

Gypsy & Traveller Accommodation Assessment (GTAA)

Task and Finish Group Report November 2021

Purpose of the Group

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 complete and submit 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.

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 Attachment 1. This report provides an update on the work of the Task and Finish Group and presents the findings and recommendations of the Task and Finish Group.

Welsh Government have published detailed statutory guidance '*Undertaking Gypsy and Traveller Accommodation Assessments*'.¹ This forms the basis for undertaking the GTAA and Welsh Government will assess the completed GTAA against this methodology.

The purpose of the Group has been to provide quality assurance by ensuring that the approach taken to deliver the new GTAA has complied with the Welsh Government methodology and that previous feedback has been taken into account within the new

¹ <https://gov.wales/sites/default/files/publications/2019-03/undertaking-gypsy-and-traveller-accommodation-assessments.pdf>

Gypsy & Traveller Accommodation Assessment (GTAA)

Task and Finish Group Report (November 2021)

document in line with Scrutiny requirements. In addition, the Group has monitored progress and advised as necessary on the delivery of the Assessment.

GTAA 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 Task and Finish Group. This is above the requirements set out within the methodology and has included a role for elected members within the project structure through a Task and Finish Group.

The Project Structure is illustrated in the Work Brief endorsed by Communities Scrutiny Committee at its meeting on 26th July 2021 (which can be viewed as [Appendix 2 to business item 4](#) on that meeting's agenda) and comprised the following key groups.

Project Board – This is a project management requirement and is not a requirement of the WG GTAA methodology. A Project Management Board was 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 has been to manage the delivery of the project, secure resources for the project, and ensure communication about the project.

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 has been to monitor adherence to the methodology, advise on the development of the Stakeholder Communication and Engagement Plan and Work Brief 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. 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. It was proposed that an advisory group of Gypsy and Traveller community representatives could provide input to the project. Recruitment to this has been challenging and Travelling Ahead have liaised with members of the Gypsy and Traveller community to seek support and input.

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

Consultants

The WG methodology allows for external consultants to be engaged to undertake the Accommodation Needs Assessment. Opinion Research Services (ORS) were commissioned to undertake the assessment on behalf of Denbighshire County Council and Conwy County Borough Council. Separate reports have been developed for each authority.

Membership of the Task and Finish Group

The Group comprises one elected Member appointed by each of the Council's Member Area Groups, to ensure geographic spread. The Group has been chaired by Councillor Barry Mellor and has been 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 undertaking the GTAA 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 six times and discussions have included all aspects of the Welsh Government methodology, project structure, data sources, engagement and communications, data analysis and draft GTAA findings.

A summary of the issues discussed at each Task and Finish Group meeting is set out below:

Summary of Task and Finish Group meetings	
Meeting 1 19 th May 2021	<ul style="list-style-type: none">• Reviewed and agreed Terms of Reference for the Group• Agreed to invite Lead Member, Cllr Mark Young to all Group Meetings• Reviewed background and statutory requirements• Reviewed and agreed Project Structure and management• Discussed timetable for GTAA and future Task & Finish Group meetings
Meeting 2 11 th June 2021	<ul style="list-style-type: none">• Introduction to Opinion Research Services (ORS), consultants undertaking the GTAA on behalf of the Council and met ORS Project Lead• Reviewed WG GTAA methodology, including data assessment, publicity and engagement, conducting the assessment and calculating need
Meeting 3 24 th June 2021	<ul style="list-style-type: none">• Reviewed the project approach and agreed that they did not require any further information on the consultant• Agreed they were satisfied that project structure meets the requirements of the WG methodology• Received information on the new post of Gypsy, Roma, Traveller Liaison Officer• Discussed and understood the definition of Gypsies and Travellers for the purpose of the GTAA• Discussed how the assessment would be undertaken and the WG questionnaire to be used for the survey• Discussed engagement and communications to raise awareness of the GTAA. The WG methodology includes an engagement checklist to be followed as a minimum. Suggested additional engagement

Gypsy & Traveller Accommodation Assessment (GTAA)

Task and Finish Group Report (November 2021)

