

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

Members of the Committee present:

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

Substitutes and other Members present:

Paul Downes	Essex Police
Julian Ashley	Essex Fire & Rescue

Also present was:

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

1. Apologies and Substitution Notices

Apologies were received from Chief Inspector Craig Carrington and Jane Gardner

2. Minutes

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

3. Declarations of Interest

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

4. Matters Arising

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

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

5. Finance and Audit Report

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

Members noted the following:

Key Information for the 2015/16 reporting season

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

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

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

6. Operations Report

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

Members noted and discussed keys issues related to:

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

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

7. **Action Plan January 2015 to October 2015**

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

8. **Report on Effectiveness of Internal Controls**

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

Members noted and **agreed** the report.

9. **High Level Risk Assessment**

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

10. **Review of Code for Unauthorised Encampments**

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

11. **October 2015 Renewal Process**

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

12. **Any Other Business**

There were no further items discussed.

13. Date of Future Meeting(s)

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

There being no further business the meeting closed at 12.00pm

Chairman