauthorised encampments within the Operational Area on behalf of signatories to this Agreement. The ECTU will seek to bring enforcement proceedings by virtue of the provisions of Section 77/ 8 of the Act, however, may where necessary seek enforcement through Part 55 of the Civil Procedure Rules.

Where enforcement is undertaken through Section 77/8 of the Act, the service will be delivered as follows:

- 6.i The ECTU will receive all enquiries and complaints regarding unauthorised encampments for land within and owned by the Partner Authorities (including Parish Councils with a Partner Authority).
- 6.ii Once a new encampment is identified the ECTU will undertake a site visit within 1 working day, unless notification is received in accordance with Paragraph 10.1.
- 6.iii During the course of their site visit the attending officers will establish and record on the Travellers Assessment Form (contained in Appendix 1b) details of the land owner and occupier, and obtain all vehicle details of those within the encampment.
- 6.iv The attending officer will determine likely action including but not limited to;

- permitted length of stay and date of negotiated departure in accordance with the provisions contained within the Code for Travellers (set out in Appendix 1a);
  - Whether to issue a Section 77 Notice under the Act (using the template set out in Appendix 1b) and
  - Whether to apply for a Section 78 Order under the Act (using the template set out in Appendix 1b) ; or
  - To refer the matter for consideration by the relevant Senior Police Officer under Section 61 of the Act.
- 6.v The ECTU will commence the enforcement process as appropriate provided that the assessment confirms that there are no reasons why the enforcement process cannot take place.
- 6.vi The attending officer will, in consultation with the Unit Manager, decide whether to use Section 77 of the Act or refer the matter to the relevant Senior Police Officer for consideration based on circumstances in existence at the time including but not limited to,
- The location of the unauthorised encampment;
  - The type of land being used by the unauthorised encampment;
  - Welfare issues of the Travellers; and
  - The impact on the adjoining community/businesses and normal use of the land.
- 6.vii Where Section 77 of the Act is used, all enforcement, which for the avoidance of doubt is from the direction to leave being issued to appearing before a magistrates court, will be completed in 7 to 10 working days.
- 6.viii Where Section 61 of the Act is used, this is an emergency power which will only be applied when the senior Police officer on site makes the decision and in accordance with the Policy of Essex Police. The Partner Authorities understand that relevant Senior Police Officer shall exercise this power at their complete discretion.
- 6.ix The ECTU will serve 'Direction Orders to leave the land' on unauthorised occupiers and prepare and present Court applications for Eviction Orders, and will revisit site as appropriate to ensure status of the site remains the same prior to attending any court hearing.
- 6.x The ECTU will arrange, co-ordinate and carry out land repossession.
- 6.xi Throughout any enforcement procedures the ECTU will provide regular updates to encampment occupants, affected partners (including an update for Members if required) as well as responding to enquiries from the general public and the media.
- 6.xii The ECTU will take informal action by way of issuing warnings on complaints including environmental health issues e.g. noise and rubbish and smoke and carry out a needs assessment.

