

REPORT TO GYPSY TRAVELLER SUB-COMMITTEE – 21 FEBRUARY, 2018

MANAGEMENT PROPOSALS FOR GYPSY/TRAVELLER STOPOVER SITE

1 Recommendations

The Committee is recommended to:

1.1 Agree the management proposals for the stopover site at Aikey Brae.

2 Background

2.1 On 22 November 2016, the Gypsy/Traveller Sub-Committee reviewed three different management proposals for the proposed stopover site at Aikey Brae. These were (1) the site owned by Aberdeenshire Council and managed by the Gypsy/Traveller Liaison Officer based on site; (2) the site owned by Aberdeenshire Council and managed by a Gypsy/Traveller resident on site; (3) site leased or sold with conditions to a Gypsy/Traveller and managed by a Gypsy/Traveller. The Sub-Committee agreed the first option.

2.2 Aberdeenshire Council granted planning permission for a stopover site at Aikey Brae in April 2017. Development of the site has taken place over the winter months and is expected to conclude in the coming weeks.

3. Management Proposals

3.1 The site will be open on a seasonal basis from April to September. During this period, the site will be open Monday to Friday from 9.30am to 12.30pm. The numbers of unauthorised encampments, levels of need and occupancy rates will be reviewed in late 2018. This will be reported back to this sub-committee.

3.2 Allocations to the 10 pitches on the site will be on a first come, first served basis. A reference will be required to be provided. The officer on site will be expected to maintain a waiting list for Gypsy/Travellers who wish to access the site.

3.3 The minimum payment to stay on the site will be £20 per week. Portable toilet hire is £20 and can be paid in advance along with pitch payment. Each pitch will have a meter for electricity cards. These can be purchased in shops which have a Paypoint or Payzone sign.

3.4 The maximum stay will be for two weeks. This may be extended, for example, due to health reasons. Each applicant will be assessed on their own merits. Residents who remain beyond two weeks, without agreement, will have their occupancy terminated.

- 3.5 Gypsy/Travellers using the site must adhere to the council's Code of Conduct and will be responsible for all activities on their pitch and for visitors to their pitch. Gypsy/ Travellers will also be responsible for the behaviour of their personal visitors as well as the safety and well-being of staff or agents of the Council on the pitch or site.
- 3.6 The site will comply with health and safety and fire regulations and guidance. There will be a number of exclusions on site, including working on site and the storage of scrap and other waste items. The number of vehicles will be restricted to one caravan, one two vehicle and one car. Working on site will be strictly forbidden. A speed limit of 5mph will apply for vehicles. There will be CCTV on the site.
- 3.7 On the site dogs and other animals must be properly controlled. Dangerous dogs, within the definition of the Dangerous Dogs Act 1991, are not allowed on site. Horses are not permitted on site. The officer will inform SSPCA or appropriate animal agency if he/she is concerned with the welfare of any animals on site.
- 3.8 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and had no comments to make and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

4. Scheme of Governance

- 4.1 This committee is able to consider this item because it relates to a function of the committee to consider and approve arrangements regarding the provision of Gypsy/Traveller accommodation.

5 Implications and Risk

- 5.1 An equality impact assessment has been carried out as part of the development of the proposals set out above. It is included as Appendix 1. In summary the assessment highlights the positives of additional provision for the community and the opportunity for engagement with different services.
- 5.2 The resource implications for the management of the site can be met within existing resources.
- 5.3 The following risks apply:
- ACORP006: reputation management. This will be mitigated through general policy and procedures and effective site management.
 - ACORP007: social risk. This will be mitigated through effective site monitoring and management.
 - ACORP009: operational risk management. Mitigation will be provided through health and safety policies, display of health and

safety notices and inclusion of relevant health and safety responsibilities in the occupancy agreement.

- 5.4 A Town Centre First Impact Assessment is not required because this site does not have an impact on town centres.

Stephen Archer
Director of Infrastructure Services

Report prepared by Ally Macleod, Housing Manager, 6 February 2018

APPENDIX 1 EQUILITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Housing
Title of the activity etc.	Management Proposals for the Gypsy/Traveller Stopover Site, Aikey Brae, Old Deer.
Aims of the activity	Management proposals for the stopover site at Aikey Brae. The site will be open on a seasonal basis from April to September. During that period the site will be open Monday to Friday, from 9.30 am to 12.30 pm. The maximum stopover period is two weeks, but may be extended, if there is no one waiting to come on to the site.
Author(s) & Title(s)	Alexander Macleod, Housing Manager (Strategy), Elaine Reid, Team Leader (Affordable Housing), Norman Landels, Service Development Officer (Tenancy Management) and Liz Hamilton, Strategic Housing Officer

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Housing Needs and Demand Assessment 2017 Strategic Housing Investment Programme – 2018 – 2023 Local Housing Strategy 2018 – 2023 Minority Ethnic Outcome Statement and Action Plan Monitoring and Evaluation Frameworks.
Internal consultation with staff and other services affected.	Gypsy/Traveller Sub Committee – 22 nd November 2016 Aberdeenshire Council April 2017 Planning for the Future Tenant Group Planning Legal services
External consultation (partner organisations, community groups, and councils).	Scottish Government Strategic Outcome Group (internal and external partners) Gypsy/Traveller Needs Assessment – Craigforth 2009
External data (census, available statistics).	Scottish Government Census
Other (general information as appropriate).	

