

To: Members of the Communities
Scrutiny Committee

Date: 20 July 2021

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Dear Councillor

You are invited to attend a Special Meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **10.00 am** on **MONDAY, 26 JULY 2021 VIA VIDEO CONFERENCE**.

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATION OF INTERESTS

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT MATTERS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

4 GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT - REPORT BY THE TASK AND FINISH GROUP (Pages 3 - 32)

To consider a joint report by the Strategic Planning and Housing Manager and the Lead Project Manager (copy attached) which:

- (i) presents the Committee with the Task and Finish Group's initial report on its work to support the development of the statutory Gypsy and Traveller Accommodation Assessment; and
- (ii) seeks Members' endorsement of the Assessment Work Brief along with the proposed Engagement and Communications Plan, as well as the approach adopted with a view to delivering Denbighshire's Assessment in line with Welsh Government guidance

MEMBERSHIP

Councillors

Councillor Huw Williams (Chair)

Councillor Graham Timms (Vice-Chair)

Brian Blakeley
Rachel Flynn
Alan Hughes
Tina Jones
Merfyn Parry

Anton Sampson
Peter Scott
Glenn Swingler
Cheryl Williams

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Report to	Communities Scrutiny Committee
Date of meeting	26th July 2021
Lead Member / Officer	Councillor Barry Mellor Chair – Gypsy and Traveller Accommodation Assessment Task and Finish Group
Report authors	Angela Loftus (Strategic Planning & Housing Manager) & Kim Waller (Lead Project Manager)
Title	Gypsy & Traveller Accommodation Assessment – report back to Scrutiny from the Task & Finish Group

1. What is the report about?

1.1. The Housing (Wales) Act 2014 requires that an assessment of accommodation needs of Gypsies and Travellers must be undertaken and submitted to Welsh Government every 5 years. The Council is now required to undertake a new assessment, as our existing assessment was originally submitted in February 2016. Following a report to Scrutiny Committee on 13th May 2021, a Task and Finish Group was established to support work on the new assessment. The agreed Terms of Reference for the group are attached as Appendix 1. This report provides an update on the work of the Task and Finish Group.

2. What is the reason for making this report?

2.1. The purpose of this report is to update Scrutiny Committee on the work of the Task and Finish Group and to enable Members to consider the findings and recommendations of the Group. At this stage, the two key outputs are the work brief (attached as Appendix 2) and the Stakeholder Engagement and Communications Plan (attached as Appendix 3) which have been developed to support the delivery of the Gypsy and Traveller Accommodation Assessment (GTAA) in line with the Welsh Government methodology. Work on the assessment has not yet started and this report seeks Scrutiny Committee confirmation that Members are satisfied that the approach

proposed is robust and in line with Welsh Government methodology, together with Committee endorsement to start the assessment.

3. What are the Recommendations?

3.1. That Scrutiny considers and endorses:

a) The Gypsy and Traveller Accommodation Assessment Work Brief (attached as Appendix 2)

b) The Stakeholder Engagement and Communications Plan (attached as Appendix 3)

3.2 That Scrutiny confirms support for the approach adopted for the delivery of Denbighshire's Gypsy and Traveller Accommodation Assessment as being robust and in line with Welsh Government guidance and endorses the start of the assessment.

4. Report details

Background

4.1. The Housing Act (Wales) 2014 places a legal duty on Local Authorities to assess the accommodation needs of Gypsies and Travellers (Section 101) and subsequently meet those needs (Section 103). There is a legal requirement (Housing (Wales) Act 2014) for GTAAs to be undertaken as a minimum every 5 years and the Council is now required to undertake a new Assessment. An up to date GTAA is also a requirement for the replacement Local Development Plan. The deadline for the GTAA to be submitted to Welsh Government is 24th February 2022.

4.2. Welsh Government have published detailed statutory guidance '*Undertaking Gypsy and Traveller Accommodation Assessments*'. This forms the basis for undertaking the GTAA and Welsh Government will assess the completed GTAA against this methodology.

4.3. A robust project management approach is being adopted with the establishment of a Member-led Project Board, with the Leader and Lead Member working with Senior Officers to direct this work ensuring Member involvement, openness and transparency throughout the process.

- 4.4. Consultants have been commissioned jointly with Conwy County Borough Council to undertake the new GTAA on behalf of both Councils and it is proposed that recommendations from the Task and Finish Group should be incorporated into the work brief for the consultants to ensure that the new GTAA responds to any perceived gaps in information and process. The draft Work Brief takes on board discussions and recommendations from the Task and Finish Group and is attached as Appendix 2. Although the work has been jointly commissioned separate assessments and reports will be produced for each authority. The WG GTAA methodology encourages partnership working with the aim of getting a better understanding of need and travelling patterns across administrative boundaries; a consistent approach; economies of cost and scale; and reduced risks of double counting.
- 4.5. In order to help to address concerns previously raised by elected Members and Scrutiny Committee regarding the level of consultation with Gypsy and Traveller communities and the need for early engagement with Scrutiny Committee, it was proposed by the GTAA Project Board that a Task and Finish Group should be established to provide input and support to inform the development of the new GTAA. The proposal to establish a Task and Finish Group, together with Terms of Reference, was agreed by Communities Scrutiny Committee at its meeting on 13th May 2021.
- 4.6. The purpose of the Group is to ensure that the approach taken to deliver the new GTAA complies with the Welsh Government methodology and that previous feedback is taken into account within the new document in line with Scrutiny requirements. In addition, the Group will monitor progress and advise as necessary on the delivery of the Assessment. A key role has been to help to develop a suitable stakeholder communications plan that will satisfy Scrutiny concerns and requirements. The draft Stakeholder Engagement and Communications Plan is attached as Appendix 3. The role of the Group is to support the delivery of the new GTAA and does not include any work on site selection or responding to other ongoing operational matters around Gypsy and Traveller sites or unauthorised encampments.
- 4.7. The Group comprises one elected Member appointed by each of the Council's Member Area Groups, to ensure geographic spread. The Group is chaired by Councillor Barry Mellor and is being supported by the Corporate Director Economy and Public Realm, Head of Planning, Public Protection and Countryside Services, Service representatives and the Corporate Project Manager. The Lead Member, Councillor Mark Young has attended meetings as an observer at the invitation of the Task and

