



Gypsy & Traveller Accommodation Assessment Scrutiny Task & Finish

Terms of Reference

Version: 1.1
March 2023

1. Project Background and Context

- 1.1 Project scope is to undertake a Gypsy and Traveller Accommodation Assessment (GTAA) in line with Welsh Government methodology. This will i) **identify accommodation need** as required by the Housing (Wales) Act 2014 and ii) provide evidence (together with other needs assessments) to inform the replacement LDP. The project will work with other key partners to develop a communications and stakeholder engagement action plan and seek to deliver priority actions to improve the understanding of the need for a Gypsy and Traveller Accommodation Assessment. **NB:** The project will **not seek to identify locations** for GT accommodation provision.

2. Membership

- 2.1 The Gypsy and Traveller Accommodation Assessment Scrutiny Task & Finish Group will consist of:
- 6 elected members – representatives appointed by each of the Council's Member Area Groups (MAG) to ensure geographic spread

3. 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.

4. 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 considered 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.

5. 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 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

6. 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).

7. Governance

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

8. 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.

9. Elected Members

1 representative from each Member Area Group (MAG) to be confirmed:

- **Dee Valley:** Cllr. Alan Hughes
- **Denbigh:** Cllr. Merfyn Parry
- **Elwy:** Cllr. Peter Scott **(Chair)**
- **Prestatyn:** Cllr. Hugh Irving
- **Rhyl:** Cllr. Alan James **(Vice Chair)**
- **Ruthin:** Cllr. Bobby Feeley

10. Officer Support to the Group

- Tony Ward (Corporate Director, Economy and Public Realm)
- Emlyn Jones (Head of Planning, Public Protection and Countryside Services)
- Angela Loftus (Strategic Housing and Planning Manager)
- Kimberley Mason (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)

Version Control:

Version	Date of Amendment	Detail	Lead
1.0	March 2021	First Issue	KW
1.1	March 2023	Revised	KM