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	There is a recognition that the Gypsy/Traveller community can be hard to reach and some will not engage.

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	Yes	Yes		
Age – Older	Yes	Yes		
Disability	Yes	Yes		
Race – (includes Gypsy Travellers)	Yes	Yes		
Religion or Belief			Yes	
Gender – male/female			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	The provision of the Stopover site will have a positive impact, as it will provide an opportunity for Gypsy/Travellers to stay on a safe, serviced site for a short period of time.	The restriction on the time the site is open and can be used by the Gypsy/Traveller community may have a negative impact, as Gypsy/Travellers may wish to remain on the site in the area.
	There will be opportunity for other services to engage with the Gypsy/Travellers community on site, making use of the Site Manager's office – Education, CLD, Health Services.	The site may put additional pressure on the local facilities and services – Health and Education.
	Although the site is seasonal and time on site restricted, if demand is high, it does go some way to meeting the accommodation needs of Gypsy/Travellers community.	

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	The Gypsy/Traveller Liaison Officer consulted the Gypsy/Traveller community on the Site Provision Strategy and the best options for type of sites.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

	Mitigating Steps	Timescale
These should be included in any action plan at the back of this form.	The Gypsy/Traveller Liaison Officer will continue to engage with the Gypsy/Traveller community.	Ongoing
	The Gypsy/Traveller Liaison Officer will take feedback on board as necessary.	Ongoing
	There will be an ongoing review and assessment of the use of the Stopover site.	2018
	There will be an ongoing review and assessment of the number of unauthorised encampments in Aberdeenshire in 2018.	Ongoing

Stage 9: What steps can be taken to promote good relations between various groups?

These should be included in the action plan.	Ongoing engagement with the Gypsy/Traveller community and work will take place with the local settled community to build good relations.
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

As above at Stage 9.

Stage 11: What equality monitoring arrangements will be put in place?

These should be included in any action plan (for example customer satisfaction questionnaires).	There is Monitoring and Evaluation Framework is in place and on Pentana Performance for the Minority Ethnic Strategic Outcome Statement (including Gypsy/Travellers), ensuring an effective and efficient delivery of processes – developing, managing and improving partnerships and relationships with Service Users and other stakeholders.
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Stage 12: What is the outcome of the Assessment?	
Please complete the appropriate box/boxes	1 No negative impacts have been identified –please explain.
	2 Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	Please see Stage 8 above.
	3 The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.
<p>Providing a stopover site helps to deliver the Strategic Outcome 3, in the Local Housing Strategy, that, "Gypsy/Travellers normally resident in Aberdeenshire and Gypsies/Travellers visiting the area have accommodation that meets their needs, culture and lifestyle."</p>

Stage 14: Sign off and authorisation.									
Sign off and authorisation.	1) Service and Team	Housing Strategy							
	2) Title of Policy/Activity	Management Proposals for the Gypsy/Traveller Stopover Site, Aikey Brae, Old Deer.							
	3) Authors: I/We have completed the equality impact assessment	<table border="0"> <tr> <td>Name: Alexander Macleod</td> <td>Name: Elaine Reid</td> </tr> <tr> <td>Position: Housing Manager (Strategy)</td> <td>Position: Team Leader, Affordable Housing</td> </tr> <tr> <td>Date:</td> <td>Date:</td> </tr> <tr> <td>Signature:</td> <td>Signature:</td> </tr> </table>	Name: Alexander Macleod	Name: Elaine Reid	Position: Housing Manager (Strategy)	Position: Team Leader, Affordable Housing	Date:	Date:	Signature:
Name: Alexander Macleod	Name: Elaine Reid								
Position: Housing Manager (Strategy)	Position: Team Leader, Affordable Housing								
Date:	Date:								
Signature:	Signature:								

	for this policy/ activity.	Name: Liz Hamilton Position: Strategic Housing Officer Date: Signature:	Name: Norman Landels Position: Service Development Officer (Tenancy Management) Date: Signature:
4)	Consultation with Service Manager	Name: Ally Macleod Date:	
5)	Authorisation by Director or Head of Service	Name: Rob Simpson Position: Head of Housing Date:	Name: Position: Date:
6)	If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.		Date:
7)	EIA author sends a copy of the finalised form to: eia@abdnshire		Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

