

# Essex Countywide Traveller Unit Joint Committee

<b>10:00</b>	<b>Friday, 12 December 2014</b>	<b>Committee Room 1, County Hall, Chelmsford, Essex</b>
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**Membership:**

Deputy Chief Fire Officer Adam Eckley  
Chief Inspector Craig Carrington  
Cllr Richard Moore  
Cllr Angie Gaywood  
Cllr Frank Delderfield  
Cllr Roger Hirst  
Cllr Keith Hudson  
Cllr Martin Hunt  
Cllr Paul Honeywood  
Cllr Richard Bassett  
Cllr Susan Barker  
Mike Gogarty

**For information about the meeting please ask for:**

Ian Myers – Senior Committee Officer

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**Email:** [ian.myers@essex.gov.uk](mailto:ian.myers@essex.gov.uk)

The agenda is also available on the Essex County Council website, [www.essex.gov.uk](http://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)

		<b>Pages</b>
<b>1</b>	<b>Apologies for Absence</b>	
<b>2</b>	<b>Election of Chairman</b>	
<b>3</b>	<b>Minutes</b> To approve as a correct record the Minutes of the meeting held on 19 June 2014	<b>5 - 8</b>
<b>4</b>	<b>Declarations of Interest</b> To note any declarations of interest to be made by Members	
<b>5</b>	<b>Matters Arising</b>	
<b>6</b>	<b>Operations Report</b> To receive a report from Steve Andrews, ECTU Manager	<b>9 - 26</b>
<b>7</b>	<b>Finance and Audit Report</b> To receive a report from David Poole, Senior Business Partner to: <ul style="list-style-type: none"><li>• provide a financial update for the six months to 30<sup>th</sup> September 2014</li><li>• make recommendations for the budget for 2015/16</li><li>• make recommendations for the membership fees for 2015/16</li><li>• provide an update on the response of the External Auditor regarding the Annual Submission for 2013/14</li></ul>	<b>27 - 32</b>
<b>8</b>	<b>High Level Risk Assessment</b>	<b>33 - 34</b>
<b>9</b>	<b>Horse Policy Update</b> To receive a verbal update from Steve Andrews	
<b>10</b>	<b>Renewal of Joint Committee agreement and possible new partners</b> To receive a verbal update from Anna Lambert	

- 11 Any Other Business**  
Fly tipping - to receive a verbal update from Steve Andrews
- 12 Date of Next Meeting**  
To agree the dates of future meetings.
- 13 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.

- 14 Urgent Exempt Business**  
To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

**MINUTES OF A MEETING OF THE ESSEX COUNTYWIDE TRAVELLER UNIT COMMITTEE HELD AT ESSEX FIRE 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

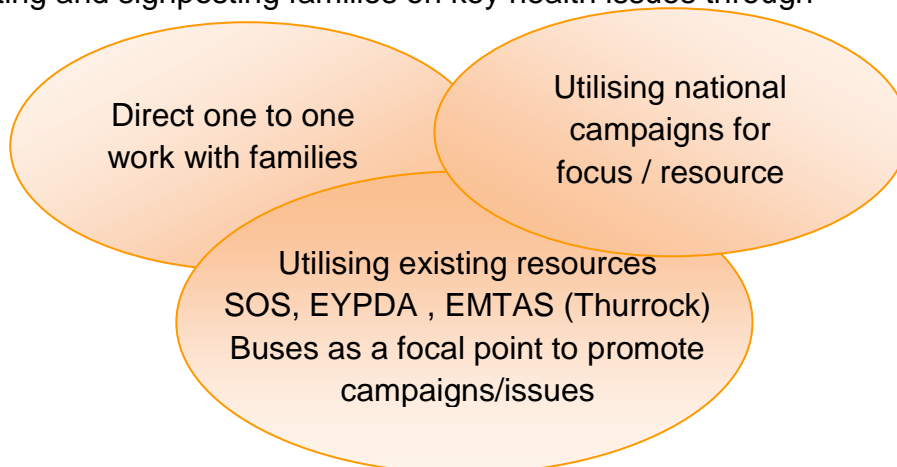


## **Joint Committee Report – 15th October 2014**

The following report covers ECTU operations to date, including the updated position from the last joint committee presentation in June 2014.

### **Health**

Supporting and signposting families on key health issues through



#### Inoculations/Immunisations (June 2014 reported figure in brackets)

- MMR outreach to 273 (218) families
- Flu – outreach to over 40 sites, 402 (364) Families - 9 people had already been facilitated to have the jabs including a pregnant mother. Many others said that would consider getting protected including another pregnant mother

#### GP / Dentist Registrations (Oct 13 reported figure in brackets)

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

#### Long Term Conditions

89 (86) 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 – Stoptober – 82 (19) families supported / signposted re stop smoking through general request, and as part of the Stoptober campaign.

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

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

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

First Aid training – promoted to 20 families.

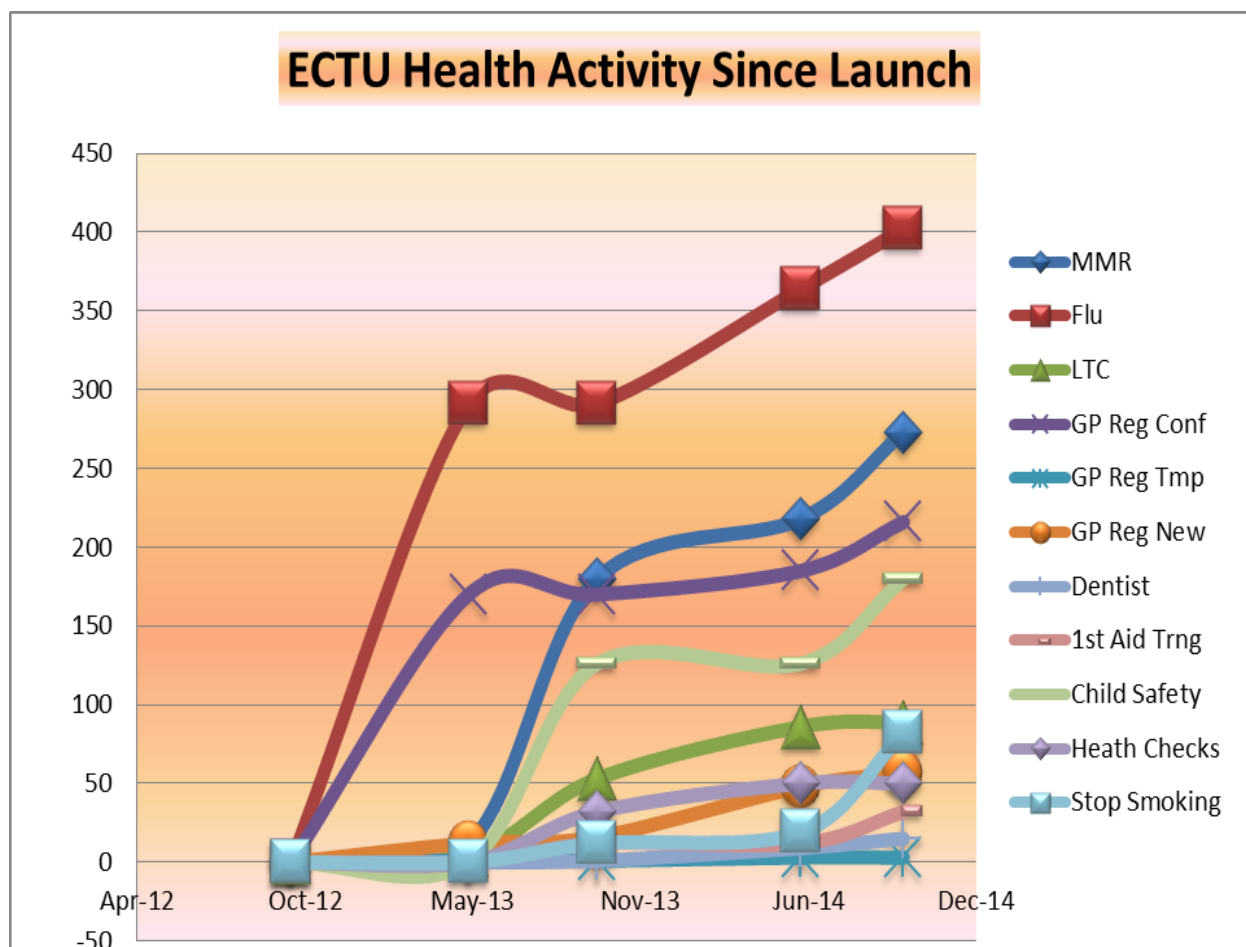
Healthy eating - Promoted/support 58 (7) families in the form of specialised materials and support.