Finish Group. The company working on behalf of the Council, Opinion Research Services (ORS) has also attended Group meetings to meet the members and outline the methodology and answer any questions raised. The Task and Finish Group has met four times and discussions have included the Welsh Government methodology, project structure, data sources, engagement and communications and data analysis.

- 4.8. To date the work of the Group has focussed on developing the delivery approach and stakeholder engagement and communications plan for the Gypsy and Traveller Accommodation Assessment, however further meetings are planned in the autumn to enable the Group to monitor progress on the assessment and review the emerging draft GTAA report.

5. How does the decision contribute to the Corporate Priorities?

Completion of the GTAA will contribute to the Corporate priority: Housing by identifying the accommodation needs of the Gypsy and Traveller community.

6. What will it cost and how will it affect other services?

Consultants have been procured jointly with CCBC to undertake the GTAA. The DCC commitment of £5.5k will be met from the LDP budget.

The controversial nature of this work and the proposal for a more detailed stakeholder engagement and communication plan will place greater demands on the Strategic Planning and Housing Team than other needs assessments required by the LDP. Consultation with Gypsy and Traveller families is an essential aspect of the GTAA process. Education and Social Care services in particular will have a key role in the dissemination of information relating to the consultation and the identification of existing families who may have a need during the consultation stage of the project.

7. What are the main conclusions of the Well-being Impact Assessment?

A Well-being Impact Assessment is being carried out for the project. However, this report provides an update on the work of the Task and Finish Group and an assessment is not required at this stage.

8. What consultations have been carried out with Scrutiny and others?

The Task and Finish Group established by this Committee has met four times to date and discussions have informed the development of the Stakeholder Engagement and Communications Plan and Work Brief.

9. Chief Finance Officer Statement

As set out in Section 6 there are no direct costs related to the work of the Task and Finish Group and it is welcome that the initial costs of consultants have been taken account of within existing budgets. The position will need to be monitored carefully over the coming months.

10. What risks are there and is there anything we can do to reduce them?

There are a significant number of risks to the project that have been identified and will feed into the full project business case risk assessment process. The adoption of a project management process to the delivery of a replacement GTAA is one step to reduce the risk. A lack of political support has been identified as a significant risk which has led to the clear need for the Leader and Lead Member to be fully engaged in the development of the project from the start. The establishment of the Task and Finish Group aims to ensure wider Member involvement in the project from the outset.

11. Power to make the decision

Section 101 - Housing (Wales) Act 2014

Section 21 of the Local Government Act 2000.

Section 7.4.1 and Section 7.4.2 (d) of the Council's Constitution.

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Scrutiny Task & Finish Terms of Reference

Gypsy & Traveller Accommodation Assessment (GTAA)

1. Membership

6 elected members – representatives appointed by each of the Council's Member Area Groups (to ensure geographic spread)

2. Officer Input

- Corporate Director Economy and Public Realm
- Head of Planning, Public Protection and Countryside Services
- Service representatives
- Corporate Project Manager

Invitations will also be extended to Travelling Ahead (Third Sector Advocacy organisation for Gypsies and Travellers funded by WG), North Wales Police Diversity Team.

The consultancy Opinion Research Services (ORS) will also be invited to meet the Task and Finish Group members and to attend to present updates as necessary.

3. Purpose of the Work

To ensure that the approach taken to deliver the new Gypsy and Traveller Accommodation Assessment complies with the Welsh Government methodology and that previous feedback is taken into account within the new document in line with Scrutiny requirements.

To monitor progress and advise as necessary on the delivery of the Assessment. To help to develop a suitable stakeholder engagement plan that will satisfy Scrutiny concerns and requirements.

This work will be responsible for supporting the delivery of the new Gypsy and Traveller Accommodation Assessment document. This work **will not** include any site selection or respond to/review other ongoing operational matters around Gypsy and Traveller sites or encampments.