	<p>activities to be included in a draft Stakeholder Communication and Engagement Plan. Discussed ideas around ways to support the development of better relations between the Gypsy and Traveller community and the Settled community</p>
<p>Meeting 4 5th July 2021</p>	<ul style="list-style-type: none">• Reviewed and agreed draft GTAA Work Brief and proposed timeline• Reviewed and agreed draft Stakeholder Communication and Engagement Plan, developed with the support of DCC officers and members, Travelling Ahead (Gypsy and Traveller Advocacy Organisation), BCUHB, North Wales Police and the Task & Finish Group• Reviewed and agreed draft report to Communities Scrutiny (meeting 26th July 2021), providing an update of the work of the Task & Finish Group, seeking Scrutiny endorsement of the Work Brief & Stakeholder Communication and Engagement Plan, and agreement to start the Assessment process.• Agreed the Group would attend Scrutiny with Chair Cllr Barry Mellor presenting the report.
<p>Meeting 5 15th September 2021</p>	<ul style="list-style-type: none">• Report back from Scrutiny that Communities Scrutiny endorsed the Work Brief and the Stakeholder Communication and Engagement plan, supported the start of Assessment process and thanked the members of the Task & Finish group for their hard work.• Discussed interim progress report, with good progress reported and work still on-going.• Reviewed tasks agreed within the Work Brief and GTAA Stakeholder Communication and Engagement Plan to ensure compliance with WG methodology• Considered any gaps or challenges in complying with the WG methodology and identified any suitable actions

Gypsy & Traveller Accommodation Assessment (GTAA)

Task and Finish Group Report (November 2021)

	<ul style="list-style-type: none">• Received a progress update from ORS on data captured to date
Meeting 6 15 th November 2021	<ul style="list-style-type: none">• Reviewed and agreed they were satisfied with the delivery of the Work Brief and GTAA Stakeholder Communication and Engagement Plan.• Discussed challenges:<ul style="list-style-type: none">• Interviews - Due to the on-going pandemic ORS have offered face to face interviews but the preference of participants has been for telephone interviews. ORS have followed the market research Code of Practice and used the Welsh Government GTAA survey.• Engaging with the Travelling community - Despite the GRT Liaison Officer actively promoting the assessment at unauthorised encampments there has been no contact from travelling families to participate in the GTAA process.• Received overview of the engagement and promotion undertaken to promote the GTAA, a summary of the desk based examination of existing data undertaken by ORS and the results of the on-line member survey, completed by County Councillors, City, Town & Community Councillors.• Received summary GTAA analysis and findings for residential and transit needs. Agreed they were satisfied that the Welsh Government methodology has been applied appropriately to the analysis of need.• Noted the lack of engagement from the travelling community around transit provision but concluded that Denbighshire County Council and ORS had done everything they could have done and gone above and beyond the methodology requirements to promote the assessment.• Comments from the Task & Finish Group will inform a report to Communities Scrutiny Committee on 9th December 2021, presented by the Chair of the Task & Finish Group, Cllr Barry Mellor. Agreed

	Members of the Task & Finish Group could attend Community Scrutiny Committee meeting.
--	---

Delivery of GTAA Work Brief & Stakeholder Communication and Engagement Plan

The Welsh Government guidance '*Undertaking Gypsy and Traveller Accommodation Assessments*' sets out clear stages and tasks to be followed when undertaking a GTAA. This formed the basis for the Work Brief & Stakeholder Communication and Engagement Plan developed by the Task and Finish Group to support the delivery of the Gypsy and Traveller Accommodation Assessment (GTAA) in line with the Welsh Government methodology. Input from discussions and recommendations from the Task and Finish Group were also incorporated into these documents.

The Task and Finish Group presented the draft Work Brief and the draft Stakeholder Communication and Engagement Plan to Communities Scrutiny Committee on 26th July 2021 and Scrutiny endorsed both documents at this meeting (both of which can be viewed as [Appendices 2 & 3 to business item 4](#) on that meeting's agenda) Scrutiny Committee confirmed that it supported 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 endorsed the start of the assessment. It was at this stage, with the support of Scrutiny, that the GTAA was launched. Work on the Assessment was undertaken through August to October 2021.

The Work Brief and Stakeholder Communication and Engagement Plan included activities to meet the requirements of the WG methodology as well as additional activities important to the Council. These have provided the framework for undertaking the GTAA and a summary of activities required and work undertaken is set out in Attachment 2. The range of additional activities included an on-line survey for members and the involvement of members in promoting the survey – ensuring greater member involvement at this early stage.

A number of Gypsy and Traveller households resident in the County were identified through the process and contacted suggesting that the engagement process has been effective for that target group. These households were also asked about their travelling requirements. Despite the Council's Gypsy Roma Traveller Liaison Officer actively promoting the assessment at unauthorised encampments there has been no contact from travelling families to participate in the GTAA process. It has been possible to provide additional anecdotal information to support the unauthorised encampment data and ORS have used information from other areas to inform the GTAA around Transit need. The Task and Finish Group noted the lack of engagement from the travelling community around transit provision but concluded that Denbighshire County Council and ORS had done everything they could have done and gone above and beyond the methodology requirements to promote the assessment. This is an area that could be developed through the new Gypsy, Roma, Traveller Liaison Officer role in the future.

