

### Scrutiny Task & Finish Terms of Reference - DRAFT

#### 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

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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:

<b>Meeting 1 – W/C 17 May 2021 (TBC)</b>	
<b>Purpose</b>	<b>Attendees</b>
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
<b>Meeting 2 – w/c 7 June 2021 (TBC)</b>	
<b>Purpose</b>	<b>Attendees</b>
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
<b>Meeting 3 – w/c 21 June 2021 (TBC)</b>	
<b>Purpose</b>	<b>Attendees</b>
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
<b>Meeting 4 – w/c 1 July 2021 (TBC)</b>	
<b>Purpose</b>	<b>Attendees</b>
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
<b>Meeting 5 – Report to Scrutiny Committee End July 2021 (TBC)</b>	
<b>Purpose</b>	<b>Attendees</b>

## Appendix 1

Present report, draft work brief and stakeholder engagement plan to Communities Scrutiny Committee	Task and Finish Group Chair
<b>Meeting 6 – September 2021 *</b>	
<b>Purpose</b>	<b>Attendees</b>
Review progress of the GTAA consultation	Task and Finish Group Members Consultants With invitations to Travelling Ahead & North Wales Police
<b>Meeting 7 – Date TBC*</b>	
<b>Purpose</b>	<b>Attendees</b>
Review draft GTAA report in preparation for Scrutiny meeting in November 2021	Task and Finish Group Members Consultants
<b>Meeting 8 – Report to Scrutiny Committee – Date TBC*</b>	
<b>Purpose</b>	<b>Attendees</b>
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:** to be appointed

**Denbigh:** to be appointed

**Elwy:** to be appointed

**Prestatyn:** to be appointed

**Rhyl:** to be appointed

**Ruthin:** to be appointed

**Officer Support to the Group:**

Graham Boase (Corporate Director Economy and Public Realm), Emlyn Jones (Head of Planning, Public Protection and Countryside Services), Angela Loftus (Strategic Planning and Housing Manager), Kim Waller (Corporate Project Manager)

Appropriate Representative Travelling Ahead : to be appointed

Appropriate Representative North Wales Police: : to be appointed

\*Lead Member(s) can be invited as expert witness(es)

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