4. Sphere of Work

For Members to:

- gain an understanding of the work area including the statutory responsibilities for a GTAA
- contribute to the development of the GTAA work brief and monitoring that this will comply with the requirements and methodology set out by Welsh Government (including considerations around consultation with Gypsy and Traveller families) and address the previous recommendations raised through the Scrutiny process
- identify key stakeholders and contribute to the development of a Stakeholder Engagement plan (both for the Gypsy and Traveller

Appendix 1

community as part of the GTAA process and the wider stakeholders as part of the project communications plan)

- monitor and advise as necessary on the delivery of the Assessment and subsequent report to ensure compliance with both WG methodology and Scrutiny recommendations

5. Timescales

Due to statutory deadlines for the submission of the GTAA it will be necessary for the Task and Finish group to meet several times over the first few months in order to develop and agree with Scrutiny Committee the delivery approach and stakeholder engagement plan for the work.

The group's focus will then move from assisting the development of the delivery approach to become one around monitoring. Meetings will be set in line with the project delivery plan (currently under development).

The Task and Finish Group meetings are expected to take place as follows:

Meeting 1 – 19 May 2021	
Purpose	Attendees
Develop an understanding of the project, agree terms of reference and tasks required. Identify key stakeholders.	Task and Finish Group members ORS Consultants With invitations to Travelling Ahead & North Wales Police
Meeting 2 – 11 June 2021	
Purpose	Attendees
Review GTAA methodology and consultants work brief. Develop and review draft communications and stakeholder engagement plans.	Task and Finish Group members Lead Member With invitations to Travelling Ahead & North Wales Police
Meeting 3 – 24 June 2021	
Purpose	Attendees
Further review of work brief / stakeholders communication plan Draft and agree report to Scrutiny	Task and Finish Group Members Lead Member With invitations to Travelling Ahead & North Wales Police
Meeting 4 – 5 July 2021	
Purpose	Attendees
Further review of work brief / stakeholders communication plan Draft and agree report to Scrutiny	Task and Finish Group Members Lead Member With invitations to Travelling Ahead & North Wales Police
Meeting 5 – Report to Scrutiny Committee End July 2021 (TBC)	
Purpose	Attendees

Appendix 1

Present report, draft work brief and stakeholder engagement plan to Communities Scrutiny Committee	Task and Finish Group Chair
Meeting 6 – September 2021 *	
Purpose	Attendees
Review progress of the GTAA consultation	Task and Finish Group Members Consultants With invitations to Travelling Ahead & North Wales Police
Meeting 7 – Date TBC*	
Purpose	Attendees
Review draft GTAA report in preparation for Scrutiny meeting in November 2021	Task and Finish Group Members Consultants
Meeting 8 – Report to Scrutiny Committee – Date TBC*	
Purpose	Attendees
Present T&F group update in relation to the GTAA report to Communities Scrutiny Committee	Task and Finish Group Chair
*Dates will be subject to relaxation of WG Covid restrictions around consultation with the Gypsy and Traveller community	

6. Governance

The Task and Finish Group will report its findings, conclusions and any proposed recommendations to Communities Scrutiny Committee.

7. Administration

An officer from Planning, Public Protection and Countryside Services will provide administrative support to the Task and Finish Group. They will be responsible for keeping an appropriate record of the Group's proceedings which shall be made available upon request to elected members and/or Democratic Services staff.

Elected Members:

1 representative from each Member Area Group (MAG)

Dee Valley: Cllr Alan Hughes

Denbigh: Cllr Gwyneth Kensler

Elwy: Cllr Peter Scott

Prestatyn: Cllr Hugh Irving

Rhyl: Cllr Barry Mellor

Ruthin: Cllr Martyn Holland

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Gypsy & Traveller Accommodation Assessment (GTAA)

Work Brief

Background

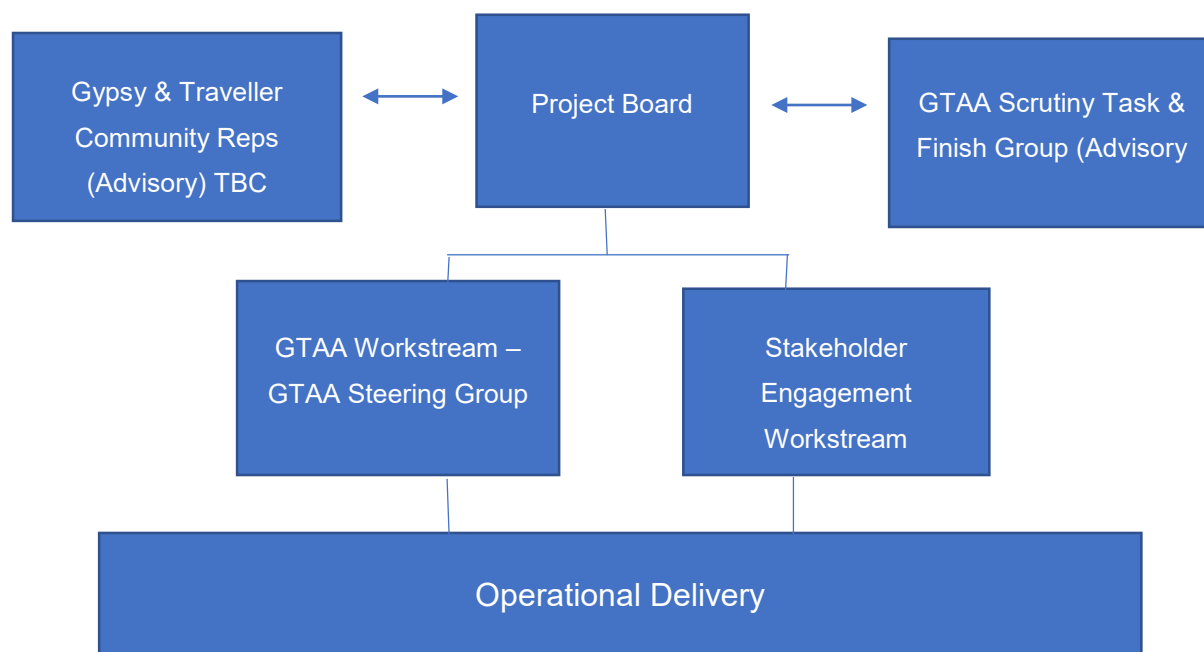
The Housing Act (Wales) 2014 places a legal duty on Local Authorities to assess the accommodation needs of Gypsies and Travellers (Section 101) and subsequently meet those needs (Section 103). There is a legal requirement (Housing (Wales) Act 2014) for GTAAs to be undertaken as a minimum every 5 years and the Council is now required to undertake a new Assessment. The deadline for the GTAA to be submitted to Welsh Government is 24th February 2022. An up to date GTAA is also a requirement for the replacement LDP and must stand up to scrutiny from the Independent Planning Inspector.