6 (5) families refereed to food bank

Health – other

General support with Health Visitors 49 families escaping violence

Supporting 10 (9) families re mental health issues



**Case Study 1 – Health Case Study one**

We were approached by a man's wife who was worried by his Diabetes. She was frightened by the fact that he was overweight, smoked and was frightened by the doctor who had told them that the outlook was bleak if he didn't do something about it. They were also not sure if they had seen the diabetes nurse. We contacted the surgery and was able to support the family to understand .who they had seen and what they needed to do to help themselves.

**Case Study 2 – Health Case Study two.**

While covering for a colleague I was asked to deal with a man with mental health problems who had rung the office for help. I phoned the man who told me he wanted to go in the loft and hang himself. Everything was too much for him and he was alone in the house. I spoke to him for some time and tried to encourage him to have more positive thoughts. He explained to me a lot of what had been going on. Family arrived back at the house and I spoke to his mother who told me more of the story. I was able to give her telephone numbers of people that may be able to help. My colleague continued with support.

Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	Total
Facilitated to received primary Immunisation		50	130	38	53	271
	Through domiciliary team	11*	20	0	0	31
Facilitated to receive the flu jabs		291	n/a	73	38	402
Pregnant women facilitated to access Ante-Natal	Under 12 weeks	Not reported	0	1	0	1
	Over 12 weeks	Not reported	4	16	1	21
Identified as having Long Term condition (LTC)		8	45	33	3	86
LTC's receiving flu jab		5	n/a	na	0	5
Number assisted to register with GP	Permanent	13	3	32	9	57
	Temporary	1	0	2	0	3
Health checks facilitated		Not reported	26	0	0	26
Number referred to stop smoking		Not reported	6	14	63	83
	Pregnant		0	0	0	0
	* 11 referred to domiciliary, but were unable to fulfil due to lack of availability of domiciliary service					

## Education (June 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 protections issues

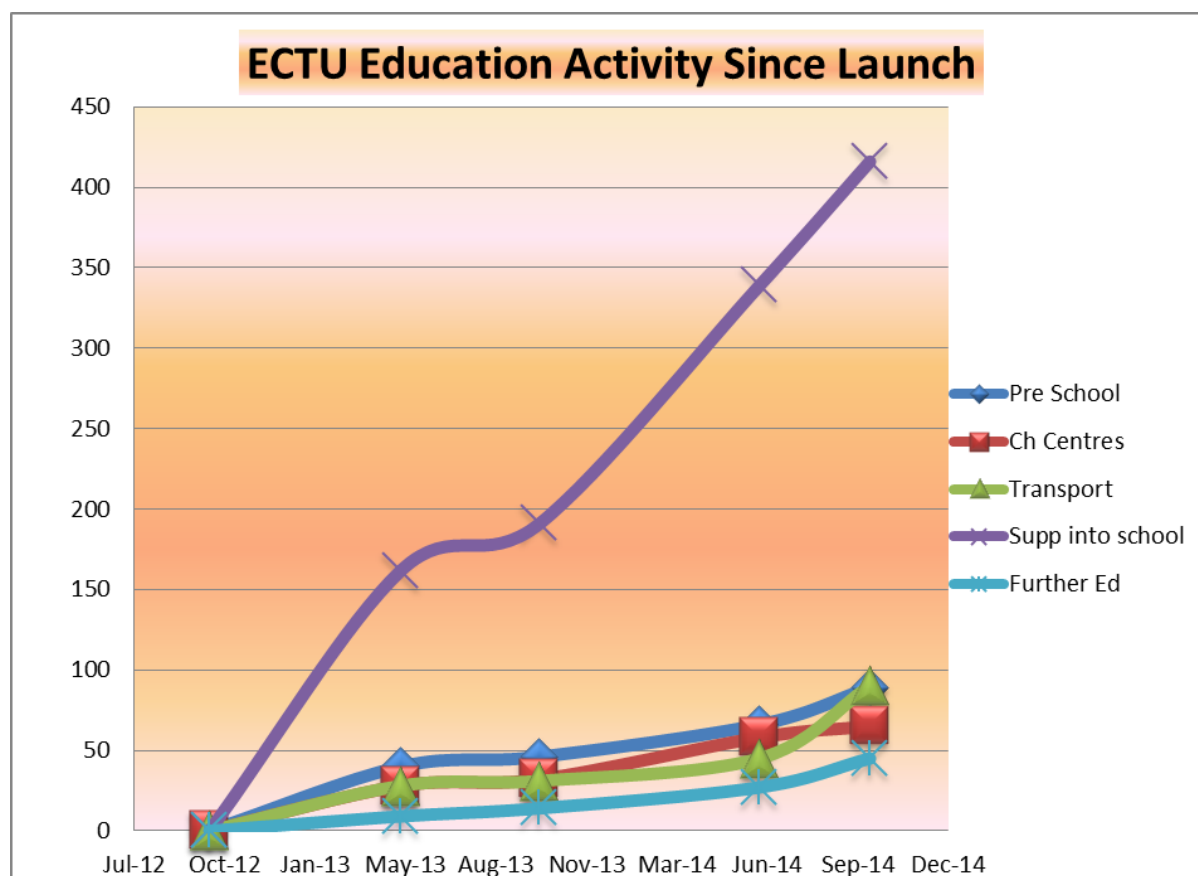
416 (339) children supported into school

