

Essex Countywide Traveller Unit Joint Committee

10:00	Tuesday, 09 June 2015	Essex County Fire and Rescue Service HQ,
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Membership:

Deputy 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
Mike Gogarty

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 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 Minutes	7 - 10
3 Declarations of Interest To note any declarations of interest to be made by Members.	
4 Matters Arising <ul style="list-style-type: none">• That a 'good news' profile and list of achievements be produced and shared with Essex Councils.• That a formal e-mail detailing the benefits of the work of the Unit be circulated to all Essex Councils, Essex Fire and Essex Police, that will also ask for a formal response on the question of renewal from October 2015.	

5	Finance and Audit Report To receive a report from Sarah Broadley, Finance Buisness Partner i) To approve the Annual Return for the 2014/15 financial year and for the Annual Return to be signed by the Chair of the Committee. ii) To approve the proposed budget for the 2015/16 financial year. iii) To note the indicative budgets for 2016/17 and 2017/18. iv) To approve the proposed approach to funding of the proposed and indicative budgets. v) To note the ECC Internal Audit costs that have been charged. vi) To note the estimated External Audit costs expected to arise. vii) 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 Chair 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.	11 - 32
6	Operations Report To receive a report from Steve Andrews, ECTU Manager It is recommended that the Operations Board recommend to the Joint Committee that a countywide Gypsy and Traveller Strategy is taken forward to be completed by October 2015, and that an officer working group is formed to undertake this.	33 - 48
7	Action Plan January 2015 to October 2015 To receive a report from Steve Andrews	49 - 56
8	Report on Effective of Internal Controls To receive a report from Anna Lambert, Head of Delivery Transition	57 - 58
9	High Level Risk Assessment To receive a report from Steve Andrews	59 - 60
10	Review of Code for Unauthorised Encampments To receive a report from Steve Andrews	61 - 62
11	October 2015 Renewal Process To receive a verbal update from Anna Lambert	

12 Any Other Business

13 Date of Next Meeting

To be agreed

14 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.

15 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 COUNTY HALL, CHELMSFORD AT 10:00AM ON 12 DECEMBER 2014

Members of the Committee present:

Cllr Susan Barker	Uttlesford District Council
Cllr Roger Hirst	Essex County Council
Cllr Richard Moore	Basildon Borough Council
Chief Inspector Craig Carrington	Essex Police

Substitutes and other Members present:

Cllr K Hudson	Rochford District Council
Andy Stapleton	Essex Fire & Rescue Service

Also present was:

Stephen Andrews – ECC
Ian Haines – Maldon District Council
Anna Lambert - ECC
Ian Myers – ECC
Jim Nicolson – Thurrock Council
David Poole - ECC

1. Apologies and Substitution Notices

Apologies were received from Cllr Tim Bourne, Cllr Richard Bassett, Cllr Jo McPherson, Cllr Frank Delderfield, Cllr Philip Smith, Mike Gogarty, Deputy Fire Officer Adam Eckley and Shaun Scrutton.

2. Election of Chairman and Vice-Chairman

It was proposed, seconded and unanimously agreed that Cllr Hirst be elected Chairman of the Committee and Councillor Susan Barker as Vice-Chairman.

3. Minutes

The minutes of the meeting held on 19 June 2014 were approved as a correct record and signed by the Chairman.

4. Declarations of Interest

There were no declarations of interest

5. Matters Arising

Members were informed that meetings with private land owners have taken place with some interest being shown in the service. It was agreed the package

of support, which is presently in preparation, be an item on a future agenda of this Committee.

The EQIA has been reviewed and updated and is attached to these Minutes for information.

6. Operational Report

The committee received an update from Stephen Andrews, Manager of the Essex Countywide Traveller Unit which focused on key issues relating to health, education, fire, police and unauthorised encampments.

Members also discussed the collection of waste from encampments and Cllr Barker agreed to raise the issue at an appropriate committee.

It was **agreed** that the report be re-issued to include data on all Districts in the partnership, census figures and feedback on how home education is monitored.

7. Finance and Audit Report

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

Members noted in particular:

- The financial update for the six months to 20 September 2014.
- Recommendations for the budget for 2015/16.
- Recommendations for the membership fees for 2015/16.
- The response of the External Auditor regarding the Annual Submission for 2013/14.

Members were informed that:

- 86% of the budget had been used at year end.
- The level of reserve of approximately £100,000 was deemed appropriate. The reserve may decrease once final database costs are known.
- A 10% reduction in both budget and membership fees was being proposed for 2015/16 without any financial risk.

Following discussion it was **agreed**:

- Membership fees will be reduced by 10% for 2015/16.
- The accounts for 2013/14 are accepted and published.
- The External Auditors report be accepted.
- That a report to enable the committee to assess the effectiveness of internal controls be produced for the next committee.

Members requested a more detailed Budget and Business Plan, including performance indicators, for 2015/16 be prepared and circulated for comment prior to any decision on a reduction to the 2015/16 budget.

8. High Level Risk Assessment

The committee received an update from Stephen Andrews, Manager of the Essex Countywide Traveller Unit, and Members noted the Business Risk Assessment and current assessment of risk.

Members **agreed** that a 'good news' profile and list of achievements be produced and shared with Essex Councils.

9. Horse Policy Update

The committee received an update from Stephen Andrews. It was **agreed** that the issues need to be quantified to establish if a joint approach with Essex Police needs to be developed.

10. Renewal of Joint Committee agreement and possible new partners

The committee received an update from Anna Lambert detailing those Councils intending to renew and those indicating an interest.

Members **agreed** that a formal e-mail detailing the benefits of the work of the Unit be circulated to all Essex Councils, Essex Fire and Essex Police, that will also ask for a formal response on the question of renewal from October 2015.

11. Any Other Business

The issue of fly tipping was raised and Members discussed the benefits of an Essex wide service to tackle the problem. Members agreed the way forward was for the production of a Business Plan for their consideration.

Members **agreed** that a Business Plan for 2015/16 be produced and circulated for consideration during January 2015.

12. Date of Future Meeting

There being no further business the meeting closed at 11.45am

Chairman

Essex Countywide Traveller Unit Joint Committee meeting 9th June 2015

Report by Sarah Broadley, ECC Finance Business Partner

Financial Report for the Essex Countywide Traveller Unit

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

1. Introduction

1.1. The Essex Countywide Traveller Unit formed as a Joint Committee from 1st October 2012. In accordance with schedule 2 of the Audit Commission Act 1998, Joint Committees are required to produce an Annual Return which is subject to external audit. This report presents for approval the Annual Return inclusive of the Governance Statement for the 12 months to March 2015.

1.2. The external auditors PKF Littlejohn have been appointed by the Audit Commission and the following dates have also been set: -

Key Information for the 2015/16 reporting season	
Annual Return and supporting documents to External Auditor	22nd June 2015
Date by which Annual Return must be approved by the Joint Committee	30th June 2015
Date by which audited Annual Return must be published by the Joint Committee	30th September 2015

1.3. This report also sets out for members' consideration and approval, a proposed budget for the 2015/16 financial year together with indicative budgets for the following two financial years 2016/17 and 2017/18.

2. Decisions required

2.1. To approve the Annual Return for the 2014/15 financial year and for the Annual Return to be signed by the Chair of the Committee.

2.2. To approve the proposed budget for the 2015/16 financial year

2.3. To note the indicative budgets for 2016/17 and 2017/18

2.4. To approve the proposed approach to funding of the proposed and indicative budgets

2.5. To note the ECC Internal Audit costs that have been charged

2.6. To note the estimated External Audit costs expected to arise

2.7. 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 Chair 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.

3. The annual return is a document that serves several purposes:

- to report the annual statement of accounts as approved by the Joint Committee;
- to certify the Joint Committee has discharged its statutory duties in relation to its financial affairs; and
- to record that the external auditor has fulfilled their statutory responsibility

- 3.1. The Annual Return for the Essex Countywide Traveller Unit is shown in Appendix One and has been prepared on an income and expenditure basis, rather than on a receipts and payments basis, that contributions received exceed the £200,000 threshold.
- 3.2. Section 1 of the Annual Return is the Statement of Accounts. These show the total income received from members of the Joint Committee and the expenditure broken down between staff costs and “other payments”.
- 3.2.1. The Final Outturn for 14/15 resulted in a net deficit £8k, mainly driven by legal fees, £14k, posted to ECTU which we are seeking reimbursement for in 2015/16 accounts.
- 3.2.2. Total receipts increased by £77k, from £217k in 2013/14 to £294k in 2014/15 due to a lower contribution from the ECC Gypsy & Traveller site management in 2013/14 (ECC made payments in advance in 12/13)
- 3.2.3. The staff costs relate to the outreach workers and management of the Unit amounting to £211k, 70% of total expenditure in 2014/15 amounting to a standard 2% increase from prior year, £206k. 2013/14 staff costs has been restated on the return from £205, 532 to £206,345 where actual staff costs were £813 higher than what was submitted in last years return.
- 3.2.4. Other Payments amounted to £91k 30% of total expenditure in 2014/15 an increase of £63k from the previous year, due to:
- 3.2.4.1. Increase in one off IT database development spend, £24k
- 3.2.4.2. Increase in ‘other hired services’ spend due to Legal fees for the Harlow Encampment and Thurrock activity, £38k
- 3.2.5. Balances and reserves at the end of year £83k in 2014/15 reflect a small decrease in reserve balance £8k. The balance carried forward at the end of 2013/14 has been restated from £92,656 to £91,843 (variance to annual return submission of £813 staff costs)

	2013/14 Actuals	2014/15 Budget	2014/15 Actuals	% Budget utilisation
Employees	£206,345	£234,151	£210,931	90%
Supplies & Services	£9,541	£2,984	£71,309	2390%
Transport & Mileage	£19,066	£18,581	£20,162	109%
Gross Expenditure	£234,952	£255,716	£302,401	
Partner Contributions	£(217,052)	£(255,716)	£(294,178)	115%
Gross Income	£(217,052)	£(255,716)	£(294,178)	
Net Expenditure (Surplus) / Deficit	£17,900	£0	£8,223	

3.3. Section 2 of the Annual Return is the Annual Governance Statement which is made up of a number of statements which provide accountability and assurance that the public money has been properly accounted for. (this section will be approved at the Joint Committee meeting on 9th June 2015).