Welsh Government have published statutory guidance '*Undertaking Gypsy and Traveller Accommodation Assessments*' and will assess the completed GTAA against this methodology. The guidance sets out clear stages and tasks to be followed when undertaking a GTAA. This forms the basis for this work brief. Input from discussions and recommendations from the Scrutiny Task and Finish Group have been incorporated into the work brief. A detailed timeline is attached.

Project structure and management

The WG GTAA methodology requires that a project Steering Group is established. There has been a more comprehensive and robust project structure developed for managing the Denbighshire GTAA, including establishment of a member-led Project Board and a Scrutiny Task and Finish Group. This is above the requirements set out within the methodology and includes a role for elected members within the project structure through a Scrutiny Task and Finish Group.

Project Structure diagram for the delivery of the GTAA



Project Board – This is a project management requirement and is not a requirement of the WG GTAA methodology. A project Management Board has been established with the purpose of ensuring that this piece of work is Member-led through inclusion of the Leader of the Council and the Lead Member.

The role of the Project Board is to manage the delivery of the project, secure resources for the project, and ensure communication about the project.

Membership comprises:

- Cllr Hugh Evans - Leader of the Council
- Cllr Mark Young - Lead Member for Planning, Public Protection and Safer Communities
- Graham Boase - Corporate Director: Economy and Public Realm
- Emlyn Jones - Head of Planning, Public Protection & Countryside Services
- Gary Williams - Head of Legal, HR and Democratic Services

Support is provided by the Corporate Project Manager and Strategic Planning & Housing Manager.

Scrutiny Task and Finish Group – This is not a requirement of the WG GTAA methodology. The role of the Task and Finish Group as defined in the agreed Terms of Reference is to monitor adherence to the methodology, advise on the development of the Stakeholder Engagement Plan and report to Communities Scrutiny Committee.

GTAA Steering Group – There is a requirement as set out within the WG GTAA methodology that a Steering Group should be established. The methodology sets out the role and membership of the Steering Group. The focus of this Group is to provide operational support to those undertaking the study.

The role of the Steering Group as set out in the WG methodology is to confirm details of the commission with the researcher, publicise the study, provide local knowledge and cultural guidance, provide feedback to consultation participants and stakeholders, ensure results are taken seriously and acted on.

Membership as set out in the methodology comprises:

- Local authority housing and planning professionals
- Consultant if employed
- Representatives of the local Gypsy and Traveller community
- Organisations working to support Gypsy and Traveller Communities (Travelling Ahead)
- Lead Councillor (Equality or Planning portfolio holder)

It is not the role of the Steering Group to undertake the assessment or scrutinise the data or study conclusions.

The GTAA Steering Group should endeavour to include Gypsy and Traveller representatives on the Group to represent the views and interests of the Gypsy and Traveller community. Recruitment to this may be challenging and it may be more likely to be achieved through a similar Task & Finish Group structure as with the elected members group. Travelling Ahead are currently liaising with members of the Gypsy and Traveller community to seek support and input.

Consultants

The WG methodology allows for external consultants to be engaged to undertake the Accommodation Needs Assessment. Opinion Research Services (ORS) have been

commissioned to undertake the assessment on behalf of Denbighshire County Council and Conwy County Borough. Separate reports will be developed for each authority.

Analysis of existing data sources

The GTAA methodology sets out the requirement for the GTAA to review secondary data and includes a list of data sources. This secondary data can help to give approximations of need, a basic knowledge base and an indication of how to identify community members.

The WG methodology includes the following list of secondary data sources to be reviewed as a minimum, to be used to inform the assessment:

- Census 2011 (2021 Census data will be more up to date but not available for this assessment)
- Housing records, including waiting list data, tenants, RSL data relating to residents or waiting list information. Supporting People staff may also have information which could help to identify community members
- Planning records including planning applications and information on unauthorised encampments or developments
- WG caravan count and sites database
- Traveller Education records
- Liaison officer/Gypsy and Traveller support organisations (such as Travelling Ahead)

In addition to the quantitative data listed in the WG methodology the following will help to identify additional 'qualitative' information to inform the narrative/understanding of the travelling behaviours:

- Any additional information arising from DCC welfare visits to unauthorised encampments that can inform the narrative / understanding around the need of Transit visitors
- Online survey of all elected members
- Online survey of Town, City and Community Councils

The consultants will review the information and data collected to help to identify Gypsy and Traveller families to be interviewed and understand travelling patterns.