The Task and Finish Group reviewed the work undertaken at its meeting on 15th November 2021 and agreed that they were satisfied with the delivery of the Work Brief and Stakeholder Communication and Engagement Plan previously endorsed by Communities Scrutiny Committee.

Review of GTAA summary findings

A summary of the GTAA analysis and findings for residential and transit needs were presented to the Task and Finish Group at its meeting on 15th November 2021. The findings conclude that:

- There is a need for 8 residential pitches to meet the identified needs of 3 households/ extended family groups in the County.
- There is no evidence of need for a permanent transit site, due to the low numbers of unauthorised encampments, short term nature of these encampments and the fact that interviews with Gypsies and Travellers did not identify there was a need for permanent transit provision locally. It is recommended that the management based approach currently applied to unauthorised encampments could be further developed based on best practice from across the UK, which may include 'negotiated stopping'.

- Future household growth is predicted to be 4 additional households from 2026 - 2033

The Group discussed the findings in detail and debated the challenges experienced.

The Task and Finish Group reviewed the GTAA data analysis and summary findings at its meeting on 15th November 2021 and agreed that they were satisfied that the WG methodology had been applied appropriately to the analysis of need.

The Task and Finish Group concluded that the arrangements and process undertaken by the Group had worked well and requested that a Task and Finish Group be involved in the site selection for pitches, if required, in the future.

Next steps

At its meeting on 15th November 2021 the Task & Finish Group requested that comments and conclusions from the Group should inform a report to Communities Scrutiny Committee on 9th December 2021, presented by the Chair of the Task & Finish Group, Cllr Barry Mellor. It was agreed Members of the Task & Finish Group could attend Communities Scrutiny Committee meeting. This report summarises the detailed in depth discussions undertaken by the Group and presents the key conclusions:

- 1. The Task and Finish Group reviewed the work undertaken at its meeting on 15th November 2021 and agreed that they were satisfied with the delivery of the Work Brief and Stakeholder Communication and Engagement Plan previously endorsed by Communities Scrutiny Committee.**
- 2. The Task and Finish Group reviewed the GTAA data analysis and summary findings at its meeting on 15th November 2021 agreed that they were satisfied that the WG methodology had been applied appropriately to the analysis of need.**

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 - Attachment 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
Report to Scrutiny Committee 26th July 2021	
Purpose	Attendees

APPENDIX 1 - Attachment 1

Present report, draft work brief and stakeholder engagement plan to Communities Scrutiny Committee	Task and Finish Group Chair
Meeting 5 – 15th 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 6 – 15th November 2021	
Purpose	Attendees
Review draft GTAA report in preparation for Scrutiny meeting in November 2021	Task and Finish Group Members Consultants
Report to Scrutiny Committee – 9th December 2021	
Purpose	Attendees
Present T&F group update in relation to the GTAA report to Communities Scrutiny Committee	Task and Finish Group Chair

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

Gypsy and Traveller Accommodation Assessment

Work Brief & Stakeholder Communication and Engagement Plan

Update - November 2021

What did we say we were going to do and what did we actually do?

The following table sets out the activities that were identified within both the GTAA Work Brief and Stakeholder Communication and Engagement Plan that were agreed by the Task & Finish Group on 4 July 2021 and endorsed by Communities Scrutiny on 26 July 2021.

The Work Brief set out a series of tasks that should be undertaken to comply with the Welsh Government (WG) methodology.

In addition to the Work Brief, the Stakeholder Communication and Engagement Plan identified a range of actions to promote the study / raise awareness within both the Gypsy and Traveller community and across the wider community. This reflected the areas that had been previously identified by the Council's Communities Scrutiny Committee as requiring further focus.

The Gypsy and Traveller Accommodation Assessment was launched at the beginning of August and closed on 7 October 2021. Launching the Assessment in August has provided the opportunity to make contact with Gypsy and Traveller families moving through Denbighshire. However, it was acknowledged that many Gypsy and Traveller families usually resident in Denbighshire as well as many service providers may be on holiday over the summer months. Therefore, while there was an initial wave of activities and communications to launch the GTAA, further communication took place over September.

The following information sets out a summary of the key agreed activities and work undertaken.

