



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

ACTION PLAN FOR THE GYPSY TRAVELLER SUB-COMMITTEE

1 Recommendations

The Committee is recommended to:

- 1.1 Monitor the Gypsy/Traveller Sub Committee Action Plan at Appendix 1; and
- 1.2 Agree to add a recommendation to review the site provision strategy.

2 Background

- 2.1 Aberdeenshire Local Housing Strategy 2018-2023 identifies minority ethnic communities as one of its priorities. For each of the priorities in the local housing strategy, there is an action plan and performance management framework. Within the minority ethnic communities' priority, there is a Gypsy/Traveller Officer Group, which monitors and delivers an action plan across partner agencies. While much of this work is shared with the Gypsy/Traveller Sub-Committee, it was agreed at the meeting on the 6th September 2017, to formalise this approach, by creating an action plan for members to review at each meeting.
- 2.2 The Gypsy/Traveller Sub-Committee action plan can be viewed in Appendix 1. The Action Plan is monitored at every meeting of the sub-committee. Furthermore, it should help to inform the agenda for future meetings.
- 2.3 The Grampian Gypsy/Traveller Accommodation Needs Assessment 2017 has set out a number of recommendations for consideration by the sub-committee. It is proposed that officers should review the [site provision strategy](#) that was previously agreed by Aberdeenshire Council on 12 March 2015. Members should identify any further additions or changes that should be made to the action plan.
- 2.3 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

3. Scheme of Governance

- 3.1 This committee is able to consider this item because it relates to a function of the committee to develop and approve Council policies and practices in respect of a) addressing the accommodation needs which meets the needs, culture and lifestyle of Gypsy/Travellers and unauthorised encampments.

4. Implications and Risk

- 4.1 An equality impact assessment has been carried out as part of the development of the Action Plan. There is a positive impact as follows:
- The Action Plan includes increasing site provision for Gypsy/Travellers
 - Gypsy/Travellers are to be able to access appropriate land, housing and support and encourage social integration.
 - The provision of well –maintained permanent and stop over sites will contribute to meeting the needs of the Gypsy/Traveller Community.
 - Gypsy/Travellers wishing to build private sites with be provided with assistance
- 4.2 Any resource implications can be met from within existing budgets.
- 4.3 The following risk applies:
- ACORP007: social risk. This action plan will be monitored closely to ensure that it helps to deliver positive social outcomes for Gypsy/Travellers.
- 4.4 A Town Centre Impact Assessment is not required as this does not have a differential impact on the town Centre First Principle.

Stephen Archer, Director of Infrastructure Services

Report by Ally Macleod, Housing Manager (Strategy)
12th January 2018

GYPSY/TRAVELLER SUB GROUP ACTION PLAN – 21st FEBRUARY 2018

Outcome: The needs of Gypsy Travellers are met by more informed and joined-up planning of service delivery from Aberdeenshire Council and partner agencies					
No	Action	Lead	Deadline	Progress Update	Status
1	Carry out research across the North East to identify the accommodation and support needs of Gypsy/Travellers	GREC	November 2017	Findings to be presented to sub-committee on 21 February 2018.	
2	All services in Aberdeenshire Council take into account the needs of Gypsy/Travellers when developing policies and procedures.	All services	Ongoing	Council Policies will be reviewed as part of the implementation of the Policy Framework and all policies will be subject to Equality Impact Assessment, which will take into account the needs of Gypsy/Travellers. A policy statement to cover Gypsy/Travellers will be taken to this sub-committee for approval in 2018.	
3	Information sharing protocol is agreed between partners to enable joint working	Solicitor, Legal and Governance	November 2017	Protocol drafted and feedback provided by partners. Legal services is finalising the draft, after comments from partners, to take account of the new General Data Protection Legislation.	
4	Raise awareness of the Aberdeenshire Council's Prejudice and Discrimination reporting process and encourage Gypsy/Travellers to report incidences of Hate Crime.	Gypsy/Traveller Liaison Officer	Ongoing	Under discussion at the Gypsy/Traveller Interagency Group. Proposals to engage with school pupils to raise awareness of Hate Crimes.	
Outcome: Gypsy/Travellers normally resident in Aberdeenshire and Gypsy/Travellers visiting the area have accommodation that meet their needs, culture and lifestyle					