Promoting the study and awareness raising

The next step is to identify known Gypsies and Travellers in the area and seek to survey each household's accommodation needs.

The Welsh Government GTAA methodology sets out that Local Authorities must be able to demonstrate that they have consulted with as many Gypsies and Travellers as possible 'resorting to' or 'residing' in the area.

The WG GTAA methodology contains an engagement checklist which should be followed as a minimum. The aim is to raise awareness of the Assessment so that members of the Gypsy and Traveller community have the opportunity to engage. The checklist includes:

<ul style="list-style-type: none">• Visit every Gypsy and Traveller household identified through the data analysis process up to 3 times, if necessary
<ul style="list-style-type: none">• Publish details of the GTAA process, including contact details to allow community members to request an interview, on the Local Authority website, Travellers' Times website and World's Fair publication.
<ul style="list-style-type: none">• Consult relevant community support organisations
<ul style="list-style-type: none">• Develop a Local Authority waiting list for both pitches and housing, which is accessible and communicated to community members
<ul style="list-style-type: none">• Endeavour to include Gypsies and Travellers on the GTAA project steering group.
<ul style="list-style-type: none">• Ensure contact details provided to the Council by community members through the survey process are followed up and needs assessed.
<ul style="list-style-type: none">• Consider holding on-site (or nearby) GTAA information events to explain why community members should participate and encourage site residents to bring others who may not be known to the Council.

The World's Fair publication referred to no longer exists and the Travellers' Times does not take GTAA adverts. We will publish on the Council's website, community support organisation websites, social media channels and any other community publications with contact details to allow community members to get in touch and have the opportunity to participate.

In addition to the minimum requirements set out in the Welsh Government GTAA methodology the following should be used to promote the Assessment and identify members of the Gypsy and Traveller community:

- If elected members have local information they may pass this onto the consultant
- Elected members could promote the survey within their wards –members could ensure that leaflets are displayed in key local facilities i.e. shops, community centres in their wards
- City, Town & Community Councils could help to publicise via community notice boards
- BCUHB may be able to assist. Health visitors are most likely to have direct contact with households from this target group
- Education, housing and social care teams may be able to promote the Assessment through their front line workers
- Churches and faith groups could help to promote the Assessment
- Given Covid -19 / social restrictions a face to face drop in option would not be appropriate or suitable at this current time
- Seek advice from Gypsy and Traveller representative groups / individuals (such as Travelling Ahead) on other ways to promote the survey.

Further detailed information is set out in the Stakeholder Engagement and Communication Plan.

Target group – a definition for the target group for the GTAA is set out in the Welsh Government GTAA methodology. The definition of ‘Gypsies and Travellers’ for the purposes of this accommodation assessment process is contained within section 108 of the Housing (Wales) Act 2014.

Gypsies and Travellers means:

- *“(a) Persons of a nomadic habit of life, whatever their race or origin, including:*
- *persons who, on grounds only of their own or their family’s or dependant’s educational or health needs or old age, have ceased to travel temporarily or permanently, and*
- *members of an organized group of travelling show people or circus people (whether or not travelling together as such); and*
- *all other persons with a cultural tradition of nomadism or of living in a mobile home.”*

The intention of the above definition is to ensure ethnic Romani Gypsies and Irish Travellers are included, as well as those from any ethnic group who follow a nomadic habit of life

The definition also includes Travelling Showpeople. New Travellers could also be captured by the definition if they can demonstrate a cultural tradition of nomadism and of living in mobile homes.

Members of these communities do not necessarily need to demonstrate a continued nomadic habit of life to be considered to be Gypsies or Travellers for the purposes of this assessment.”

The definition of Gypsies and Travellers would not include everyone living in a mobile home but as set out in the definition provided, relates to cultural traditions of nomadism.

Undertaking the Assessment – conducting a specialist survey

The consultation will use a census type approach and the Welsh Government methodology includes a universal questionnaire developed by Welsh Government for the purpose of the GTAA which must be used.

The consultants' researchers will complete the questionnaire during a conversation with a member of each Gypsy & Traveller household in the area. This should avoid the potential for literacy issues and ensure a higher rate of participation than a mailshot, as well as providing the opportunity for clarification if questions have been misunderstood. The researchers will also record any additional qualitative information which comes from the discussion with individuals to provide as much data as possible to inform the Assessment. The researchers will seek to conduct interviews with all households on known sites and encampments.

The consultants will also work closely with the Council and Steering Group members to identify any unauthorised encampments that occur during the study and seek to interview these households.

In line with the WG methodology and the engagement checklist, the consultants will make 3 attempts to make contact with each Gypsy and Traveller household for the purpose of the Assessment. A record of contact attempts will be maintained by the consultants.

Analysing the Data – assessing accommodation needs

Data collected through the review of secondary data sources together with information from questionnaires completed during interviews with Gypsy and Traveller households will be analysed and will form the basis of the GTAA.