In summary the work brief and stakeholder communication and engagement plan developed by the Task & Finish Group has provided a comprehensive series of activities to promote and communicate the GTAA to both members of the Gypsy and Traveller community, to County, City, Town and Community Councillors and to the wider public.

APPENDIX 1 - Attachment 2

Quantitative data – as set out within WG methodology	
Identified Activity	Summary of Activities
Census 2011 (2021 Census data will be more up to date but not available for this assessment)	ORS have access to published Census records.
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	Contact made with DCC Housing Team and Registered Social Landlords (RSLs). No information recorded on SARTH or TAI TEG waiting lists. Housing staff have received the leaflet and information on the Assessment process. Request made to share this with any eligible households.
Planning records including planning applications and information on unauthorised encampments or developments	Information provided to ORS. 1 planning application submitted by DCC for residential site to meet housing needs identified in the 2017 GTAA report. Application not successful. Agreement for contact details for existing family in need to be passed to ORS.
	2 known long-term unauthorised encampments/developments in the County. Contact made through Planning Officer and agreement from households to share contact details with ORS.
WG caravan count and sites database	WG Caravan Count info provided to ORS as stipulated within methodology. This includes all encampments reported to DCC on public and private land during the relevant period. Anecdotal information gleaned through welfare visits to encampments from June 2021 provided to ORS to supplement the quantitative data.
Traveller Education records	Email and virtual leaflet sent to staff by DCC. Travelling Ahead also liaised with Education to identify families / promote the Assessment.
Liaison officer/Gypsy and Traveller support organisations (such as Travelling Ahead)	DCC Liaison Officer new in post – August 2021 – promoted the GTAA and distributed the leaflet to all households when visiting unauthorised encampments.

APPENDIX 1 - Attachment 2

	Contact made with Travelling Ahead for information on any local families. Leaflet shared via WhatsApp with local contacts to raise awareness of the GTAA process.
Qualitative data – additional to methodology as agreed within the DCC Work brief	
Activity	Summary of Activities
Any additional information arising from DCC welfare visits to unauthorised encampments that can inform the narrative / understanding around the need of Transit visitors	Collection of additional narrative began in June/July and is on-going. In addition, leaflets promoting the Assessment and contact details on how to participate shared with families on unauthorised encampments from August 2021.
Online survey of all elected members	Online bilingual surveys sent to elected members – 6/8/21 with closing date of 30/9/21. Reminder emails sent at the beginning of Sept 21
Online survey of Town, City and Community Councils	Online bilingual surveys sent to elected members – 6/8/21 with closing date of 30/9/21. Reminder emails sent at the beginning of Sept 21
WG Engagement Checklist as set out within the WG methodology	
Activity	Summary of Activities
Visit every Gypsy and Traveller household identified through the data analysis process up to 3 times, if necessary	Due to Covid restrictions/ self-isolation rules/ personal concerns about Covid participants have been interviewed over the phone (in line with market research guidelines) and been offered a face to face interview. In some cases, it has taken several attempts to establish contact but contact has been possible with all households identified through the engagement process.
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.	Information and leaflet live on DCC website from 2 Aug 2021. Has been promoted by Travelling Ahead and sent directly to key local contacts.
As The World's Fair publication referred to no longer exists and the Travellers' Times does not take GTAA adverts the Work Brief	Press Release and social media message issued w/c 8/9/21. Featured in the Denbighshire Free Press and Rhyl Journal

APPENDIX 1 - Attachment 2

<p>identified that 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.</p>	<p>https://www.denbighshirefreepress.co.uk/news/19500585.survey-help-produce-needs-assessment-gypsy-traveller-accommodation/</p> <p>Included in County Voice 6/9/21 – sent to all elected members and over 1000 people signed up to receive the electronic publication. Available on Linc for all DCC employees. Available as a link on the DCC website.</p> <p>Social Media post again on 7/9/21 Social Media reminders took place weekly during September until close on 7 October 2021.</p> <p>(Updates weren’t circulated for several weeks in August so as not to confuse this work with the media interest in the unauthorised encampments that took place in August.)</p>
<p>Consult relevant community support organisations (as set out in WG methodology)</p>	<p>ORS contacted all organisations listed in the WG methodology Appendix.</p> <p>DCC have on-going contact with Travelling Ahead</p>
<p>Develop a Local Authority waiting list for both pitches and housing, which is accessible and communicated to community members</p>	<p>Working with colleagues from housing on how to progress this as although there is an accessible waiting list for housing (SARTH) there is currently no provision to request a pitch.</p>
<p>Endeavour to include Gypsies and Travellers on the GTAA project steering group</p>	<p>Request made for support to encourage participation /feed into the Steering Group made to Travelling Ahead seeking guidance on ways to promote – June/July 2021. Response received from Travelling Ahead in September 2021 for possible interest in a meeting between Gypsy and Traveller community members and Steering Group. This was too late to input into the Assessment process but an interest in discussion with DCC on better engagement and developing confidence within the GRT community around meeting any need. Meeting proposed with Steering Group members for November 2021.</p>