5	<p>Increase Gypsy/Traveller site provision in Aberdeenshire. The Local Development Plan should identify suitable sites for the Gypsy/Traveller community. It should also consider whether policies are required for small privately-owned sites for Gypsy/Travellers</p>	<p>Affordable Housing Officer</p>	<p>Ongoing</p>	<p>Site provision strategy agreed by Aberdeenshire Council in 2015. Planning application for Aikey Brae approved in March 2017 by Aberdeenshire Council. Work has commenced on site. The Scottish Government approved the application for the site at Kemnay at Full council on the 23rd November 2017, subject to conditions. On the 14th September 2017, the Scottish Government upheld the enforcement notice and refused retrospective planning permission for the site at North Esk. Reports to Aberdeenshire Council on the 23rd November 2017 and 18th January 2018. The Gypsy/Traveller Sub Committee will receive a monthly bulletin report on North Esk. Full Planning Permission for Change of Use of Depot and formation of 15 Pitch Caravan Park for Gypsy/Travellers and erection of Amenity Block at Boyndie, Banff, was granted at Aberdeenshire Council on 23rd November 2017.</p>	
6	<p>Provide assistance to Gypsy/Travellers wishing to build private sites</p>	<p>Gypsy/Traveller Liaison Officer</p>	<p>Ongoing</p>	<p>Support continues to be provided to Gypsy/Travellers wishing to build their own sites.</p>	
7	<p>Monitor the numbers, size and location of unauthorised encampments</p>	<p>Gypsy/Traveller Liaison Officer</p>	<p>Ongoing</p>	<p>GTLO continues to monitor encampments and provide regular updates to members.</p>	

8	Assist Gypsy/Travellers with their housing needs	Gypsy/Traveller Liaison Officer/Housing Options and Homelessness	Ongoing	Officers continue to provide support for Gypsy/Travellers wishing to access housing.	
9	Take into account new Scottish Government permanent site standards for future provision at Greenbanks, Banff.	Housing Manager	June 2018	Options under consideration. Consultation has taken place with Gypsy/Travellers, local and sub-committee members. Report to be taken back to Gypsy/Traveller Sub Committee.	
Outcome: Education needs of Gypsy/Travellers are met					
10	Further develop learning provision for children and young people from the Travelling Culture within Aberdeenshire based on a mixed model of delivery.	Education Support Officer	June 2018	Please see separate item on agenda.	
11	Further develop partnership working to support families, children and young people from the Travelling Culture within Aberdeenshire.	Education Support Officer	June 2018	Please see separate item on agenda.	
Outcome: Support, care and health needs of Gypsy/Travellers are better met					
12	Use health engagement/outreach to ensure those temporarily resident in Aberdeenshire have access to preventative health information and services.	Health	Ongoing	It is proposed that this is a dedicated item at the next Gypsy/Traveller Sub Committee.	
Outcome: Better and more constructive relationships are developed between Gypsy/Travellers and settled communities					
13	Combat prejudice against the Gypsy/Traveller community, including, by	Gypsy/Traveller Liaison Officer	Ongoing	A Cultural Awareness Pack to be developed and a DVD, with input from Article 12 and Education Services.	

	providing information about culture, history and needs, whenever opportunity arises			Investigate Heritage Lottery Funding stream.	
14	All Agencies should work together to counter prejudiced media coverage, provide joint responses to press inquiries about Gypsies/Travellers encampments and coordinate legal action where necessary	Gypsy/Traveller Liaison Officer	Ongoing	Officers are working together, to monitor and respond where appropriate.	
15	Encourage Gypsy/Travellers to adhere to the Code of Conduct on Unauthorised Encampments	Gypsy/Traveller Liaison Officer	Ongoing	Adherence to the Code of Conduct is high and is continually monitored.	
16	Support 'Year of Young People' 2018, particularly in June 2018, as this is Gypsy/Traveller History Month.	Gypsy/Traveller Liaison Officer	June 2018	Various events taking place; Aberdeen University and in Edinburgh. Members to be kept informed by email bulletin.	