The consultants will also liaise with neighbouring authorities to establish where any need is arising from, get a better understanding of travelling patterns, and avoid double counting.

The Consultants will analyse and interpret the data. This will inform the content of the GTAA report.

The GTAA report will follow a similar format to the previous report in line with Welsh Government methodology. The report will draw on all the evidence collected during the study period including the data review; stakeholder interviews and full analysis of the outcomes of interviews with the Gypsy and Traveller community. In order to meet the requirements of Welsh Government methodology the report will:

- Provide details of how the assessment was carried out
- Contain a summary of the consultation that was carried out in connection with the assessment and the responses received to the consultation
- Provide details of any accommodation needs identified by the assessment

Data will be made available to the Task and Finish Group in order to understand the findings of the GTAA. Data sharing will comply with all appropriate legislation. Data within the final GTAA report will be anonymised and must also comply with GDPR requirements.

The Task and Finish Group will review progress of the assessment in September 2021, followed by a meeting to review the draft GTAA report when completed. The Task and Finish Group will then report back to Communities Scrutiny Committee. Recommendations from Communities Scrutiny Committee will be reported to Cabinet and submission of the final draft GTAA report to Welsh Government will be subject to Cabinet approval.

Gypsy and Traveller Accommodation Assessment - Indicative Work Brief Action Plan & Timeline

Activity	Lead	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March
Project Structure & Management												
Establish Scrutiny Task & Finish Group	DCC											
Scrutiny Task & Finish group mtgs to review approach to GTAA & support development of Stakeholder Engagement Plan	DCC											
Report to Communities Scrutiny Committee to seek support to begin the GTAA process	DCC											
Data												
Review Census 2011 data	ORS											
Contact DCC departments and other identified parties re. available data (Housing, RSLs, Supporting People, Planning, Traveller Education, Liaison Officer)	DCC											
Collate data from caravan count / DCC held data on unauthorised encampments	DCC											
Contact Traveller support organisations - Travelling Ahead	ORS											
Collate information from DCC welfare visits	DCC											
On-line survey of all Elected Members	ORS											
Online survey of Town, City and Community Councils	ORS											
Contact neighbouring local authorities	ORS											
Contact any other key stakeholders who may have relevant information particularly around travelling behaviours	ORS											
Promoting the study and awareness raising												
Publish details of the GTAA Process including Local Authority website and via support organisations	DCC											
Issue Press Release / Information on DCC website/social media prior to any reports to committee and to publicise the Assessment process	DCC											
Provide elected members with some posters to display in local community facilities	DCC											
Provide City, Town and Community Councils with posters to display on local notice boards	DCC											
Consult relevant community support organisations												
Develop a local authority waiting list for both pitches and housing, which is accessible and communicated to community members	TBC											
Endeavour to include Gypsies and Travellers on the GTAA Steering Group	Travelling Ahead / DCC											
Ensure Contact details provided to the Council by community members through the survey process are followed up and needs assessed	ORS											
Send emails/virtual leaflets to front line teams including education, housing, social care, BCUHB frontline staff, NWP	DCC											
Send emails/virtual leaflets to relevant Churches/Faith Groups	ORS/DCC/ Travelling Ahead											
Seek advice from Gypsy and Traveller rep groups (i.e. Traveller ahead) and community members on ways to promote the survey.	ORS/DCC/ Travelling Ahead											

Activity	Lead	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March
Undertaking the Assessment – conducting a specialist survey												
Complete the survey with participants - Gypsy and Traveller Households who are 'resorting' or 'residing' in Denbighshire												
Analysing the Data - assessing accommadtion needs												
Initial Data Analysis and interim progress update to Project Board and Scrutiny Task & Finish Group	ORS											
Full Data Analysis of all data	ORS											
Draft GTAA report to Project Board and Scrutiny Task & Finish Group	ORS											
DCC Reporting Route												
This will be developed by the Project Board to ensure that elected members are kept updated at appropriate intervals both on the progress of the Assessment and on the findings of the report	DCC - Project Board											
Report to Communities Scrutiny Committee (Date Provisional)	DCC - T&F grp											
Report to Cabinet (Date Provisional)	DCC											
Submission to WG (Subject to Cabinet Approval)	DCC											

Gypsy and Traveller Accommodation Assessment Stakeholder Engagement and Communication Plan Draft - July 2021

Background

The following Stakeholder Engagement and Communications Plan has been developed to support the delivery of the Gypsy and Traveller Accommodation Assessment (GTAA) in line with the Welsh Government (WG) methodology and accompanying work brief. This plan has been developed in response to previous recommendations from Communities Scrutiny Committee around the need for early member engagement on work around Gypsy and Traveller Accommodation and the need for more engagement with the Gypsy and Traveller community within the GTAA process.

The Stakeholder Engagement and Communications plan has been developed with support from the following:

- GTAA Project Board
- DCC Officers – including Strategic Planning and Housing, Property Services, Communications and Public Engagement
- Travelling Ahead (Gypsy and Traveller Advocacy Organisation)
- Regional Community Cohesion Officer
- BCUHB
- NWP
- GTAA Scrutiny Task & Finish (T&F) group

The development of this Plan has been completed with the support of the GTAA Scrutiny Task & Finish group.