89 (66) 2yr olds funded and placed in pre school

65 (58) new families register with Childrens Centres

90 (45) School Transport applications

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



## Home Education Data

HES/EMTAS stats 01/09/2013 to 09/05/2014

Number of children referred to HES during the above period	Number of children	% of total
Total new referrals	258	
1 Gypsy / Roma (WROM)	8	3.11
2 Traveller of Irish Heritage (WIRT)	1	0.39
3 Referral from EMTAS no ethnicity recorded	0	0.42
4 Total 1,2,3	9	3.49

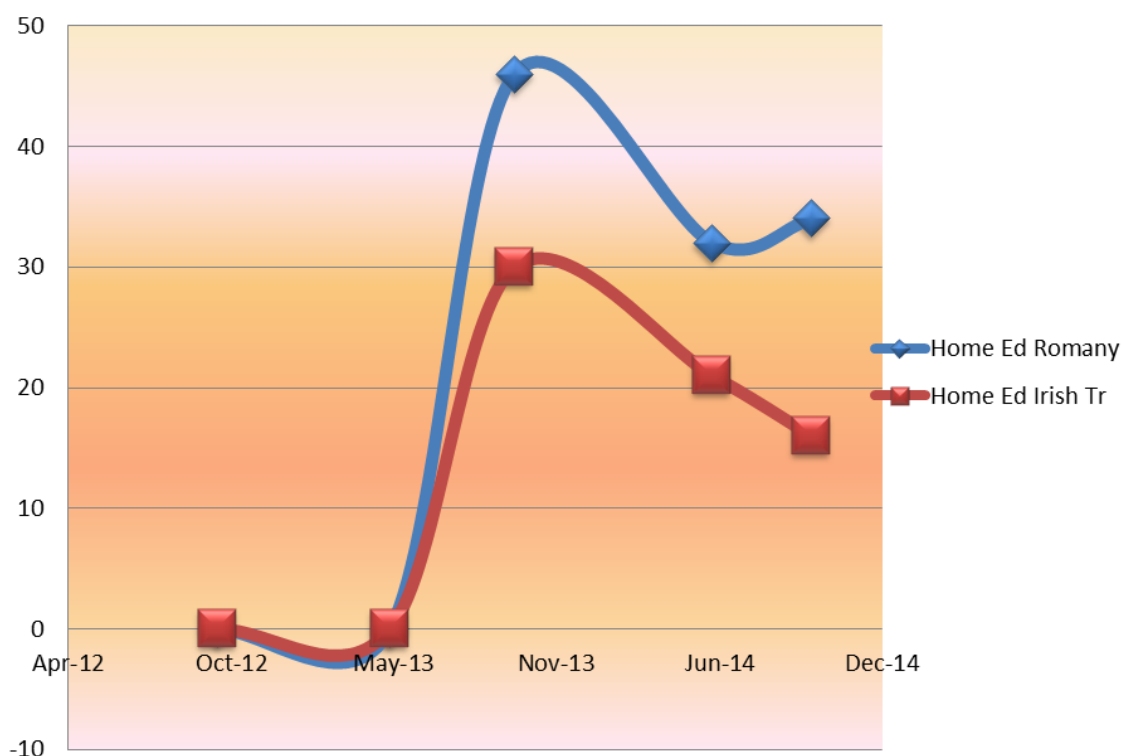
Number of children registered as Home Educated on 20/10/2014

	Number of children	% of total
Total number of children	738	
1 Gypsy / Roma (WROM)	34	4.61
2 Traveller of Irish Heritage (WIRT)	16	2.17
3 Referral from EMTAS no ethnicity recorded	3	0.41
4 Total 1,2,3	53	7.18

In addition to the 53 noted above there are an additional 27 children who are very likely Traveller children but ethnicity is not recorded. Often these children are referred to as "Travellers" but not specifically Irish so may be Gypsy. These children have been identified as part of another enquiry but have only been identified by local knowledge of the families and the addresses where they live.

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.

## ECTU Home Education Activity Since Launch



Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	Total
Number of Children accessing pre-school /school 2 – 16		162	29	148	99	438
Number of children transferring from primary to secondary		na	33	na*	tba	**
Number of young adults accessing further education		9	5	13	18	45
Number/%of children referred to Home Education		0	76 (7%)	28 (6%)	53 (7%)	

\*number of ascribed GRT students currently in secondary education 41

### Case study 1

The 6 children currently attending in year 6 at Crays Hill School from Oak lane have **all** applied for places at Secondary with my support. None of the parents had engaged with the Crays Hill School regarding secondary, even though the school had tried. We spent 2 days doing home visits and talking to all the parents with the result that they have all applied – this is an unprecedented level of success in achieving 100% success in secondary applications .

### Case study 2

#### Parent and Preschool group

#### Joint work with Children's Centre

Worked with Children's Centre Outreach to set up and run 5 weekly sessions

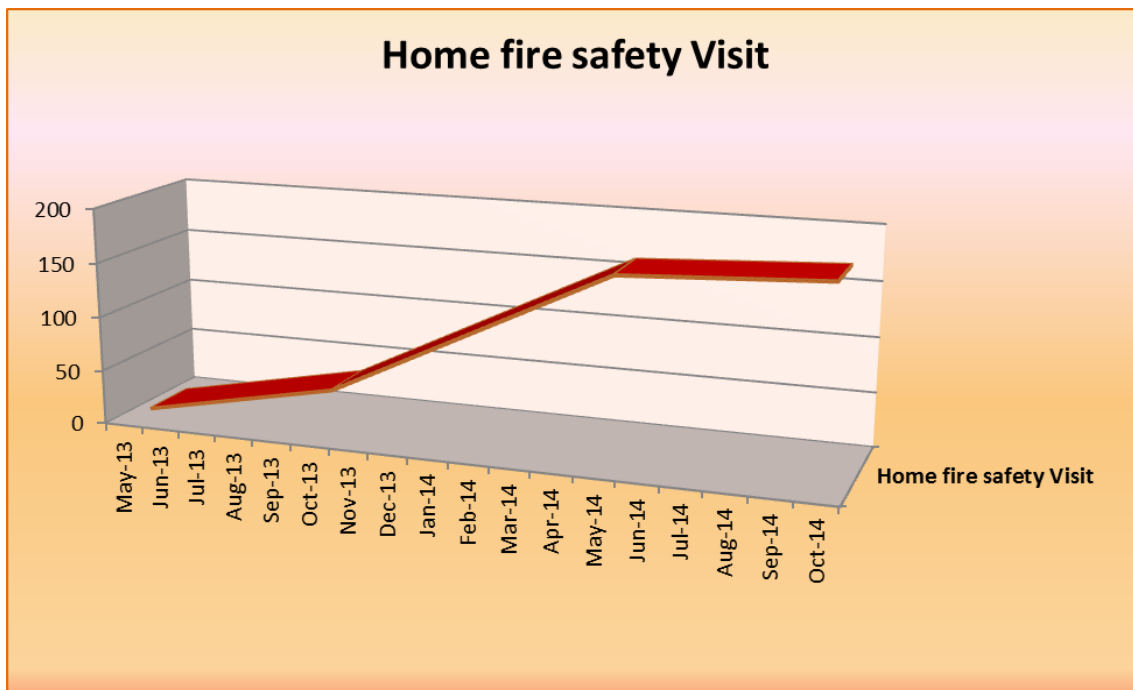
Fire Safety (June 14 reported figure in brackets)



This has been a quiet period in terms of Fire Safety checks, as has previously been reported, sprint an summer require resource to be directed to the enforcement area, hence these numbers will pick up considerably over the Autumn, Winter period. We are still showing the general upward trend.