3.3.1. The Annual Governance Statement also confirms that actions have been taken on all matters raised by either the Internal or External Auditor's reports. All issues raised in the reports relating to 2013/14 accounts were addressed completely. Any actions raised by the External Auditor relating to 2014/15 will be actioned promptly when this report is received. Comments relating to the 2014/15 Internal Audit are dealt with in section 3.5 below.

3.4. Section 3 of the Annual Return is the External Auditor's certification. This is completed following the Joint Committee's approval of the Annual Return and once completed the Joint Committee will be invited to endorse the management letter issued noting any recommendations and approve the Annual Return for publication (required no later than 30th September 2015).

It is recommended that, unless there are material issues raised by the External Auditor, rather than reconvene the whole Committee the ability to accept the External Auditor's report, endorse the management letter and approve the publication of the accounts is delegated to the Chair of the Joint Committee.

3.5. Section 4 of the Annual Return is the annual Internal Audit report. Of the 10 Control Objectives to be assessed 8 have been "Agreed", 2 are not considered applicable (in regards to Petty Cash and Assets and Investments).

3.6. The Joint Committee is invited to approve the Annual Return and the Chair of the Committee is invited to sign the approved Annual Return. The Chair and the Clerk are also invited to sign the Annual Governance Statement.

3.7. The underlying financial transactions making up the figures on the Accounting Statements are available upon request should any member of the Joint Committee require more detail on either the income or expenditure.

4. Proposed Budget for 2015/16

4.1. The preparation of the budget is a key statutory task to be undertaken by the Joint Committee. It provides the basis for monitoring progress throughout the year by comparing actual spending against the planned expenditure.

4.2. The proposed budget for 2015/16 is shown in Appendix Three and has been developed with Essex Countywide Traveller Unit Manager. The budget takes into consideration: -

- Planned activity
- 2014/15 actual costs
- Known items of additional expenditure planned for 2015/16
- Expected inflationary pressures
- The need for a degree of delegated power to prevent the need for minor overspends to be referred to the Joint Committee even when they are absorbable within the current reserves and annual funding

4.3. It is proposed that the expenditure budget for 2015/16 be agreed at £250,813, a reduction of £51,588 from 2014/15 due a reduction in legal fees and one off investment in IT costs. This allows for inflation at 2% on staff costs.

4.3.1. The majority (88%) of the budget (£250,813) is again proposed for employee costs in relation to outreach workers and management of the Unit.

4.3.2. (4%) relates to supplies and services (£9,926). This line has provision for internal and external audit costs, normal office running costs

(excluding premises costs) and IT expenditure. IT costs show a significant decrease due to one off investment spent in 2014/15.

4.3.3. Finally there is a proposed budget of £19,836 (8%) to cover employee mileage and travel costs, predominantly incurred whilst travelling between sites.

	2014/15 Budget	2014/15 Actuals	2015/16	2016/17	2017/18
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
Partner Contributions	£(255,716)	£(294,178)	£(277,783)	£(277,783)	£(277,783)
Gross Income	£(255,716)	£(294,178)	£(277,783)	£(277,783)	£(277,783)
Net Expenditure (Surplus) / Deficit	£0	£8,223	£(26,970)	£(21,953)	£(16,837)

4.4. The Income budget is set at £277,783.

4.4.1. This represents a reduction of £16,395 recognising the fact that Braintree and Epping did not in fact join the Committee as expected. Partner contributions include subscriptions from Castle Point Council, recently confirmed as a new member of the Joint Committee.

4.4.2. Breakdown of Member Subscriptions

Organisation	Current Fee	Revised	Current fee	Current fee - Total	10 % Reduction	Revised Fee	TOTAL	% contribution/ member/total
ECC	£147,181		£147,181		£14,718	£132,558	£132,558	50% / %50
Essex Fire and Rescue	£25,720		£25,720		£2,572	£23,148	£23,148	8% / 8%
Districts, Boroughs & Unitaries (9 incl Castle Point & ECC Highways)	£7,181		£50,267		£718	£6,463	£58,166	2.4% / 21%
Public Health (5 per CCG)	£14,202		£71,010		£1,420	£12,782	£63,911	4.8% / 23%
TOTAL SUBSCRIPTIONS			<u>£294,178</u>			<u>£277,783</u>		

4.4.3. Balance sheet – Reserves: Whilst, at the end of 2014/15 there was a reserve of £83,620, the proposed budget maintains levels of contribution will see this reserve rise by £26,970 to £110,590 in 2015/16 with a further possible surplus in future years of c £19k p.a.

Balance Sheet: General Balance	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
Opening Balance (Credit)	£(109,742)	£(91,843)	£(83,620)	£(110,590)	£(132,543)
Current Year Net Expenditure (Surplus) / Deficit	£17,899	£8,223	£(26,970)	£(21,953)	£(16,837)
Closing Balance (Surplus) / Deficit	£(91,843)	£(83,620)	£(110,590)	£(132,543)	£(149,380)
Reserves % of gross Expenditure		28%	44%	52%	57%
Gross Expenditure		£302,401	£250,813	£255,829	£260,946

Balances are required to protect the Joint Committee from a significant event or events 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 less than 5 months of average operational expenditure it is proposed: -

- That the proposed contribution levels be approved for 2015/16
- It is recommended that membership fees are reviewed again for 2016/17.

5. ECC Internal Audit costs that have been charged

5.1. £900 for 2014/15 (same charge as 2013/14)

6. Estimated External Audit costs expected to arise

6.1. £720 for 2014/15

7. 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 Chair 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.

Appendix One

Small Bodies in England

Annual return for the financial year ended 31st March 2015

Appendix Two

ECC Internal Audit Report for the Financial year ended 31st March 2015

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).

Global Bodies in England Annual Report for the Year 2013 31 March 2013

The following information is provided in accordance with the requirements of the Companies Act 2006, section 414C, in relation to the financial year ended 31 March 2013.

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Section 1 – Accounting statements 2014/15 for:

Enter name of
reporting body here:

ESSEX COUNTRYSIDE TRAVELLER (NOT 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 RESTATED	-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 RESTATED	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 RESTATED	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

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

and recorded as minute reference:

Signed by Chair of meeting approving these accounting statements:

Date

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of **ESSEX COUNTYWIDE TRAVELLER UNIT JOINT COMM** 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 No*	'Yes' means that the body
1	We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	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

dated

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:

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

(Except for the matters reported below)* on the basis of our review of the annual return, 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

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

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:

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
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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

(Except for the matters reported below)* on the basis of our review of the annual return, 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

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

The following information is provided for the purpose of providing a general overview of the project and the background of the project.

1.1. Project Overview

The project is a research project that aims to investigate the effects of the proposed project on the environment and the community. The project is a research project that aims to investigate the effects of the proposed project on the environment and the community.

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1.2. Project Objectives

The project is a research project that aims to investigate the effects of the proposed project on the environment and the community. The project is a research project that aims to investigate the effects of the proposed project on the environment and the community.

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Section 4 – Annual internal audit report 2014/15 to

ENTER REPORTING BODY NAME HERE

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H Asset and investments registers were complete and accurate and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 WILLET

Signature of person who carried out the internal audit: [Signature] Date: 29/5/15

*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).

STATE OF TEXAS, COUNTY OF DALLAS

Know all men by these presents, that _____ of the County of _____ State of _____ do hereby certify that _____ of the County of _____ State of _____ is the owner of the following described land, to-wit:

_____ of the County of _____ State of _____ is the owner of the following described land, to-wit:

_____ of the County of _____ State of _____ is the owner of the following described land, to-wit:

_____ of the County of _____ State of _____ is the owner of the following described land, to-wit:

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_____ of the County of _____ State of _____ is the owner of the following described land, to-wit:

_____ of the County of _____ State of _____ is the owner of the following described land, to-wit:

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.