EQUALITY 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.	Gypsy/Traveller Action Plan
Aims of the activity	To ensure the needs of Gypsy Travellers are met by more informed and joined-up planning of service delivery from Aberdeenshire Council and partner agencies; meet the accommodation, culture and lifestyle needs of Gypsy/Travellers normally resident in Aberdeenshire; ensure the education, support, care and health needs of Gypsy/Travellers are better met
Author(s) & Title(s)	Alexander Macleod, Housing Manager (Strategy), Elaine Reid, Team Leader (Affordable Housing), Liz Hamilton, Strategic Housing Officer and Jennifer Macrae, Gypsy/Traveller Liaison 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 Strategic Outcome Statements and Action Plans Monitoring and Evaluation Frameworks.
Internal consultation with staff and other services affected.	Gypsy/Traveller Sub Committee Planning for the Future Tenant Group (October 2017) Communities Committee Area Committees Tenant Participation Promotion Team
External consultation (partner organisations, community groups, and councils).	Scottish Government Strategic Outcome Groups (internal and external partners) Citizens Panel
External data (census, available statistics).	Scottish Government Census Craigforth Research
Other (general information as appropriate).	

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	It is recognised that the Gypsy/Traveller community is hard to reach and may often be unwilling to engage and may feel that there is scope for greater engagement. Gypsy/Travellers may not always be consulted fully on issues affecting them, although is problematic due to the nature of their lifestyle.

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:
	The Gypsy Traveller Liaison Officer (GTLO) visits unauthorised encampments, providing support, assistance, advice and signposting to travellers and will continue to do so.	Ongoing
	The Gypsy Traveller Liaison Officer (GTLO) also visits private traveller sites and Gypsy/Travellers who are in homes, offering support and guidance	Ongoing
	Research to assess the needs of Gypsy/Travellers (GREC/Aberdeen University assisted by GTLOs)	April – September 2017
	The Data Sharing Protocol, once in use will assist in identify issues which could be addressed by other services.	September 2017

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 Minority Ethnic Strategic Outcome Statement enables Gypsy/Travellers, to be able to access appropriate land, housing and support and encourage social integration.	This will help to address the accommodation needs of Gypsy/Travellers falling within the nine Protected Characteristics.
	The Minority Ethnic Strategic Outcome Statement details the provision of well -maintained permanent and stop over sites which meet the needs of the Gypsy/Traveller Community.	This will help to address the accommodation needs of Gypsy/Travellers falling within the nine Protected Characteristics
	The Gypsy/Traveller Action Plan provides assistance to Gypsy/ Travellers wishing to build private sites.	This will help to address the accommodation needs of Gypsy/Travellers falling within the nine Protected Characteristics
	The Minority Ethnic Strategic Outcome Statement includes increasing site provision for Gypsy/Travellers	This will help to address the accommodation needs of Gypsy/Travellers falling within the nine Protected Characteristics

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?	Details of consultation – Gypsy/Travellers Officer Group (with traveller representation), consultation through the Citizens Panel, Gypsy/Travellers Interagency Group, (with traveller representation), Gypsy/Traveller Research and ongoing discussion/liaison with the GTLO.
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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.	GTLO visits unauthorised encampments on a regular basis to address their identified needs, providing practical facilities on temporary sites as required, as well as establishing immediate health and education requirements.	Ongoing
	GTLO provides support and assistance to Gypsy/Travellers on unauthorised encampments and in the settled community to address their identified needs.	Ongoing
	GTLO monitors the numbers, size and location of unauthorised encampments, gaining an overview of the possible needs of Gypsy/Travellers.	Ongoing
	GTLO liase with other services and partners to address the varying needs of Gypsy/Travellers	Ongoing