### Home Fire Safety Visits

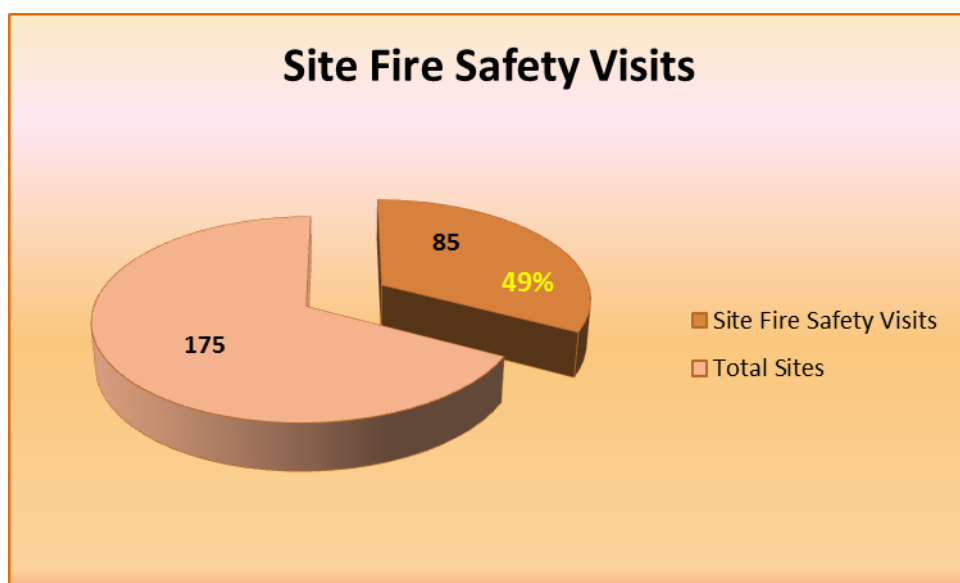
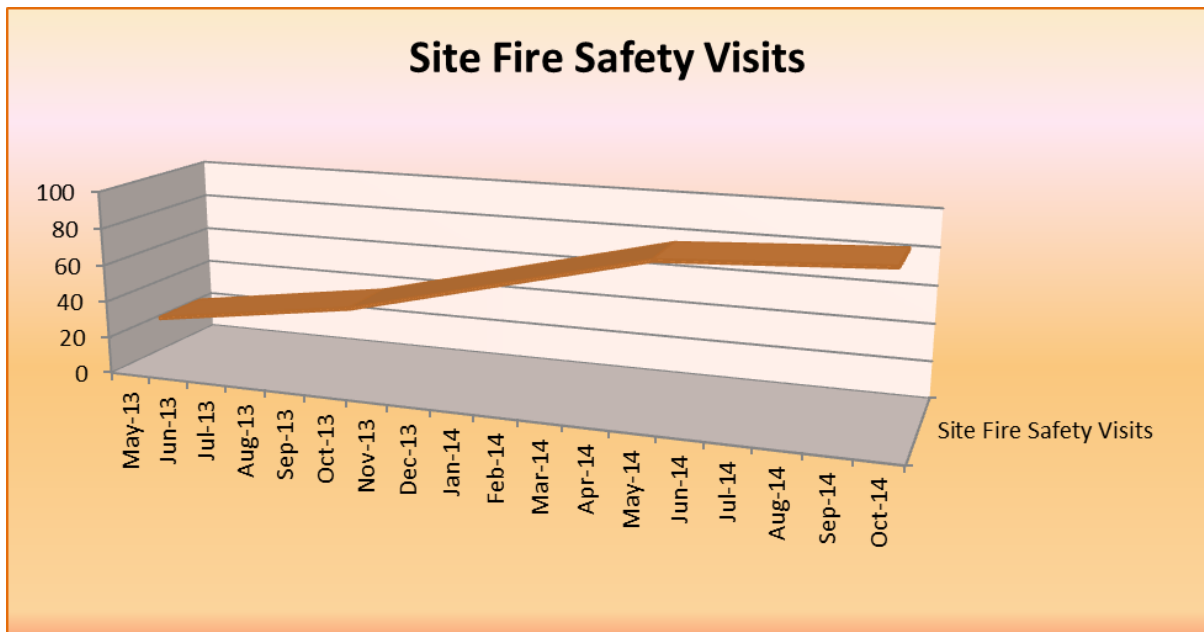
- 173 (164) Home Fire Safety visits completed across 32 sites.
- 191 (174) smoke alarms issued



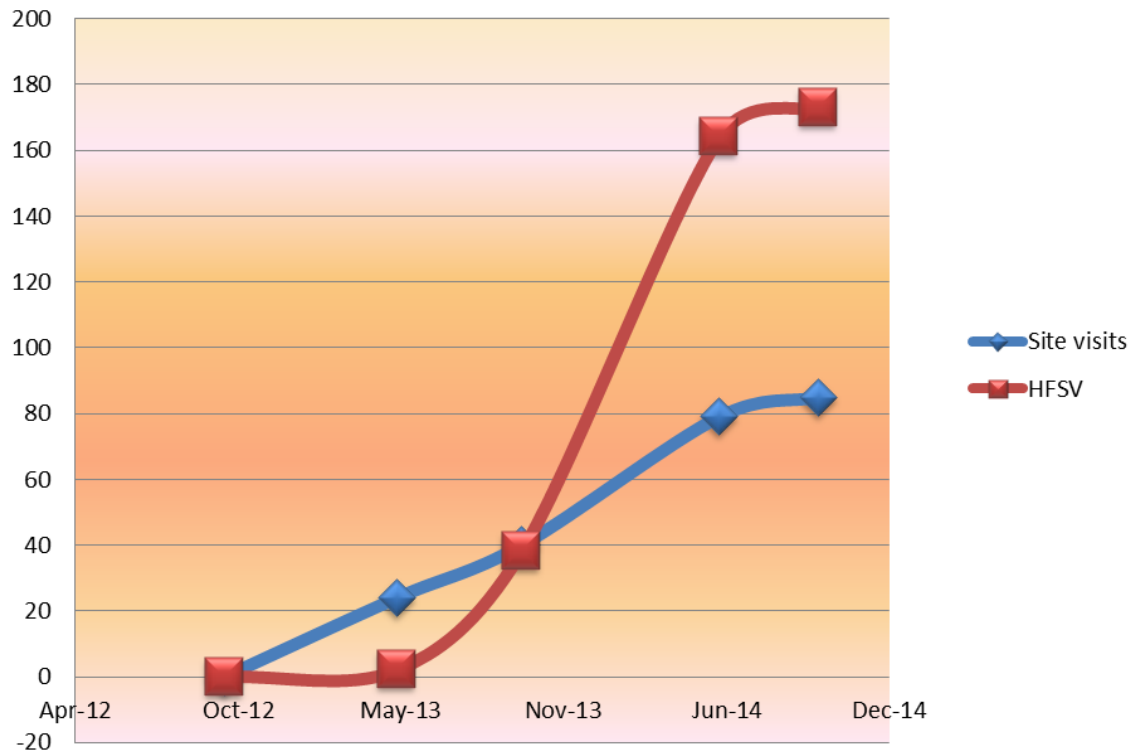
### Site Fire Safety Inspections



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



### ECTU Fire Safety Activity Since Launch



Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	Total
Home fire safety Visit	by ECTU	2	36	126	9	173
	Referred to ECFRS	0	1	10	0	11
Smoke alarms issued						191
Site Fire Safety Visits incl. access, water supply, spacing, Gas Cylinder storage, Hazardous Materials	by ECTU	24	16	39	6	85
	Referred to ECFRS	na	24	0	0	24
Note: Referrals are all concerns over location of/distance to nearest hydrant.						