Internal Audit

Final Report

Essex Countywide Traveller Unit (ECTU) Joint Committee

Audit Plan Reference: GRT1.4

May 2015

Distribution List:

Julie Ellis, Director of Delivery Transition

Anna Lambert, Head of Delivery Transition

Margaret Lee, Executive Director for Corporate and Customer Operations

Parm Phipps, Head of Finance Place

Sarah Broadley, Finance Business Partner

Stephen Andrews, Essex Countywide Traveller Unit Manager

Cllr Roger Hirst, Cabinet Member for Customer Services, Libraries, Planning and the Environment

Essex Countywide Traveller Unit Joint Committee

Prepared by: Steve Willett – Audit Manager
Mark Parirenyatwa – Auditor

1.1 Introduction and Ownership

This review was undertaken as part of the 2015/16 Internal Audit Plan agreed by the Audit Committee (Audit Plan Reference GRT1.4).

1.2 Scope

Internal audit work was undertaken as required by the Audit Commission in respect of the Small Bodies in England Annual Return for the year ended 31 March 2015 and as specified in our agreed Terms of Reference. Section 4 of the Annual Return has been completed and signed.

1.3 Work Undertaken

The following work was undertaken:

- Relevant documentation was examined relating to the control objectives specified in Section 4 of the Annual Return;
- Sample testing was undertaken on transactions relating to purchase and overtime payments.

Audit Note: As the Council's key financial systems are used for the accounts of the Joint Committee, assurance was taken from the annual managed systems audit work of Payroll, General ledger and Cash and Bank.

1.4 Findings

It was found that, in all significant respects, the control objectives in Section 4 of the Annual Return were being achieved throughout the financial year to an adequate standard.

Audit Note: Control objectives relating to petty cash and asset and investments registers were not covered as the Joint Committee does not have these.

1.5 Conclusion

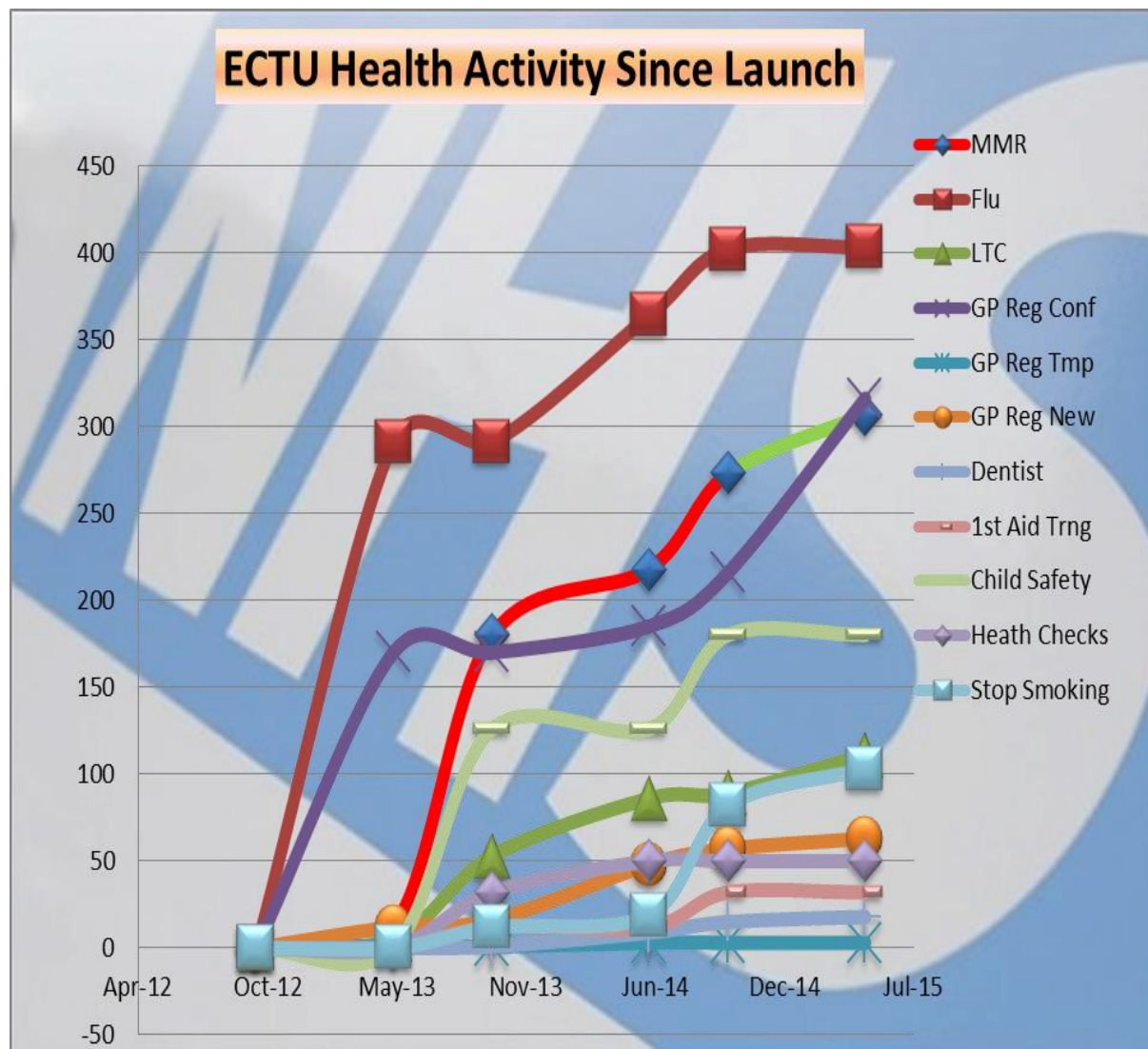
No reportable issues were identified during this review.

Joint Committee Report – 9th June 2015

The following report covers ECTU operations to date with achievements to date stated in brackets, including the updated position from the last Joint Committee presentation in December 2014. NB: A zero stated in the statistics denotes no contacts/referrals made to date.

Health

Supporting and signposting families on key health issues through:



Inoculations/Immunisations (December 2014 reported figure in brackets)

- MMR outreach to 307 (273) families
- Flu – outreach to over 40 sites, 403 (402) families (primary promotion period Autumn)

GP / Dentist Registrations (December 2014 reported figure in brackets)

- 301 (216) families have been confirmed registered with GP
- 63 (57) new registrations
- 16 (11) families referred to Health Visitors re health and ante natal care issues
- 16 (15) new families registered to dentists including 3 emergency dental treatments

Long Term Conditions - 111 (89) identified to date with LTCs including diabetics, asthmatics, arthritics, heart, cancer etc. There are high levels of stress/depression in the community, although these figures only identify more extreme cases.

Stop Smoking – 103 (82) families supported / signposted re stop smoking through promotion/request.

Reduction in childhood accidents – 180 (54) families directly supported with information /guidance on reducing childhood accidents.

Diabetes awareness – 64 (56) families' directly supported/provided information/sign posted re diabetes awareness/treatment.

First Aid training – promoted to 32 (20) families.

Health – other

General support with Health Visitors 57 (49)

Referrals to Social care – 10 (0)

Supporting 14 (10) families re mental health issues

Upcoming events

Some of the outreach activities are best served during the spring/summer in order to optimise outreach. The following areas, activity have not increases in the reporting period, but are likely to be addressed at upcoming events, or on an ad hoc basis.

Men's health – 0 (22) men approached/supported with specific information/material relating to men's health/improvement/self checking etc.

Healthy eating - Promoted/support 0 (58) families in the form of specialised materials and support.



The current scheduled events are:-

SMILE month - oral health to be delivered across minimum of three sites w/b 18th May

Healthy heart to be delivered across three sites w/b 1st June

Healthy Heart



Healthy You



Child Safety to be delivered across three sites w/b 8th June

The events list will be expanded as the season progresses.

Case Study 1 – Health Case Study one

Family with adult child with severe disabilities no facilities/adaptations, therefore ECTU made social care referral and OT referral. We continued over period of several months to e mail and liaise with SC and OT to try and ensure that required equipment and day care put in place, and booked a joint visit with Social Worker.

Outcome: Some equipment is now in place, ramp in process for safe access and day care facility now been visited and awaiting start date.

Case Study 2 – Health Case Study two.

A 16 year old girl has moved to Essex and is living on a piece of land, looking after the animals belonging to the owner who has gone abroad for an indeterminate time. She has left the family home as her mother is an alcoholic.

She has a chronic eye condition and she needed an urgent appointment with an optician in order to be referred to a specialist. I arranged the appointment to the optician and she has her referral.

She also suffers from depression and anxiety and I accompanied her to the GP and helped her complete the registration forms.

I have given her advice on how to claim benefits and have offered to accompany her to the office if necessary.

She is considering making an application to college when she is more settled.

Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	May 15	Total
Facilitated to received primary Immunisation		50	130	38	53	34	307
	Through domiciliary team	11*	20	0	0	0	31
Facilitated to receive the flu jabs		291	n/a	73	38	1	403
Pregnant women facilitated to access Ante-Natal	Under 12 weeks	Not reported	0	1	0	0	1
	Over 12 weeks	Not reported	4	16	1	2	23
Identified as having Long Term condition (LTC)		8	45	33	3	22	111
LTC's receiving flu jab		5	n/a	n/a	0	0	5
Number assisted to register with GP	Permanent	13	3	32	9	6	63
	Temporary	1	0	2	0	1	4
Health checks facilitated		Not reported	26	0	0	0	26
Number referred to stop smoking		Not reported	6	14	63	21	103
	Pregnant		0	0	0	1	1
		* 11 referred to domiciliary, but were unable to fulfil due to lack of availability of domiciliary service					

Education (December 2014 reported figure in brackets)

Education is cyclical, in that there are certain time frames for completing various school applications. In addition to the main figures below, work is carried out around school appeals, working with Educational Welfare Officers around attendance issues and child protection issues

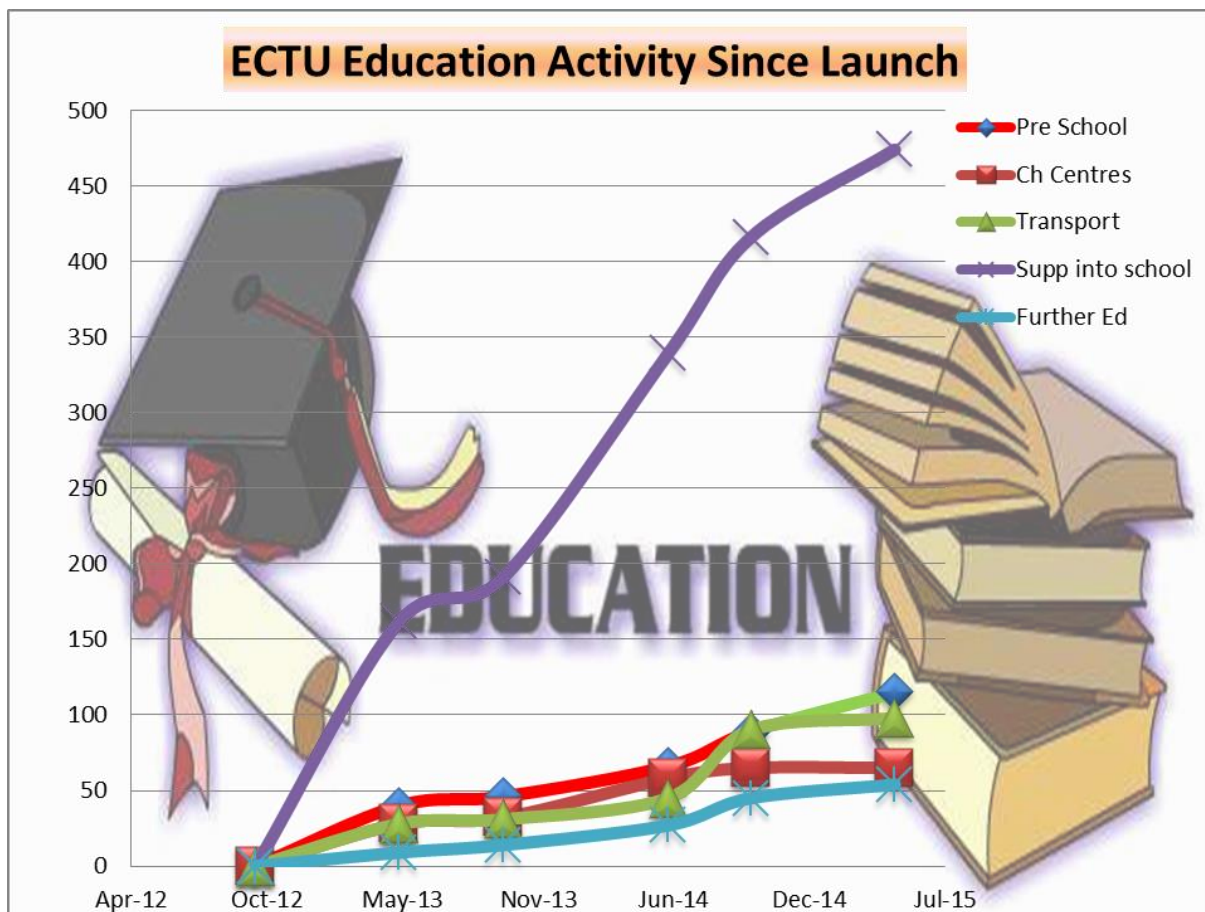
474 (416) children supported into school

115 (89) 2yr olds funded and placed in pre school

65 (65) new families register with Childrens Centres

98 (90) School Transport applications

54 (45) young people supported into further education/apprenticeship



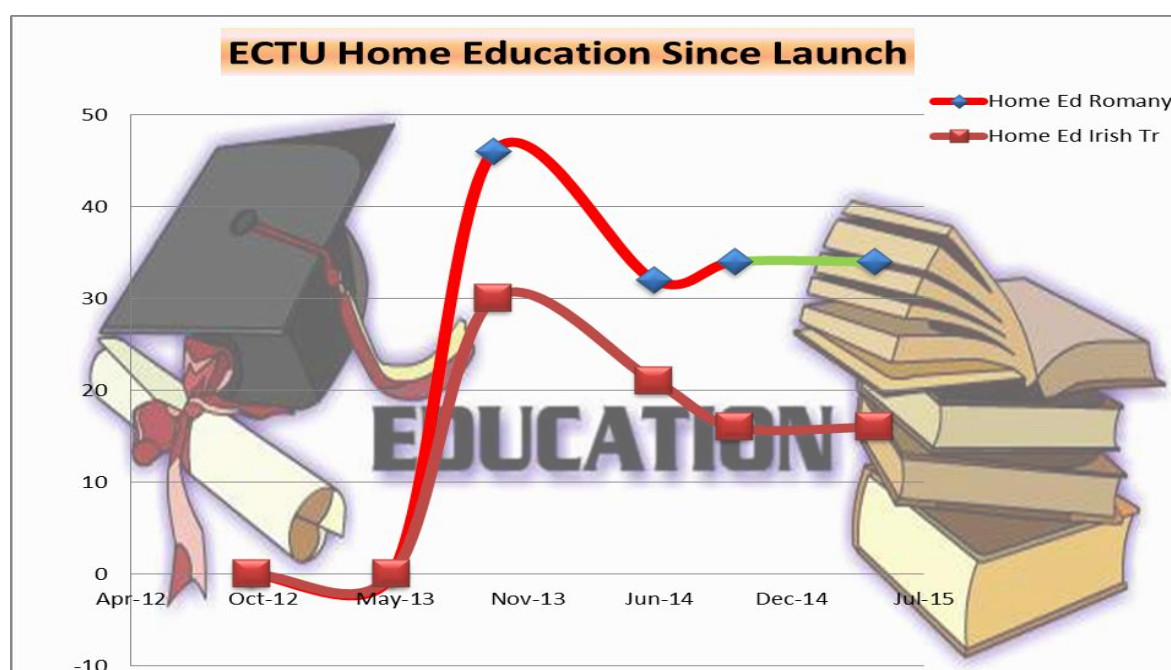
Home Education Data

HES/EMTAS stats 01/11/2014 to 31/03/2015

Number of children referred to HES during the above period	Number of children	% of total
Total new referrals	278	
1 Gypsy / Roma (WROM)	5	1.80
2 Traveller of Irish Heritage (WIRT)	1	0.36
3 Referral from EMTAS no ethnicity recorded	4	1.44
4 Total 1,2,3	10	3.60

Number of children registered as Home Educated on 31/03/2015

	Number of children	% of total
Total number of children	832	
1 Gypsy / Roma (WROM)	34	4.09
2 Traveller of Irish Heritage (WIRT)	16	1.92
3 Referral from EMTAS no ethnicity recorded	5	0.60
4 Total 1,2,3	55	6.61



It is preferable for Gypsy/Traveller to attend schools in terms of receiving appropriate level of education, and integration. Home education is often not the ideal solution as parents may not be literate themselves, hence low rates are preferable.

Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	May 15	Total
Number of Children accessing pre-school /school 2 – 16		162	29	148	99	84	478
Number of children transferring from primary to secondary		n/a	33	n/a*	8	n/a*	41
Number of young adults accessing further education		9	5	13	18	9	54
Number/% of children referred to Home Education		0	76 (7%)	28 (6%)	53 (7%)	55 (7%)	212

*number of ascribed GRT students currently in secondary education 41

Case study 1

Family with young person (YP) not in work or education, child at risk of exclusion, child with disabilities. Family was in unsuitable accommodation, also in arrears/debts. Worked over period of months to liaise between school and home, referred YP to employability and skills, referred sibling to Integrated Youth Services, and looked at alternative routes for education through CSS for sibling. Worked with family through period of exclusion. YP now engaged on course, school issues re sibling improved (exclusion), now attending alternative provision which is positive, adult engaging with support services following my referral and joint visit to resolve debt and housing issues and benefits checked.