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	<p>The GTLO raises awareness of the Gypsy/Traveller culture, lifestyle and needs, through various groups and opportunities, to promote good relations between Gypsy/Travellers and the settled community.</p> <p>The Multi Agency Approach is in place to effectively deal quickly with problematic unauthorised encampments, which should help to maintain positive relations between Gypsy/Travellers and the settled community.</p>

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
Accommodation needs will be addressed and better met, as will educational, support and health needs.

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	The numbers, size and location of unauthorised encampments will continue to be monitored. This will assist in identifying the accommodation, educational, health and support needs of Gypsy/Travellers

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.
	These will be mitigated by assessing the needs of Gypsy/Travellers in terms of accommodation needs, education and health and thereafter addressing these as appropriate.	
	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.
The Action Plan sets out to identify and meet the needs of Gypsy/Traveller by putting in place more informed and joined-up planning of service delivery from Aberdeenshire Council and partner agencies. This will assist in providing accommodation that meet their needs, culture and lifestyle. In addition support, care and health needs of Gypsy/Travellers will be better met.

Stage 14: Sign off and authorisation.									
Sign off and authorisation.	1) Service and Team	Infrastructure Services, Housing Strategy.							
	2) Title of Policy/Activity	Gypsy/Traveller Action Plan							
	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: Jennifer Macrae Position: Gypsy/Traveller Liaison Officer. Date: Signature:
4) Consultation with Service Manager	Name: 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:

Action Plan							
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications		
Carry out research across the North East to identify the accommodation and support needs of Gypsy/Travellers	April 2017	September 2017	GREC/Aberdeen University	To update previous research to allow informed actions with regard to addressing the needs of Gypsy/Travellers.	GTLO assistance with questionnaires/research funding contribution		
All services in Aberdeenshire Council take into account the needs of Gypsy/Travellers when developing policies and procedures.	Ongoing	Ongoing	Identified Service Leads	The needs of Gypsy/Travellers will be reflected in policies and procedures.	Within existing resources		
Information sharing protocol is agreed between partners to enable joint working	January 2017	September 2017	Identified staff	Affording an opportunity to share information which may assist in addressing specific issues.	Within existing resources		
Increase Gypsy/Traveller site provision in Aberdeenshire	Ongoing	Ongoing	Minority Ethnic Communities Officer	To address the accommodation needs of Gypsy/Travellers	Within existing resources		
Provide assistance to Gypsy Travellers wishing to build private sites	Ongoing	Ongoing	Minority Ethnic Communities Officer/GTLO	To assist Gypsy/Travellers to address the accommodation needs of Gypsy/Travellers	Within existing resources		
Monitor the numbers, size and location of unauthorised encampments	Ongoing	Ongoing	GTLO	To ensure Gypsy/Travellers needs are met on a temporary basis and that they comply with the Code of Conduct.	Within existing resources		
Assist Gypsy/Travellers with their housing needs	Ongoing	Ongoing	GTLO/Homelessness and Options staff	GTLO will assist Gypsy/Travellers to have their housing needs met and provide assistance with signposting.	Within existing resources		

<p>Take into account new Scottish Government permanent site standards for future provision at Greenbanks, Banff.</p> <p>Use health engagement/outreach to ensure those temporarily resident in Aberdeenshire have access to preventative health information and services.</p>	<p>Present</p>	<p>June 2018</p>	<p>Housing Manager (Strategy)</p>	<p>To address the future site standards at Greenbanks Site, Banff, to ensure they adhere to the Scottish Government permanent site standards</p>	<p>Within existing resources</p>
<p></p>	<p>Ongoing</p>	<p>Ongoing</p>	<p>Integrated health and Social Care staff/GTLO</p>	<p>To address the health needs of Gypsy/Travellers</p>	<p>Within existing resources</p>
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