**Paul Downes**, the new seconded Police Constable – commenced with the Unit on the 30<sup>th</sup> June 2014. The following is Paul's summary of his initial months in the role.

*Since starting I have been mostly dealing with or advising on unauthorised encampments throughout the county. There have been 110 reported encampments since I started, and there may have been more which did not get reported through our office.*

*I have been starting to engage with the Travellers on our many permanent sites visiting both alone and with local officers.*

*I have been promoting Essex Police and giving out Crime Stoppers leaflets to Travellers on both U/E and permanent sites, explaining the benefits of using Crime Stoppers.*

*I have identified areas to improve upon within our organisation, in particular the way we record our information in relation to U/Es and we are currently looking at ways to develop this.*

*I have met with several local authorities to explore better ways of management of U/Es in particular waste management taking into account the welfare needs of Travellers. As a result of a recent visit to Castle Point where Angela Slater (ECTU Officer) accompanied me we now have interest of a potential new partner for ECTU. I am continuing to promote the ECTU to other non-partner authorities.*

*I have recently been in touch with the Environment Agency in relation to the fly tipping issue at Thurrock and they are currently looking at the problem and ways to detect and prosecute offenders. We will be working closely on this issue, through the provision of photographic evidence gathered during site visits and aerial photography through our air support unit. I am keeping local command and Thurrock Council informed of the progress. The main suspects for the tipping are Travellers who were on the land without permission.*

*Harlow has been of particular interest this summer and high profile. I have engaged with the Travellers there and have built up a good relationship with them. Following Mr Donovan's (one of the Travellers from the encampment) engagement with the local community at the PCC's meeting I enquired into whether he would consider participating in the Essex Police Independent Advisory Group (IAG). I supported him with the completion and submissions of his application and he is now a member of the strategic IAG.*

*I continue to work with local officers offering advice and ensuring that they have the ability to deal with U/Es in line with the law, Essex Police policy and ACPO guidelines.*

*I attended other meetings within the Police service whenever a traveller issue has been raised. I have gathered information in relation to Traveller issues and where appropriate shared that information with other departments to ensure the safety and welfare of all.*

*I have attended a rural crime meeting recently at the PCC's office and listened to the concerns of farmers and other land owners. I put forward our position and explained how an unauthorised encampment would be dealt with offering advice and answering questions. One item that came up was a lack of information for land owners and as a result I have drafted a leaflet explaining the law, ACPO guidelines and how to deal with the U/E in simple terms. It is currently with our media department to be processed. As a result of this meeting I have been invited to the farmers NAP and hope to have the leaflets available by then.*

*I have identified a training need within Essex police in relation to dealing with U/E and both PS Mills and I are currently looking at ways to deliver this training.*

*I am currently working on a Gypsy/Traveller information pack to be passed out to Police division offices containing guidance for officers, the necessary paperwork and a booklet to be given to travellers containing vital information, such as locations of doctors, dentists, local amenity sites, crime stoppers information, and the codes of conduct. The pack outer will also be used by outreach team, as it will reflect the partnership working approach and can be used to circulate information relevant to Health, Fire Safety and service access aspect of our work.*

*Finally, following a dog biting incident on an unauthorised encampment in Thurrock, I have researched potential deterrents used within Essex Police, and identified "Bite Back" as a non-chemical, environmentally friendly and safe option. This will be rolled out to our outreach workers.*

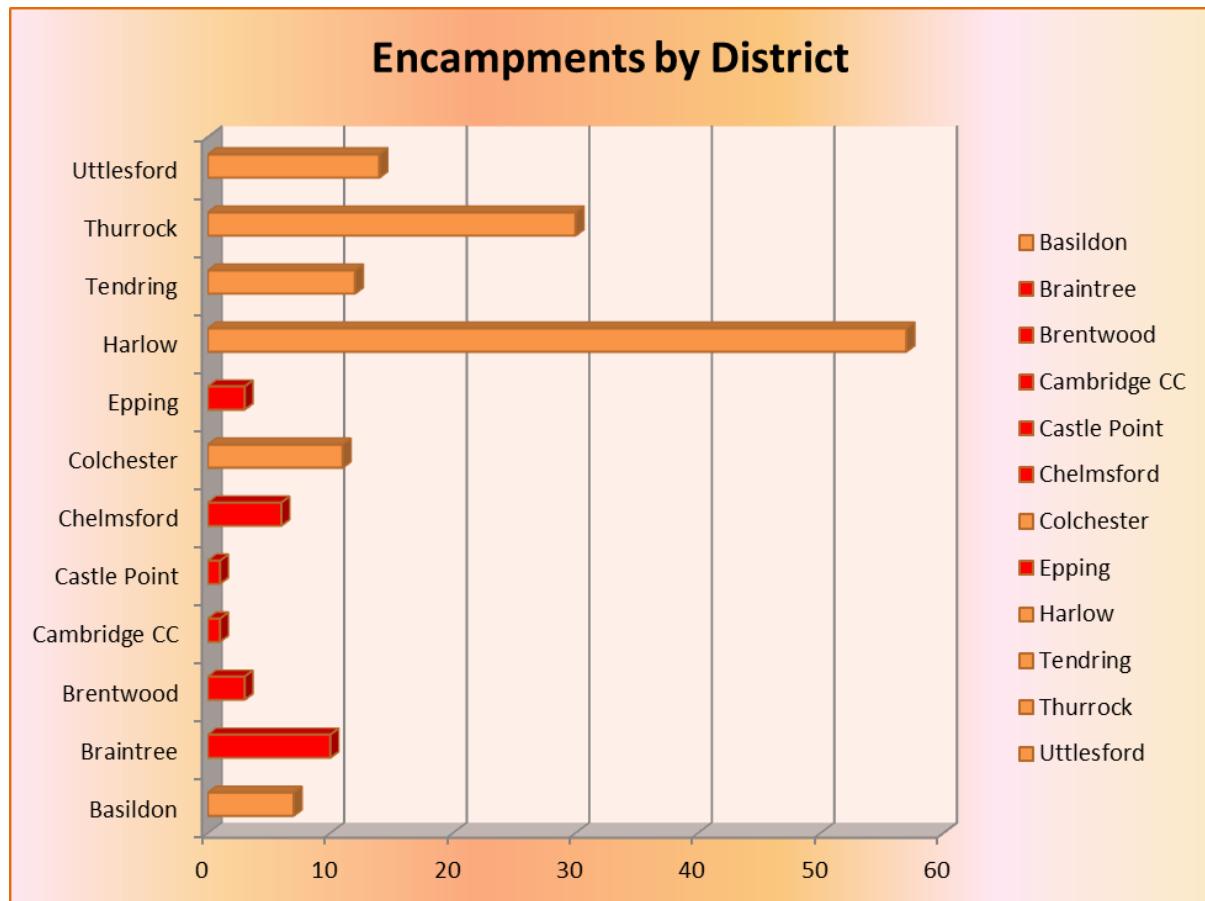
Indicator	Sub Division	October 13	May 14	Oct 14	Total
Increased knowledge and understanding of Gypsy/Traveller Communities	N/A	Qualitative data previously reported. Plus 10 sessions of cultural awareness have been held	No report	New officer to be reported next meeting	N/A
	Number of hate crimes reported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