Case study 2

Came across a child unknown to us before with multiple health problems including heart , neuro developmental compromise, is unable to walk . The family live in a caravan. The child is 3 years old. Mother asked about the possibility of nursery school and with encouragement has agreed for me to approach SENCAN for a special needs assessment with view to getting the child into a special school nursery. The mother needs lots of support and has agreed to go and look at appropriate nurseries with me. This child should now receive appropriate help due to the fact that the mother felt confident in sharing this with me and asking for help, even though she feels very vulnerable.

Fire Service (December 2014 reported figure in brackets)

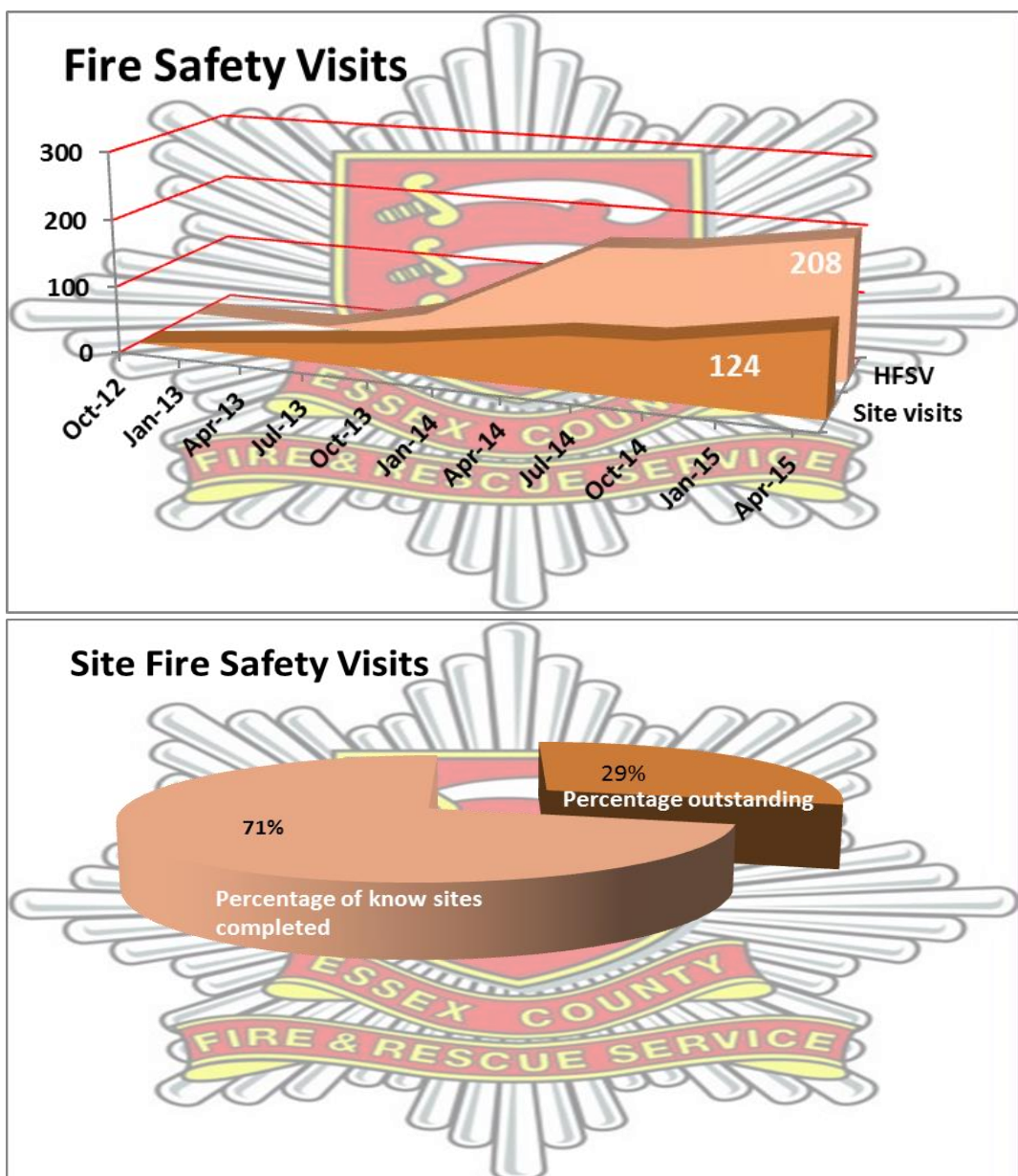
Home safety visits and site safety visits are gathering momentum now that resource has been released from unauthorised encampments.

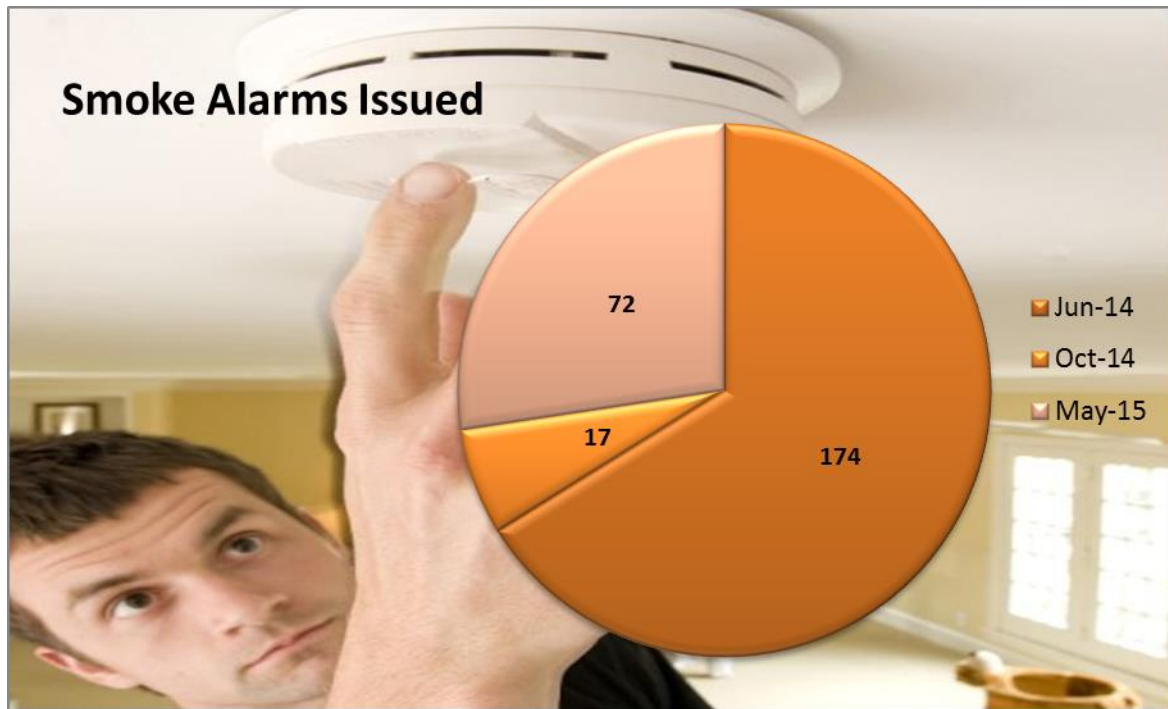
Home Fire Safety Visits

- 208 (173) Home Fire Safety visits completed across 32 sites.
- 263 (191) smoke alarms issued

Site Fire Safety Inspections

- 124 (85) Site Fire Safety checks carried out of 175 known sites





Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	May 15	Total
Home fire safety Visit	by ECTU	2	36	126	9	35	208
	Referred to ECFRS	0	1	10	0	0	11
Smoke alarms issued				174	17	72	263
Site Fire Safety Visits incl. access, water supply, spacing, Gas Cylinder storage, Hazardous Materials	by ECTU	24	16	39	6	39	124
	Referred to ECFRS	n/a	24	0	0	0	24
Note: Referrals are all concerns over location of/distance to nearest hydrant.							

Report by Paul Downes, ECTU Police Officer

Essex police have launched Athena, our latest system designed to improve the way in which we operate in all aspects of policing.

What that means for unauthorised encampments...

Each incident will not only be recorded on Storm but also on Athena. Once an officer attends the encampment the Storm system will be updated and the incident closed when appropriate to do so. The senior officer will make the decision at the scene as to whether S61 should be used. They will complete a C125 site assessment and C126 eviction rationale and put a report on Athena as an intelligence report. The relevant documents together with any photographs will be scanned onto the system. The system allows the police to track and travellers who have been subject to S61 by placing a report on their vehicle. This will assist our LPA's (local policing areas) in their decision making process as they will now have access to reports from other divisions and in time from other neighbouring forces who have signed up to Athena.

I now also update a spread sheet weekly with this data so that its available at short notice if required. The data for the sheet is still taken from Storm as it is our most accurate recording system.