APPENDIX 1 - Attachment 2

Ensure contact details provided to the Council by community members through the survey process are followed up and needs assessed.	All contacts provided to ORS have been followed up. Records maintained by ORS.
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.	No action required - Agreed in work brief not to progress this due to a) no sites in Denbighshire and b) the on-going Covid pandemic.
Additional Engagement Activities as identified within the Work Brief	
Activity	Summary of Activities
Elected members will have contact details for ORS to provide any relevant local information	Contact details for ORS included within Member survey sent to all members 6/8/21
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	Posters sent to all elected members on 6/8/21 with request to display at prominent locations within their community. Covering letter from Lead Member. Reminder sent beginning of Sept with a request for photo evidence for WG report and details of locations. Photos of posters: Llanarmon-yn-Ial 3 posters in Rhuddlan – High Street notice boards Photos of Rhyl, Prestatyn, St. Asaph, Denbigh and Ruthin.
City, Town & Community Councils could help to publicise via community notice boards	Posters sent to City, Town and Community Councils on 6/8/21 with request to display at prominent locations within their community. Request from one Community Council for posters with the closing date. Photos of posters: Llanarmon-yn-Ial 3 posters in Rhuddlan – High Street notice boards Photos of Rhyl, Prestatyn, St. Asaph, Denbigh and Ruthin.

APPENDIX 1 - Attachment 2

<p>BCUHB may be able to assist. Health visitors /GP surgeries are most likely to have direct contact with households from this target group</p>	<p>Contact provided for service managers with responsibility for Health visitors and GP services. Virtual leaflet and information on the GTAA sent at launch of Assessment.</p> <p>300 paper copies of leaflet provided at request of BCUHB.</p>
<p>Education, housing and social care teams may be able to promote the Assessment through their front line workers</p>	<p>Information and virtual leaflet sent to education and social care staff following launch of GTAA in August 21.</p> <p>Follow up / Reminder emails sent 3/9/21.</p> <p>Direct contact made with key officers with responsibility for education support to Gypsies and Travellers.</p> <p>Virtual leaflet sent to all schools in Denbighshire with a request to circulate to all families.</p> <p>Received 6 photos of posters in libraries in Rhyl, Prestatyn, Rhuddlan, St. Asaph, Denbigh and Ruthin.</p> <p>Following request from T&F Group - Request to display flyer sent to leisure centres.</p>
<p>Churches and faith groups could help to promote the Assessment</p>	<p>Contact made with T&F Group members for suggestions of main local churches.</p> <p>Email sent to Cyntun (umbrella organisation), various Diocese of Wrexham (Denbigh, Rhyl, Tremeirchion – those with emails), Presbyterian Church of Wales, Methodist Wales as well as the Light of Life Church.</p>
<p>Seek advice from Gypsy and Traveller representative groups / individuals (such as Travelling Ahead) on other ways to promote the survey.</p>	<p>On-going communication taking place with Travelling Ahead.</p>

APPENDIX 1 - Attachment 2

	As referenced earlier – Travelling Ahead identified a small number of community representatives who would be willing to meet with the GTAA Steering group to discuss engagement/next steps.
Additional Engagement Activities as identified within the Stakeholder Communication and Engagement Plan	
Activity	Summary of Activities
North Wales Police Community Policing Teams may be able to assist	Information and virtual leaflet sent to North Wales Police following launch of GTAA in August 21. Follow up / Reminder emails sent 3/9/21. Verbal confirmation that leaflet had been received and shared.
Contact other neighbouring local authorities to avoid 'double counting'	Contact details for relevant local authorities were provided to ORS as part of the Assessment process.
Wider Communication for all as set out within the Stakeholder Communication and Engagement Plan	
Activity	Summary of Activities
Ensure wider stakeholders are informed of the GTAA project	Report presented to Communities Scrutiny Committee on 26/7/21. Briefing note for all Members circulated following Communities Scrutiny Committee on 26/7/21. Information on DCC dedicated page from 2/8/21. Press release issued 9/8/21 followed by social media updates. Information in County Voice / Linc DCC Staff intranet page. Interim progress report provided to T&F Group on 15/9/21