

**MINUTES OF A MEETING OF THE ESSEX COUNTYWIDE TRAVELLER UNIT COMMITTEE HELD AT ESSEX FIRE AND RESCUE HEADQUARTERS, RIVENHALL AT 10:00 AM ON 19 JUNE 2014**

**Members of the Committee present:**

Cllr Susan Barker	Uttlesford District Council
Cllr Richard Bassett	Epping Forest District Council
Cllr Frank Delderfield	Maldon District Council
Mike Gogarty	Essex County Council
Cllr K Hudson	Rochford District Council
Cllr John Jowers	Essex County Council
Cllr Richard Moore	Basildon Borough Council

**Substitutes and other Members present:**

Deputy Chief Fire Officer Adam Eckley

**Also present was:**

Stephen Andrews - ECC  
Colin Batchelor – Braintree District Council  
Nigel Brown – Uttlesford District Council  
Louise Edwards – Basildon Borough Council  
Grant Fenton-Jones – Tendring District Council  
Ian Haines – Maldon District Council  
Paul Hill – Essex Fire and Rescue Service  
Ian Myers – ECC  
Jim Nicolson – Thurrock Council  
David Poole - ECC  
Shaun Scrutton – Rochford District Council

**1. Apologies and Substitution Notices**

Apologies were received from Councillor Phillip Smith - Thurrock Council, Chief Inspector Carrington - Essex Police, Councillor Tina Bourne - Colchester Borough Council, Chief Fire Officer David Johnson, Councillor Tony Hedley - Essex Fire and Rescue Service, Anna Lambert – ECC, Councillor Jo McPherson – Rochford District Council

**2. Declarations of Interest**

There were no declarations of interest

**3. Minutes**

The minutes of the meeting held on 23 January 2014 were approved as a correct record and signed by the Chairman.

#### **4. Matters Arising**

Members agreed standards for the updating of individual partner websites.

#### **5 Finance and Audit Report**

The committee received the latest financial report from David Poole, Senior Financial Analyst, ECC.

Members noted in particular:

- The Annual return for the financial year ended 31 March 2014
- The ECC Internal Audit Report for the financial year ended 31 March 2014
- The ECTU proposed budget for 2014/15 and indicative budget for 2015/16 and 2016/17

Following discussion on reserves, surpluses and partner contributions, Members agreed/noted the following:

- To approve the Annual Return for the 2013/14 financial year (signed by the Chairman and Secretary post meeting)
- To approve the proposed budget for the 2014/15 financial year
- To note the indicative budgets for 2015/16 and 2016/17
- To approve the proposed approach to funding of the proposed and indicative budgets
- To note the ECC Internal Audit costs
- To note the estimated External Audit costs
- To confirm that, subject to no material issues being raised by the external auditor, the external audit report 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 2014.

#### **6 High Level Risk Assessment**

The committee received an update from Stephen Andrews, Manager of the Essex Countywide Traveller Unit, focussing on issues relating to the four main risks identified in the report:

- Unable to deliver partner outcomes
- Insufficient funding to deliver service
- ECTU perceived as not delivering expected service by stakeholders
- High demand on legal services with associated cost implications.

Following discussion it was proposed and agreed the plan be accepted.

#### **7 Operations Report**

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

Members noted keys issues related to:

- Health
- Education
- Fire safety
- Policing
- Unauthorised encampments

It was agreed a review be undertaken, with a report to a future meeting, on the possibility of offering a service to private land owners.

It was requested the EQIA document be reviewed and updated.

## **8 Out of Hours Discussion**

Members received clarification on the out of hours policy noting, in particular, the weekend arrangements.

## **9 Horse Policy Discussion**

The committee received an update from Stephen Andrews. Statistics have been received from Norfolk and Suffolk and it was agreed a policy for Essex would be considered. Statistics from District/Borough Councils would be requested and a report presented to the next meeting.

## **10 Engagement with existing and potential partners for renewal of Joint Committee Agreement**

Members of the committee were informed that the existing joint agreement expires in October 2015 and it was agreed supportive evidence to assist District Councils with their internal discussions concerning this group would be beneficial.

It was agreed a summary of statistics be produced by August 2014.

## **11 Election of Chairman**

It as proposed, seconded and unanimously agreed that Cllr Jowers be re-elected Chairman of the Committee.

## **12 Date of Next Meeting**

The next meeting will be held on Thursday 27 November 2014 at 10.00am

There being no further business the meeting closed at 12.05pm

Chairman