We continue to promote and deliver training to supervisors across the county in the management of unauthorised encampments and this has had positive feedback. The purpose of this is to allow LPA's to effectively manage their own unauthorised encampments with the traveller liaison officer acting as a tactical advisor. This leaves the officer free for community engagement whether that be site visits or attending local meetings to promote cohesion between traveller and local communities.

During the six month period from Nov to April I have attended a rural crime day held at Layer Marney tower, community safety network meetings, the farmers NAP, Herts barn meeting, The PCC's rural crime forum, other meetings at the PCC's office, several meetings with Thurrock council to discuss measures to deal with incidents of large scale fly tipping such as Cory's wharf late last year, countless internal policing meetings to address traveller related issues and I recently addressed the Essex Association of Local Councils.

We have also had some good results from our partnership working with ECTU such as burglary suspects identified and arrested and traveller sites searched and both drugs and stolen property recovered.



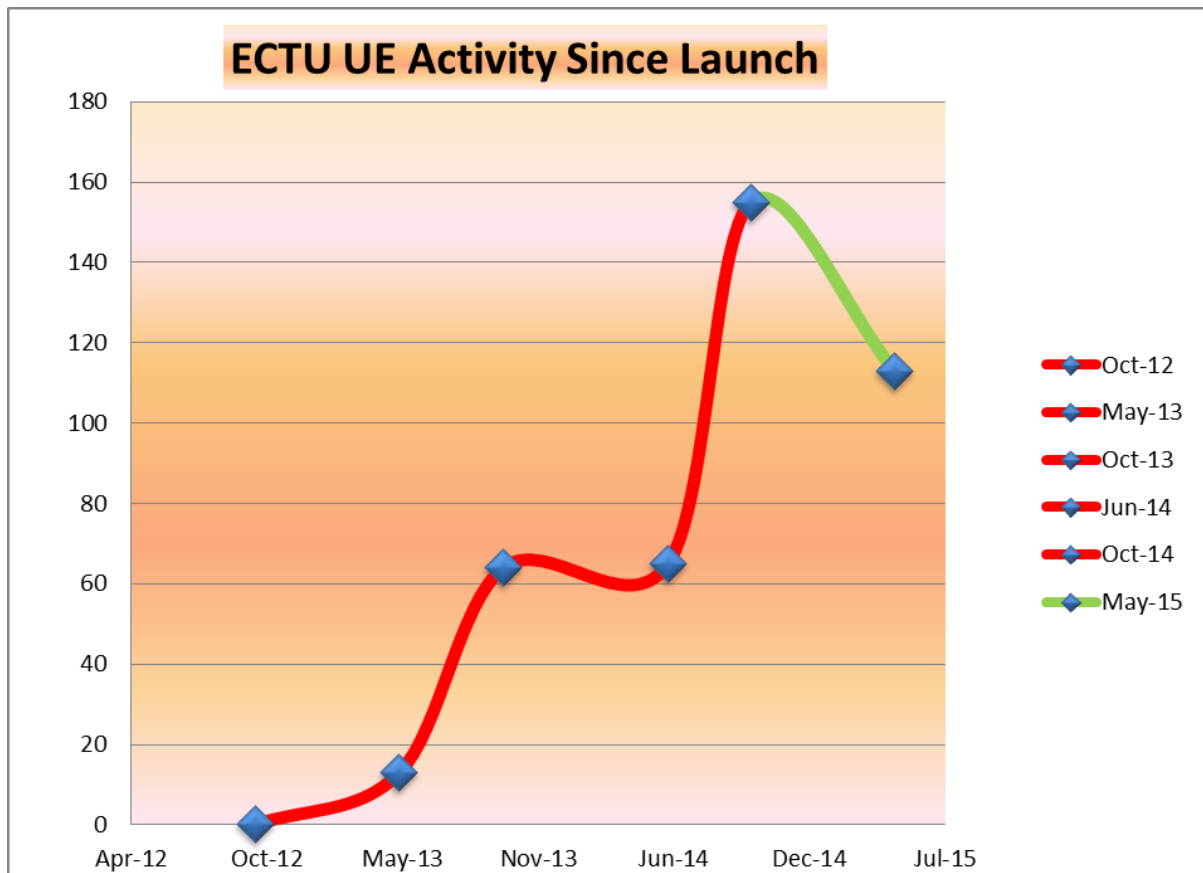
Indicator	Sub Division	October 13	May 14	Oct 14	May 15	Total
Increased knowledge and understanding of Gypsy/Traveller Communities	N/A	Qualitative data previously reported. Plus 10 sessions of cultural awareness have been held	No report	New officer reported at meeting	officer reported at meeting	N/A
	Number of hate crimes reported by Gypsy/Traveller community	1	23	9	0	24
Number of UE's recorded	S61 applied	21	2	17*	4	44

* 10 issued in Harlow

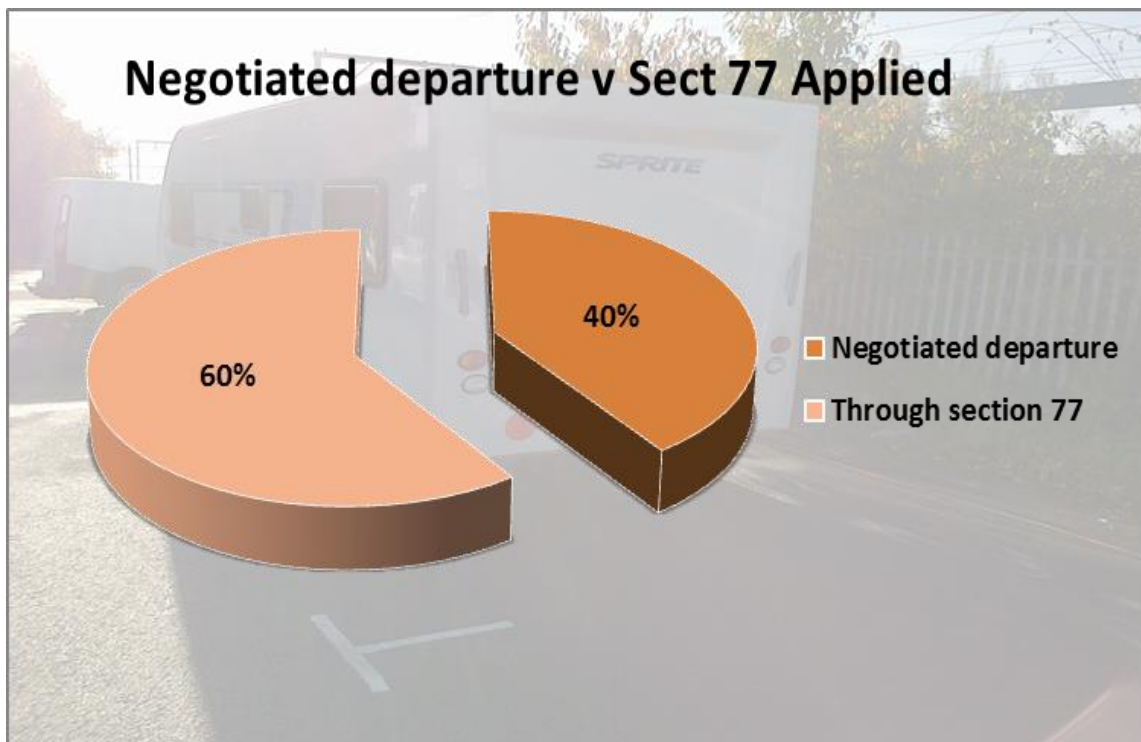
Reporting on unauthorised encampments from the October 2014 to April 2015 for partner and ECC land, plus non-partner/private land where we have been made aware, and/or have made a provisional visit to establish location.

Following the serving of the interim injunction in Harlow in March 2015, encampments have ceased in Harlow, but as this accounts for only 2 of the 7 months within the reporting period, Harlow remains high. For the remainder of the authorities/partners the reporting period covers the quieter autumn/winter period, but the seasonal encampments have now resumed post Easter.