\* 10 issued in Harlow

**Unauthorised Encampments**

Reporting on unauthorised encampments from the 1<sup>st</sup> June 2014 to current date for partner and ECC land, plus some non-partner/private land where we have been made aware, and/or have made a provisional visit to establish location.

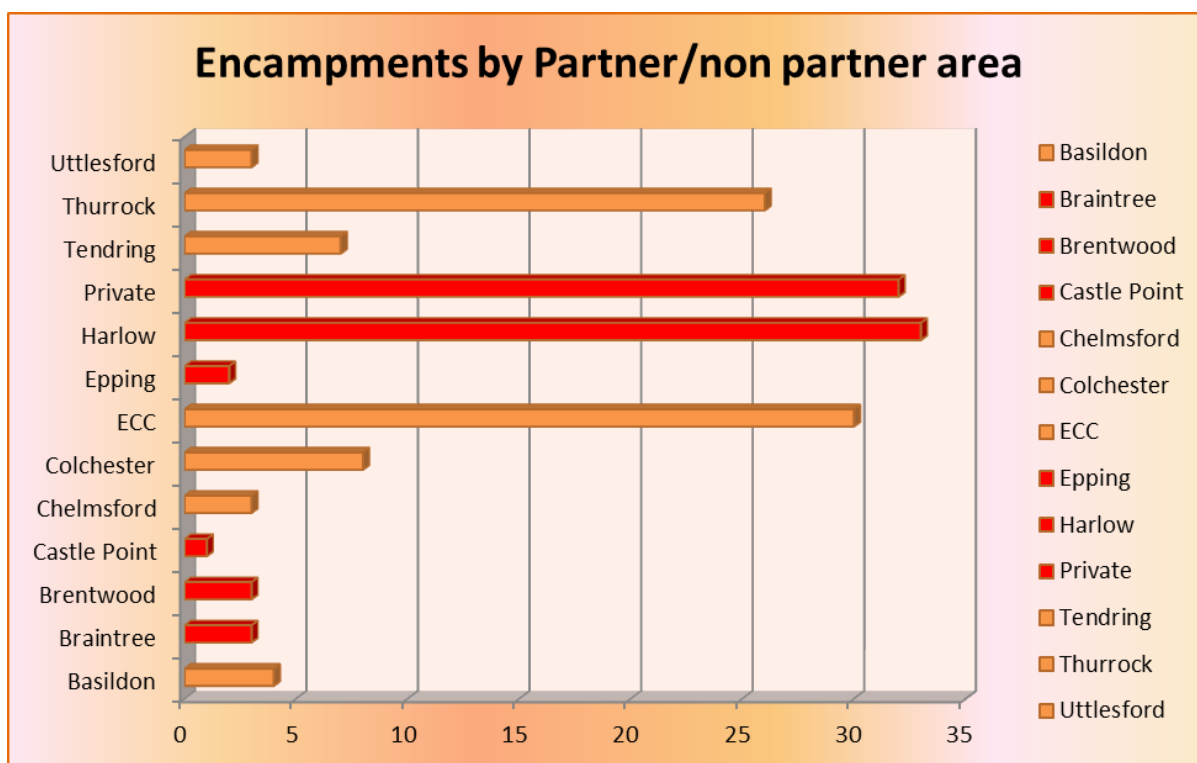
Encampments have been managed across a number of partner areas, with the two hotspots remaining in Harlow and Thurrock. There have now been 155 encampments in total, with 57 in Harlow, and 30 in Thurrock.



The chart above incorporates all reported encampments by District, hence private and highways are shown in their respective districts. Non partner districts are flagged red.

The following chart reflects the same figures, but displayed by partner area. Again non partners are flagged in red. As always, non partner and private could be understated, as there is no obligation to report them to the ECTU except for information purposes.

The bulk of the ECC encampments indicated as ECC are ECC highways in Harlow (18 of the 30).

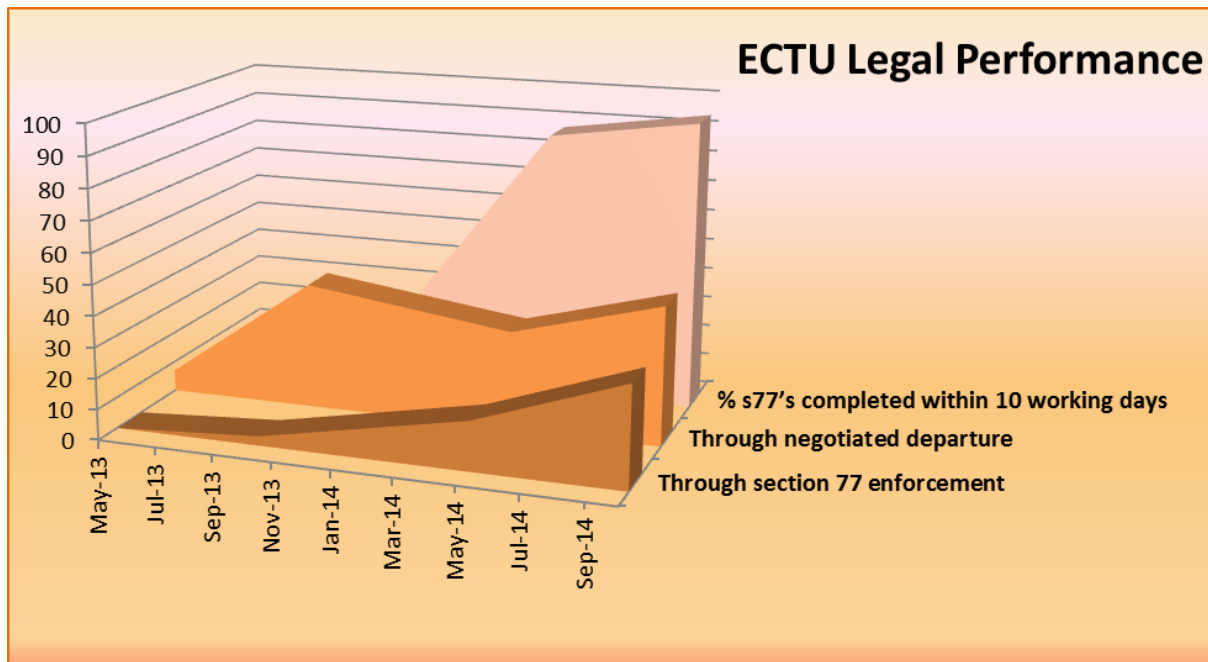


After a series of “misleading” information as to why the core group remain in Harlow, it has come to light that they have land in Epping which they failed to get planning permission on. They had returned to the land last year not realising there was an injunction in place to re-apply for permission, and some of the men were imprisoned as a result.