This plan is not intended to be a static document and may evolve as the project and the Gypsy and Traveller Accommodation Assessment (GTAA) process progresses.

Monitoring and Review

It is proposed that the progress on the plan can be reviewed by the GTAA Scrutiny Task and Finish group at the next scheduled monitoring meeting (expected to take place in Sept 21).

Aim 1: Ensure open and transparent engagement and communications on the Gypsy and Traveller Accommodation Assessment project across all stakeholder groups

Objectives:

1. To engage with Elected Members at an early stage
2. To engage and communicate with all stakeholders during the course of the GTAA process

*All timescales are provisional and are dependent on project progress

Activity	Stakeholders	Areas of interest	Method	Lead	Provisional Timescales*
Establish Project Board ensuring member involvement at a senior level. Responsible for overall project reporting.	Leader Lead Member Director Head of Services	All aspects of project management. Legislation. Project Reporting. Project Communications.	Terms of Reference Monthly meetings Cabinet reports Scrutiny Reports	Director/ Leader/Lead Member	January 21 for duration of the project
Establish Scrutiny Task & Finish Group to provide a monitoring / Quality Assurance role for GTAA process and Stakeholder Engagement Plan	6 x Elected Members from the Member Area Groups	Legislation. Application of the WG methodology. Effective communications and engagement	Terms of Reference 6 + meetings and associated papers Scrutiny Reports	Director/Head of Service	May - July 21 Sept 21 Oct 21
Establish GTAA Steering group as a requirement of WG methodology to advise on cultural requirements, local knowledge and promotion of the GTAA	As set out in methodology: Officers from Housing / Planning Lead Member Gypsy and Traveller rep organisation (Travelling Ahead)	Application of the WG methodology Participation	Terms of Reference 2 + meetings	Strategic Planning and Housing Manager	June/July 21 – then as required

Work with Travelling Ahead to explore options to enable Gypsy and Traveller community members to contribute to GTAA Steering group	Travelling Ahead Gypsy and Travellers DCC Officers from Housing/Planning	Participation Ensuring cultural understanding Application of the WG methodology	Support to access meeting Or Focus group info	Strategic Planning and Housing Manager	June/July 21 – then as required
Ensure that the consultant commissioned to deliver the GTAA is aware of the key stakeholders and project requirements	Opinion Research Services	Legislation Application of the WG methodology Participation Reporting requirements	Emails Meetings Project Brief Stakeholder Engagement Plan	Strategic Planning and Housing Manager	May 21 – on-going
Establish working group to explore Stakeholder engagement/develop stakeholder engagement action plan	DCC Officers Travelling Ahead BCUHB NWP Regional Community Cohesion Team	Engagement / communication during project.	2+ Meetings Emails	Project Manager	May/June 21
Ensure all Elected Members are kept informed of the GTAA project	All Elected Members	Purpose and need for GTAA. Legislation. Member involvement. Participation. Timescales. Outcome of the Assessment	Council Briefings Committee meetings/reports Briefing Notes Email Press Releases Committee reports FAQs	Lead Member/Leader/ Chair of T&F group/ Scrutiny T&F grp members	January 21 – ongoing at key milestones including start of Assessment, completion of report, outcome of the report
Ensure that any new Elected Members are provided with an introduction to the project	New Elected Members	Purpose, need and benefits for the GTAA Legislation Cultural Awareness	Meeting Reports Background docs	Leader/Lead Member	Individuals as required and following any election period

Ensure wider stakeholders are informed of the GTAA project	MSs/MPs City, Town & Community Councils Residents – from the Settled community and the Gypsy and Traveller community Business community	Open and transparent process. Purpose and need. Timescales. Outcome of the Assessment	Press releases Media updates DCC Website DCC Social Media County Voice Committee meetings / reports FAQs	Communications & Marketing Mgr / Project Manager	May 21 – on going at key milestones including start of Assessment, outcome of report
Ensure Welsh Government are kept informed on progress or any queries around the application of the GTAA methodology.	Welsh Government Officers /Ministers	Correct application of the GTAA methodology. Legislation. Timescales.	Emails Submission of GTAA Report	Strategic Planning and Housing Manager	Jan 21 – on-going as required. Report deadline Feb 22
Promote positive relations between all communities through the engagement and communications activities for the GTAA project	Equalities Commission	Legislation	Emails (to respond to any queries raised)	Strategic Planning and Housing Manager	Communications with Equality Commission likely to only be required if there are any areas of concern/queries raised

Aim 2: Targeted Engagement / Communications to ensure maximum data is acquired to inform the Gypsy and Traveller Accommodation Assessment. This will be through the completion of questionnaires with Gypsy and Traveller households and the collection of relevant data from other sources.