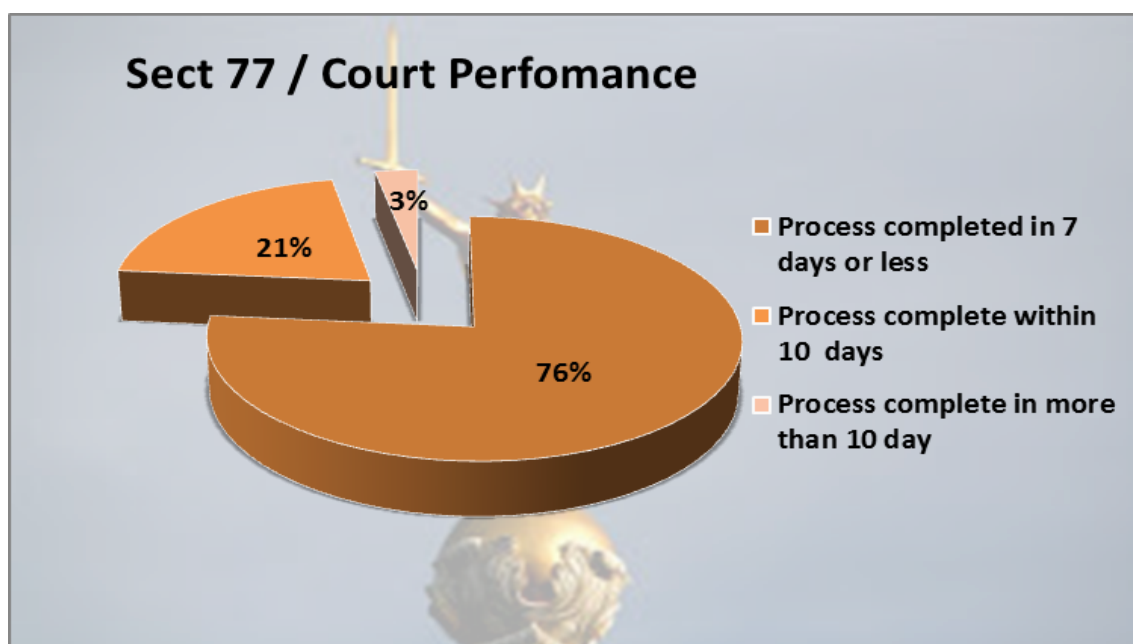
Partners in bold and orange background.	Encampments by district	Encampments by Partner/Non Partner area
Basildon	1	1
Braintree	5	1
Brentwood	0	0
Castle Point	0	0
Chelmsford	2	0
Colchester	8	6
ECC	0	46
Epping	6	2
Harlow	56	14
Maldon	2	0
Private	na	23
Rochford	2	0
Southend	0	0
Tendring	0	0
Thurrock	24	19
Uttlesford	7	1
Total	113	113



ECTU overall performance –



Performance via courts/section 77



Number of encampments taken to court - 34

Process completed in 7 days or less - 24

Process complete within 10 days – 7

Process complete in more than 10 days* – 1

* this was the Passmores encampments over the Christmas period.

Waste issues –

Thurrock suffered a considerable fly tip around an encampment. This highlights the need for potential investment in preventative measures as opposed to post event clearance.

Harlow Injunction

The temporary injunction, covering named families for the whole of Harlow, and unnamed on specified land, was granted in February and implemented in March. This was the result of a protracted period on continuous encampments, and significant proof of harm. The evidence base, which had to be served to the named individuals, ran to 9 lever arch files.

The temporary injunction was not contested and the full injunction is due to be heard later this year. Once this is heard, we will know if it is upheld, and if there is a time line associated.

Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	May 15	Total
% of encampments where ECTU are involved		54%	66%	77%	50%	66%	n/a
% visited within 1 working day		100%	97%	96%	95%	92%	n/a
Number of encampments	Partner land	7	44	50	78	73	293
	Non-partner land	2	15	10	45	18	93
	Private	4	5	5	32	23	69
Number of encampments resolved	Through negotiated departure	7	41	32	45	23	148
	Through section 77 enforcement	0	3	16	33	34	86
% s77's completed within 10 working days		n/a	n/a	87%*	94%*	99%	n/a
Number of part 55's issued		0	0	0	0	0	0

General Liaison/Site Management

Horse policy – ECC property services are currently developing a policy to address the fly grazing issue on ECC land. As the impact of horse issues varies across partner areas, we will look at the option of including this in an overall strategy (see below)

Site licencing – discussions still ongoing with Epping with reference to Site Licence monitoring/enforcement, which may be of interest to our other partners.

Renewal of Joint Committee Agreement – general feedback from partner officers, and Joint Committee members is to renew the joint agreement from October 2015. It is therefore our intention to send out a new Joint Committee agreement for member signature by the end of August, to ensure that we can continue seamlessly into the next phase of the agreement.

Strategy – our health partners have expressed an interest in developing an overarching Gypsy/Traveller Strategy covering the whole of Essex and ECTU activities. It is recommended that the Operations Board recommend that a countywide Gypsy and Traveller Strategy is taken forward to be completed by October 2015, and that an officer working group is formed to undertake this.

New Member – we are pleased to confirm that Castle Point Borough Council has confirmed its intention to join the partnership and is in the process of signing the Joint Committee agreement.

Introduction

Our ethos – ECTU was formed to address:-

- Recognised inequalities suffered by the Gypsy/Traveller communities with regards to health, education and general access to key services.
- Being a highly vulnerable, but difficult to access group with regards to Fire safety, and
- Inconsistencies/duplication of resource in the management of unauthorised encampments across Essex.

Whilst providing immediate and long term savings in terms of impact on services, costs, and future prosperity.

The team - ECTU operate with a specialist team of highly experienced Gypsy/Traveller professionals consisting of the unit manager, 5 outreach workers (4 FTE), a full time seconded Police officer and 2.2 FTE technical support officers. There is also considerable cross over with the site management team of 6 officers.

How we work – The outreach team, although fully trained across the full spectrum of the services offered, target key disciplines, with 2 officers leading on enforcement/unauthorised encampments and fire safety, and the remaining 3 leading on Health and Education outreach. The support/strategic team include the unit manager, and the necessary back up to administer and facilitate the front line work, and support/inform our partners. We also operate a weekend/bank holiday cover rota for unauthorised which utilises all outreach officers and members of the support team.

Census figures (extract from the GTAA completed on behalf of the EPOA by Opinion Research Services)

UK Census of Population 2011

The UK Census of Population 2011 included Gypsy and Travellers as a distinct ethnic category for the first time. Across the whole of England, around 55,000 people identified themselves as being Gypsies and Travellers, with a population of 2,621 Gypsy and Traveller persons in the whole of Essex. *The figure of 2,621 persons is likely to be an under-estimate of the total population due to some Gypsies and Travellers not declaring their ethnic status or completing the Census at all.*

Figure 1 Gypsy and Traveller Population by Local Authority (Source: UK Census of Population 2011)	Number of Persons	% of total population
Local Authority		
Basildon Borough	873	0.50%
Braintree District	132	0.09%
Brentwood Borough	121	0.16%
Castle Point Borough	17	0.02%
Chelmsford City	212	0.13%
Colchester Borough	79	0.05%
Epping Forest District	176	0.14%
Harlow District	117	0.14%
Maldon District	201	0.33%
Rochford District	49	0.06%
Southend-on-Sea Borough	162	0.09%
Tendring District	62	0.04%
Thurrock	308	0.20%
Uttlesford District	122	0.15%
Essex County	2,161	0.16%
Total in study area	2,621	0.16%

Priorities – ECTU continue to work to the 3 year priorities as agreed with the partners at launch covering the management of unauthorised encampments, health, education, adult social care, fire safety and Police outcome:-

- To improve the health outcomes of Gypsies and Travellers in Essex and raise awareness.
- To improve the educational attainment of young people from the Gypsy and Traveller community and improve attendance at school in line with the general population.
- To ensure that all services are delivered in a way that is accessible to members of the Gypsy and Traveller community
- To improve the engagement of the Gypsy and Traveller community with agencies and service providers
- Strengthen links/understanding between Gypsy and Travellers and “blue light/emergency services
- To improve fire safety awareness/practice
- Encourage reporting of hate crime
- Reduce impact of Unauthorised encampments through fair, consistent and firm approach

Joint Committee - The Partner Authorities agreed to form a Joint Committee to manage the ECTU in accordance with the provisions contained in sections 101 and 102 of the Local Government Act 1972, section 20 of the Local Government Act 2000, the Local Authorities (Arrangements for the Discharge of Functions)(England) Regulations 2012; the Local Authorities (Committee System) (England) Regulations 2012 (as amended) and any other enabling legislation - **extract from the formal agreements signed by all partners**

Our Priorities

1.0 Management of Unauthorised Encampments



1.1 Reduce impact of unauthorised encampments by:

- Visiting all encampments within 1 day of receiving the report.
This visit will include:
 - A welfare check that assess whether there are any health or welfare issues that need to be accommodated
 - A record of all vehicles and licence plates on the site
 - A photographic record of the encampment
- Management according to the agreed code between partners (Appendix I), based on current and previous encampments.
- Where necessary, take through the court process, with an aim to complete within 7 days.
- Where necessary, organise and carry out evictions of unauthorised encampments with proportionate resources allocated according to the size of encampment.

Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	May 15	Total	Target for Oct 15
% of encampments where ECTU are involved		54%	66%	77%	50%	66%	n/a	n/a
% visited within 1 working day		100%	97%	96%	95%	92%	n/a	97%
Number of encampments	Partner land	7	44	50	78	73	259	n/a
	Non-partner land	2	15	10	45	18	83	n/a
	Private	4	5	5	32	23	69	n/a
Number of encampments resolved	Through negotiated departure	7	41	32	45	23	125	70%
	Through section 77 enforcement	0	3	16	33	34	86	30%
% s77's completed within 10 working days		n/a	n/a	87%*	94%*	99%	n/a	95%
Number of part 55's issued		0	0	0	0	0	0	

2.0 Fire



3.1 To prevent accidental fires and reduce deliberate fires on Gypsy and Traveller sites through site fire safety visits and home fire safety visits.

Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	May 15	Total	Target for Oct 15	Total known sites/homes
Home fire safety Visit	by ECTU	2	36	126	9	35	173	50	App 400 homes
	Referred to ECFRS	0	1	10	0	0	11	n/a	
Smoke alarms issued				174	17	72	263	60	72
Site Fire Safety Visits	by ECTU	24	16	39	6	39	124	30	174
Total known sites 174									
	Referred to ECFRS	n/a	24	0	0	0	24	n/a	
Note: Referrals are all concerns over location of/distance to nearest hydrant.									

3.0 Education



4.1 To improve access and take up of educational opportunities, including pre-school learning, compulsory education and adult community learning.

Indicator	May 13	Oct 13	May 14	Oct 14	May 15	Total	Target for Oct 15
Number of Children accessing pre-school /school 2 – 16	162	29	148	99	84	438	200
Number of children transferring from primary to secondary	n/a	33	n/a*	35	n/a*	68	40
Number of young adults accessing further education	9	5	13	18	9	45	40
Number/% of children referred to Home Education	0	76 (7%)	28 (6%)	53 (7%)	55 (7%)	157	Home Education is now self-monitoring. Travellers will be signposted to the ECC website and supported if required.

4.0 Health



Improve access to health services - To improve access to primary health care services through provision of a specialist outreach and referral service. Continued provision of outreach work and increased provision of health improvement outreach services. Provision of dental health education and advice.

To promote Healthy Lifestyle - To ensure health promotion and information and advice is delivered in a way that is accessible and acceptable to the G/T community

Support long term targets to improve life expectancy, reduce health inequalities; reduce obesity and increase physical activity; improve healthy life expectancy at age 65

Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	May 15	Total	Target for Oct 15
Facilitated to received primary Immunisation		50	130	38	53	34	305	60
	Through domiciliary team	11*	20	0	0	0	31	0
Facilitated to receive the flu jabs		291	n/a	73	38	1	403	150
Pregnant women facilitated to access Ante-Natal	Under 12 weeks	No report	0	1	0	0	1	*
	Over 12 weeks	No report	4	16	1	2	23	*
Identified as having Long Term Condition		8	45	33	3	22	110	25
LTC's receiving flu jab		5	n/a	n/a	0	0	5	n/a
Number assisted to register with GP	Permanent	13	3	32	9	6	63	30
	Temporary	1	0	2	0	1	4	n/a
Health checks facilitated		No report	26	0	0	0	26	25
Number referred to stop smoking		No report	6	14	63	21	104	50
	Pregnant		0	0	0	1	0	*
		* 11 referred to domiciliary, but were unable to fulfil due to lack of availability of domiciliary service						

* Antenatal care – dependent on number of pregnancies

5.0 Social Care



To facilitate access to appropriate health and social care services for Gypsy and Travellers. These are gathered from appointments with families often on other subjects ie Education or medical health. They are also dependent on families/individuals accepting support, hence we cannot put a target on the number of referrals.

Equally we respond to queries from ASC, and facilitate access to the community when required/ requested .

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, and 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

6.0 Police



- 2.1 Ensure consistency in enforcement and eviction in respect of unauthorised encampments
- 2.2 Increase the level of *reported* hate crime against Gypsies and Travellers by improving trust and confidence in Essex Police.
- 2.3 Increase current levels of community engagement to increase trust and confidence within Gypsy and Traveller communities.
- 2.4 Promote good relations between Gypsy and Traveller and local communities.
- 2.5 Improve organisational knowledge of Gypsy and Traveller communities and culture.

Indicator	Sub Division	October 13	May 14	Oct 14	May 15	Total	Target for Oct 15
Increased knowledge and understanding of Gypsy / Traveller Communities	N/A	Qualitative data previously reported. Plus 10 training sessions of cultural awareness have been held	No report	New officer to be reported next meeting	officer reported at meeting	n/a	Office in post for 12 months – is visiting permanent and unauthorised sites and building relationships/ knowledge.
	Number of hate crimes reported by Gypsy / Traveller community	1	23	9	0	24	Target is initially to show an increase as a sign increased confidence in the Police and appropriate action.
Number of UE's recorded	S61 applied	21	2	17*	4	23	This is a reported, as opposed to a target number. S61's issued will be proportionate the total number of UE's and based on appropriate criteria being met.

Report to the ECTU Joint Committee: Internal Controls

**Author: Anna Lambert, Head of Delivery
Transitions**



Date: 20 May 2015

1.0 Introduction

- 1.1 The Operations Board has produced this report relating to the findings of 2013/14 external audit; and that 'the Joint Committee was unable to provide documentary evidence to demonstrate that it has reviewed the effectiveness of internal control arrangements during the year.'
- 1.2 This reports sets out the steps that have been taken to ensure that sufficient internal controls are now in place since the external audit.

2.0 Current position

- 2.1 Three internal audits have been undertaken by Essex County Council's Audit Team in May 2014, March 2015 and May 2015. The first two reports are embedded in this report (May 15 will be circulated when complete):



SW ECC GRT1 1



ECC FU1.10 Final

ECTU Joint Committee Internal Audit Report

- 2.2 All actions from the first two audits relating to internal controls are now complete. One issue that was presented to the Operations Board is whether investment should be made into adapting the current ECC electronic ePayroll system to use the date entered to determine whether the overtime is to be paid at time and half or double pay, and whether dates of when the summer and winter rates start should be specified so that it can determine whether standby claims are to be paid at the summer or winter rate.

The current system is as follows:

1. The claimant submits a claim form to the line manager (SA) for authorisation – the claim form was introduced following recommendation from the previous audit.
2. The line manager checks the claim against the rota for standby payments to confirm it has taken place, and checks overtime claimed with the senior site manager for site managers, or the claimant to verify.
3. Following confirmation, the claims are entered on ePayroll by the line manager.
4. All staff from the ECTU call out are aware that the summer rate commences with the Easter Weekend, and run through to the end of September.

5. An explanatory email is sent by the line manager to the budget holder confirming each claim including reasons for overtime, rates, weekends covered etc. This is because the budget holder does not have sight of the original claim forms.
6. The budget holder checks the entered payments against email before authorising. The budget holder is a tier 4 authoriser.

3.0 Recommendations

- 3.1 Given that as host organisation, Essex County Council's Audit Committee retains oversight of the Council's internal control and that the Audit Team undertake financial systems reviews of all the Council's key systems annually and report these to Audit Committee; this will provide evidence to the External Auditor that sufficient internal controls are now in place. It was recommended that this is reported back to the Joint Committee in June. The External Audit will be undertaken after the Joint Committee and before 30 September 2015.
- 3.2 With regards to the suggestion in 2.2; it is recommended that as there are currently sufficient controls in place, therefore it does not warrant further expenditure to adapt an existing electronic payroll system to that end. This recommendation is coming to the Joint Committee in June for ratification.

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

Code for unauthorised encampments in Essex



14 November 2013

A nomadic way of life is not against the law. From time to time groups of people come to Essex and temporarily camp on local authority owned land. The code for unauthorised encampments in Essex is a policy for the management of unauthorised camping.

Subject to the satisfactory assessment of the following factors, the Essex Countywide Traveller Unit will not normally pursue immediate action subject to a mutually agreed departure date, and continued compliance with the code.

1 The number of caravans involved. The maximum number normally acceptable will be three caravans in any one group although larger groups may be permissible in locations remote from residential or commercial premises.

2. Damage. No damage shall be caused to any property, fences, trees etc on that or adjacent land during access and encampment.

3. Previous recorded encampments. The behaviour and compliance (or non compliance) with the code on previous recorded encampments involving the group or individuals within the group.

4. Impact on the land and surrounding property. The occupation of any land shall not have a serious detrimental effect on the amenities of, or otherwise cause nuisance to, the occupants/users of the land and of any adjacent property.

5. Occupation of local authority or other partner authority land. The occupation of local authority or other partner authority land shall not impede its necessary operational use or, insofar as parkland or other public open space is concerned, shall not detract from its amenity value.

6. The distance between groups. The minimum distance between unauthorised encampments shall normally be half a mile

7. Behaviour. Behaviour towards other members of the public and surrounding properties shall be acceptable i.e. no intimidation especially involving actual violence or the use of abusive or insulting language, no excessive noise or any other forms of anti-social behaviour.

8. Access to the land/encampment. The landowner / representatives, or local authority officer must not be prevented in accessing the encampment (not individual homes/vehicles).

9. Tipping/rubbish. There shall be no dumping or inappropriate disposal of household, trade, human or animal waste on the encampment, or on adjacent land, nor any stockpiling of materials.

10. Fires. No fires shall be lit on any land other than for cooking or washing purposes.

11. Site Safety. Vehicles shall be parked, and any animals kept, in such a manner as to ensure the safety of the site users and cause no inconvenience to or affect the safety of users of the land and adjacent or nearest highway. Appropriate fire distances to be maintained between caravans.

12. Departure. Once the agreed period of occupation has elapsed, the site must be vacated and the distance moved must be at least two miles from the site occupied. Re-occupation of the same site must not take place within three months.