They are now staying in Harlow as there are lots of places to stop. Initially they requested that land be identified which they could purchase/get planning permission on. This has recently changed to requiring plots to rent. Numbers in Harlow have fluctuated as new groups have come and gone.

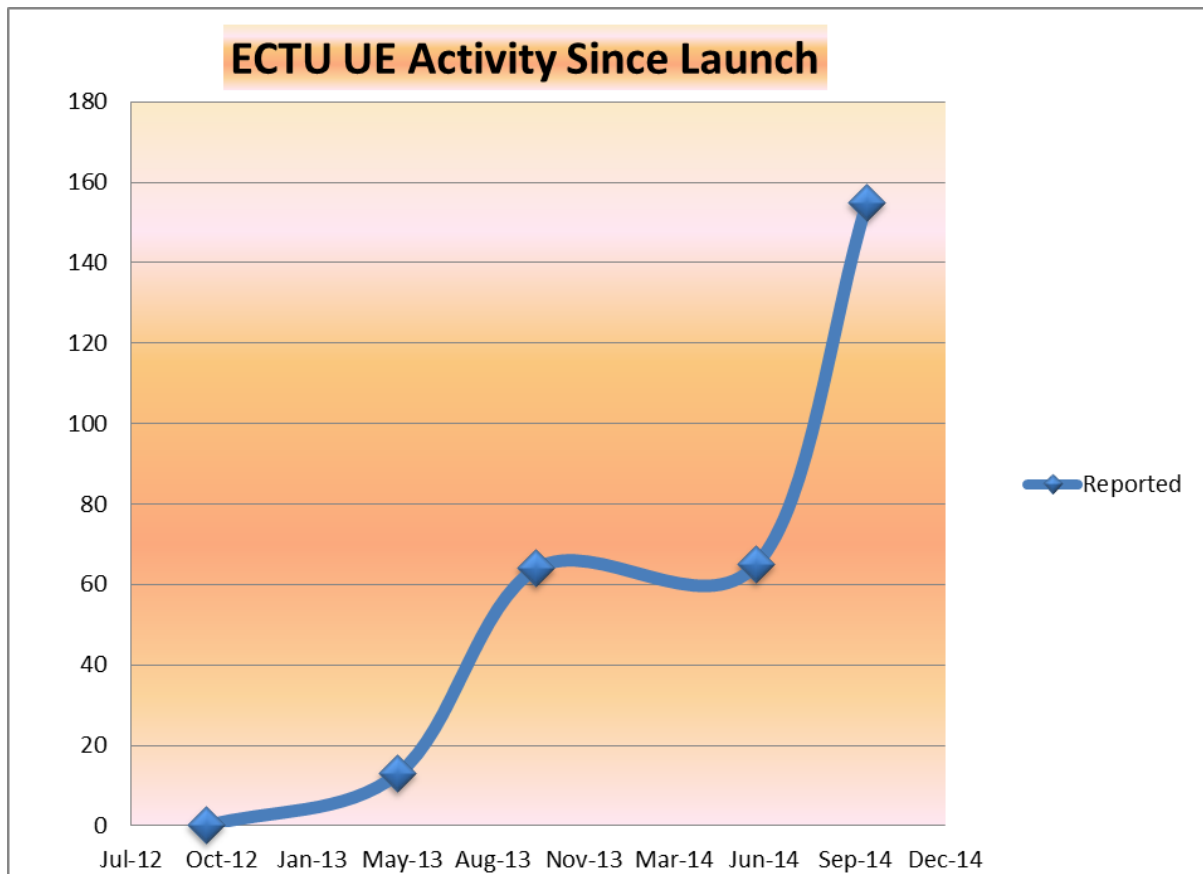
Thurrock equally has a core group who have been in the area since February, and have local connections. However, numbers have fluctuated with other Travellers coming into the area not associated with the group, and there have been significant Fly Tipping problems on at least 2 locations associated to the Travellers stopping there, specifically associated with one group. There have been some discussions between the unit’s Police officer and the Environment Agency, due to volume, and seeking their involvement to prosecute.

**ECTU performance** – there has been a significant increase in the number of encampments which are requiring court action to take repossession. In addition to the increase in the physical workload on the ECTU team, it also increases the pressure on the court system to facilitate the hearings and issue of court order. Despite this, ECTU are showing an improvement on the performance target of getting the court order within 10 working days from 87 to 94%. In fact 90% of our cases have been 7 days or less.



There were 2 x encampments falling outside the 10 day target. One was an operational decision to leave an encampment for a few days longer, and the other was where a non-partner incorrectly served papers on ECTU land, resulting in the encampment staying an additional 4 days.

**Waste pick up** – we always try to encourage the use of black bags by Travellers on Unauthorised Encampments. Although this is often complied with, there is sometimes reluctance by street collections teams to pick this up until the encampment has departed – there was a recent example where Travellers actually asked for the waste that they had bagged and put by the roadside, be collected. Failure to collect on an ongoing basis, results in the impression that the encampment has been left in a mess, when it is domestic waste awaiting collection. Can we agree an Essex wide approach on this, as it will reduce the tensions around encampments, and meet health requirement.



Indicator	Sub Division	May 13	Oct 13	May 14	Oct 14	Total
% of encampments where ECTU are involved		54%	66%	77%	50%	n/a
% visited within 1 working day		100%	97%	96%	95%	n/a
Number of encampments	Partner land	7	44	50	78	179
	Non-partner land	2	15	10	45	72
	Private	4	5	5	32	46
Number of encampments resolved	Through negotiated departure	7	41	32	45	125
	Through section 77 enforcement	0	3	16	33	52
% s77's completed within 10 working days		n/a	n/a	87%*	94%*	n/a
Number of pt 55's issued		0	0	0	0	0

\* 2 encampments exceeded 10 days – one where a management decision was made to give an encampment more time, and one where a non-partner incorrectly served papers on ECTU land resulting in the encampment staying 4 days longer.



**Horse policy** – currently sourcing information to establish whether a need exists. Should there be an agreed requirement, we can access the work completed in this area in Norfolk and Suffolk to inform an Essex policy/procedure

**Fly Tipping** – there are always issues around Travellers, Traveller site and tipping. Some of this will be the Travellers, some will be others using the proximity of Travellers to shift the blame. As your Environmental Health teams will agree, it is difficult to get sufficient evidence to take direct action, as the fact the tipping may be all around an encampment doesn't enable prosecution without hard evidence of who put it there. Again is their interest in developing an ECTU policy on Fly Tipping around Traveller Sites/Encampments which could involve shared resource/equipment to target threatened areas?

**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** – Briefing notes were sent to all partners in September reference the requirement to renew the Joint Committee Agreement as of October 2015. We will be looking to commit to a second 3 year term (or longer?) to continue the work or the unit across all partner areas. Indication of intentions will be appreciated to enable us to plan for 2015 onwards.