Objectives:

1. To ensure front line staff who may have contact with Gypsy and Traveller families are aware of the Assessment and can advise households on how to participate
2. To raise awareness within the Gypsy and Traveller community of the Assessment and how to participate
3. To identify and capture any relevant data around Residential and Transit need to inform the GTAA

*Timescales are provisional and are dependent on project progress

Activity	Stakeholders	Areas of interest	Method	Lead	Provisional Timescales*
Contact relevant services to identify whether they hold any data which may inform the GTAA	DCC Frontline services to include Education, Social Care, Housing Registered Social Landlords BCUHB: To include health visitors and GP surgeries (this list may be extended - to be informed further by BCUHB engagement team) NWP community policing teams Gypsy and Traveller representative organisations including Travelling Ahead	Purpose and benefits Types of information GDPR requirements Timescales	Email / letter Meeting Phone Call	Strategic Planning and Housing Manager	Prior to and at the start of the Assessment

Provide an opportunity for elected representatives to input any local knowledge of Gypsy and Traveller families / unauthorised encampment patterns in their area into the Assessment process	Elected Members City, Town and Community Council	Purpose and benefits Who is eligible Practical details of participation GDPR requirements Timescales	Email Online survey FAQs	Consultant (ORS) / Strategic Planning and Housing Manager	During the Assessment
Provide information on the assessment / how to get involved to front line staff who may have direct contact with Gypsy and Traveller families / households and be able to promote the assessment	DCC: Education, Social Care, Housing Registered Social Landlords BCUHB: To include health visitors and GP surgeries (to be informed further by BCUHB engagement team) NWP community policing teams Gypsy and Traveller representative organisations including Travelling Ahead Gypsy and Travellers	Purpose and benefits Who is eligible Practical details of participation. GDPR requirements Timescales Covid safe practice	Email Virtual Leaflet DCC Internal Staff Online Newsletter (Linc) BCUHB, Registered Social Landlords and NWP internal staff comms FAQs	Consultant (ORS) / Strategic Planning and Housing Manager	At the start of the Assessment Midway through the Assessment
Publish and promote details of the assessment / how to get involved directly to Gypsy and Traveller families through the Council's usual channels and	Local Media Current Gypsy and Traveller publications (i.e. Traveller Times) Faith organisations	Purpose and benefits Who is eligible Practical details of participation. GDPR requirements	Press Release Email/Briefing Note Virtual Leaflet Updated webpage information	Comms & Marketing Mgr/ Consultant (ORS) / Strategic Planning and	At the start of the Assessment and at regular intervals during the Assessment period

GT specific publications and through word of mouth within the Gypsy and Traveller community	Gypsy and Travellers	Timescales Covid safe practice	DCC Website / Social Media content	Housing Manager /Travelling Ahead	
Promote information on the assessment / how to get involved directly to Gypsy and Traveller families resident in the County via advertising in local venues. Request for Local Members and Town, City and Community Councils to place in prominent local facilities / noticeboards.	Elected Members Town, City and Community Councils Gypsy and Travellers	Purpose and benefits Who is eligible Practical details of participation i.e. who to contact GDPR requirements Timescales What and where Covid safe practice	Email / virtual leaflet plus Printed poster or leaflet	Lead Member / Chair of Scrutiny T&F grp	At the start of the Assessment – for the period of the Assessment
Promote the Assessment to transit households travelling through the County during the period of the assessment via front line staff who may have direct contact with Gypsy and Traveller families / households	Via: DCC: Education, Social Care, Housing BCUHB: To include health visitors and GP surgeries (to be informed further by BCUHB engagement team) NWP community policing teams Gypsy and Traveller representative organisations including Travelling Ahead	Purpose and benefits Who is eligible Practical details of participation i.e. who to contact GDPR requirements Timescales Covid safe practice	Email Virtual Leaflet	Consultant (ORS) / Strategic Planning and Housing Manager / Travelling Ahead	Throughout the Assessment

It is unknown if there will be unauthorised encampments during the period of the Assessment. Therefore, collate any relevant information /knowledge gathered through any welfare visits to unauthorised encampments to provide additional insight for the study.	DCC Officers Gypsy and Traveller Families/households	Any relevant information gathered through the course of the welfare discussion	Email Meeting Face to Face	Consultant (ORS) / Strategic Planning and Housing Manager	May 21 – onwards Prior to the start of the Assessment During the Assessment
Seek additional information on travelling behaviours, patterns etc to inform the GTAA from representative organisations	Use list within WG methodology. <i>* Info suggests that a number of these orgs may not still be operating.</i> Seek guidance from Travelling Ahead / WG on any new organisations.	Geography Purpose and benefits Who is eligible Practical details of participation / nature of the info required GDPR requirements Timescales	Email Phone Call Virtual Leaflet	Consultant (ORS) / Strategic Planning and Housing Manager	During the Assessment
Maximise engagement with all Gypsy and Traveller families identified for the GTAA through following up all referrals from other GT families and ensuring that 3 attempts to undertake the questionnaire are carried out.	Consultants (ORS) Gypsy and Traveller families / households	Purpose and benefits Who is eligible Practical details of participation / nature of the info required GDPR requirements Timescales Covid safe practice			
Engage with neighbouring Councils to avoid issues around 'double counting'	Housing / Planning Officers - North Wales local authorities	Info around Gypsy and Traveller accommodation commitments / needs. Transit patterns	Email Phone Call Meetings	Consultant (ORS) / Strategic Planning and Housing Manager	During the Assessment

Feedback to the participants of the GTAA regarding the outcome of the Assessment	Gypsy and Traveller families who have participated in the GTAA	Outcome of the Assessment Next steps	Phone Call Letter Meeting	Consultant (ORS) / Strategic Planning and Housing Manager / Travelling Ahead	On completion of the Assessment
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