**Essex County Wide Traveller Unit Joint Committee 12 December 2014**

**Report by David Poole, Senior Financial Analyst**

**Finance Report for the Essex County Wide Traveller Unit**

Enquiries to David Poole, ECC Senior Financial Analyst, 07799 675892

**1. Purpose**

- 1.1 To provide a financial update for the six months to 30<sup>th</sup> September 2014
- 1.2 To make recommendations for the budget for 2015/16
- 1.3 To make recommendations for the membership fees for 2015/16
- 1.4 To provide an update on the response of the External Auditor regarding the Annual Submission for 2013/14

**2. Financial update for the year to 31<sup>st</sup> December 2013**

**2.1 Essex Countywide Traveller Unit proposed and indicative budgets**

**Revenue Account**

	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Employees	230,607	235,219	239,923
Supplies & Services	34,732	9,926	10,125
Transport & Mileage	19,447	19,836	20,233
<b>Gross Expenditure</b>	<b><u>284,786</u></b>	<b><u>264,982</u></b>	<b><u>270,281</u></b>

## 2.2 Current utilisation and forecast use for the remainder of the 2014/15 financial year

### Revenue Account

	<b>2014/15</b>	14/15 actual to 30 <sup>th</sup> Sep 2014	% budget utilisation	14/15 forecast to 31 <sup>st</sup> Mar 2015	% budget utilisation
Employees	230,607	102,952	45%	223,630	97%
Supplies & Services	34,732	2,479	7%	8,282	24%
Transport & Mileage	19,447	9,832	51%	20,451	106%
<b>Gross Expenditure</b>	<b><u>284,786</u></b>	<b><u>115,263</u></b>	40%	<b><u>252,453</u></b>	89%

## 2.3 Commentary

- Staff related expenditure, including travel cost, are on-line compared to the 6month forecast and are expected to show a 2% underspend for the full financial year (£5,883).
- Supplies and services have been running behind forecast and whilst additional expenditure is expected throughout the next 6 months the year end is now forecast to be at no more than 24% of the original budget, underspend forecast at £26,450, suggesting that for 2015/16 this element could comfortably be reduced.
- The reserve carried forward at the end of 2013/14 was £92,656 and based on the reforecast budget utilisation for 2014/15 this will rise to £134,488 owing to the planned budget underspend of £32,333 and the planned reserve contribution of £9,499.
- The database project remains behind schedule and also contains a degree of uncertainty over actual costs to complete the work at this stage and these overall costs once known are due to be paid from the reserve.
- Additional resource in the form of an apprentice is currently being considered which would require ca. £1,200 of additional unplanned expenditure this financial year and if approved this can be comfortably accommodated within the current budget.

## 2.4 Recommendation

- Discussion at the June 2014 Joint Committee meeting revolved around the need for a reserve as this is only the second full year of operation; the probability that £100,000 was around the level that would be appropriate to set as an estimated maximum unless there were extenuating circumstances; and that an amendment to future membership fees should

be discussed at the next Joint Committee meeting in light of expenditure to date / forecast year end outturn compared to the approved budget.

- b. Given that the database costs are still unclear but there is a risk of a significant increase to the original expectation it is recommended that the expected reserve position at year end of £134,488 be permitted until clarity over the database costs is obtained.
- c. Assuming
  - i. continuation of the ECTU and similar levels of membership
  - ii. expenditure in 2015/16 similar to the levels seen this year, plus possible employment of an apprentice

it is recommended that the 2015/16 budget be reduced. The overall underspend for the year is ca. 11% (£32,333) and it is recommended that a 10% reduction in both budget and membership fees (£29,428.50) is agreed for 2015/16.

This would see current member contributions reduced as follows: -

Organisation	Current Fee	Revised Fee	Reduction	% Reduction	% of remaining overall contributions
ECC	£147,286.38	£132,557.74	£14,728.64	10%	50.05% plus in kind hosting costs, including payroll, IT, ECTU office space
Essex Fire and Rescue	£25,720.00	£23,148.00	£2,572.00	10%	8.74%
Districts, Boroughs and Unitaries	£7,181.00	£6,462.90	£718.10	10%	2.44%
Public Health (per CCG)	£14,202.40	£12,782.16	£1,420.24	10%	4.83%

### 3. External Auditor's Findings

3.1 The financial return and the internal audit report were accepted.

3.2 The External Auditor did comment "The Committee was unable to provide documentary evidence to demonstrate it has reviewed the effectiveness of internal control arrangements during the year"

This is the subject of an agenda item.

### 3.3 Additional Post Audit Actions

- a. Auditor's invoice for £720 has been received and is in course of payment
- b. Notice of conclusion of the audit and right to "Inspect the Annual Return", see Appendix 1, for agreement and also to agree: -
  - places to be displayed
  - any fees payable
  - point of contact

#### **4. Decisions Required and to be sought from the Joint Committee in November**

- 4.1 Approval of accounts and decision to publish
- 4.2 Agree content of and right to "Inspect the Annual Return"
- 4.3 Agreement of location(s) of right to "Inspect the Annual Return" to be displayed, fees payable and contact for requesting.

## Appendix 1

### Essex Countywide Traveller Unit Joint Committee

#### Notice of conclusion of the audit and right to inspect the Annual Return Annual Return for the year ended 31 March 2014

Section 14 of the Audit Commission Act 1998

Accounts and Audit (England) Regulations 2011 (SI 2011/817)

<p>1. The audit of accounts for Essex Countywide Traveller Unit Joint Committee for the year ended 31 March 2014 has been concluded.</p> <p>2. The Annual Return is available for inspection by any local government elector of the area of Essex Countywide Traveller Unit Joint Committee on application to:</p> <p>(a) _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. Copies will be provided to any local government elector on payment of £____(b) for each copy of the Annual Return.</p> <p>Announcement made by: (c) _____</p> <p>Date of announcement: (d) _____</p>	<p>Notes</p> <p>(a) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p> <p>(b) Insert a reasonable sum for copying costs</p> <p>(c) Insert name and position of person placing the notice</p> <p>(d) Insert date of placing of the notice</p>
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BUSINESS RISK ASSESSMENT

RISK ASSESSMENT COMPLETED BY

DATE

FUNCTION / SERVICE / TEAM

Essex Countywide Traveller Unit

PROJECT / PROGRAMME (if applicable)

Joint Committee high level risks

Risk No.	Details of Risk Event	Cause / Triggers	Impact / Consequences	Review period	Current Assessment of Risk			Risk Owner	Mitigation Approach	Mitigating Actions / Controls	Review period	Control Owner	Controlled Assessment of Risk		
					Current controls in place								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 Reduce service levels		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		5	1	5	SA	Treat	Lobby partner for early commitment to renew Reduce service levels proportionate to partner buy in		SA/AL	4	1	4
3	ECTU perceived as not delivering expected service by stakeholders	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		4	3	12	SA	Treat	Inform members of service/regular comms Ensure SPOCs are informed Comms strategy/press releases for wider stakeholders		SA	2	2	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		SA	4	1	4

