

REPORT TO GYPSY/TRAVELLER SUB-COMMITTEE – 20 NOVEMBER 2019

CODE OF CONDUCT

1 Reason for Report / Summary

- 1.1 This report is to review and agree the Code of Conduct for unauthorised encampments in Aberdeenshire.

2 Recommendations

The Committee is recommended to:

- 2.1 Review and agree the Code of Conduct in appendix 1.**

3 Purpose and Decision Making Route

- 3.1 The Code of Conduct helps the Council to manage unauthorised encampments.
- 3.2 This report has not been considered by another committee. Consultation has taken place with the Gypsy/Traveller Officer Group which includes Council services, partners and representatives from the Gypsy/Traveller community.

4 Discussion

- 4.1 The Code of Conduct was last considered and approved by the Sub-Committee in November 2016. Typically it is well received and it has aligned closely with the attempted national Code of Conduct.
- 4.2 The only change proposed since 2016 is the allowance of fires under controlled conditions as this is felt to be an important part of the Travelling culture.

5 Council Priorities, Implications and Risk

- 5.1 This report helps deliver the priorities ‘have the right mix of housing across all of Aberdeenshire’ and ‘work to reduce poverty and inequalities in our communities’.
- 5.2 This report helps deliver the Aberdeenshire Local Housing Strategy 2018-2023.
- 5.3 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed.

Subject	Yes	No	N/A
Financial			x
Staffing			x

Equalities	x		
Fairer Scotland Duty			x
Town Centre First			x
Sustainability			x
Children and Young People's Rights and Wellbeing			x

5.4 An equality impact assessment is attached at Appendix 2. It identifies positive impacts as follows:

- It recognises that Gypsy/Travellers have a right to maintain their way of life and that there should be no acts of discrimination shown because of their lifestyle.
- Protocols will also contribute towards a shared goal of living in areas which both the Gypsy/Traveller and settled communities can be proud of.

6 Scheme of Governance

- 6.1 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.
- 6.2 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 addressing the accommodation needs which meets the needs, culture and lifestyle of Gypsy/Travellers and unauthorised encampments.

Stephen Archer, Director of Infrastructure Services

Report prepared by Ally Macleod, Housing Strategy and Building Standards Manager
Date 29 October 2019

List of Appendices – Appendix 1: Code of Conduct
Appendix 2: Interim Equality Impact Assessment

APPENDIX 1 – CODE OF CONDUCT



Code of Conduct for Unauthorised and Authorised Gypsy/Traveller Encampments

Aberdeenshire Council respects and recognises that Gypsy/Travellers have a right to maintain their way of life and that there should be no acts of discrimination shown because of their lifestyle.

Aberdeenshire Council is responsible for ensuring the balance of the needs and wishes between Gypsy/Travellers and settled communities.

We ask that you treat the land that you are currently occupying with respect as we are trying to work towards a shared goal of living in areas which we can all be proud of.

The Code of Conduct states that:

- The site should not be overcrowded
- Vehicles are parked safely and must not be a hazard
- The site is kept clean and rubbish is disposed of in the bins, if provided
- Recycling centres are used for the disposal of goods not suitable for bins
- Respect residents and report any offensive or aggressive behaviour to the Gypsy/Traveller Liaison Officer or to Police Scotland
- No fires are to be started, with the exception of small controlled fires for cooking purposes only
- Animals are kept on leads and under control. As stated in legislation, all dogs must be microchipped. All pet mess must be cleaned up
- Human and baby waste/nappies are disposed of appropriately and accordingly
- Children are supervised and ensure gates/barriers are locked and comply with the Highway Code
- Harassment, damage to property or anti-social behaviour will not be tolerated and any criminal activity will be reported to Police Scotland

Locations Deemed Unsuitable for Encampments are:

- Public open spaces such as parks, sports grounds and car parks
- Industrial estates, business, and retail car parks
- Dual carriageways or motorways

We welcome you to the following Aberdeenshire Council sites for a fee:

North of Aberdeenshire - Aikey Brae at Old Deer and Greenbanks at Banff

Please contact your Gypsy/Traveller Liaison Officer on 07795 238423 for more information regarding these sites or visit Aberdeenshire Council website for more

details. (<https://www.aberdeenshire.gov.uk/housing/minority-ethnic-communities/about-gypsy-travellers/>)

Useful contacts

Gypsy/Traveller Liaison Officer

Tel: 07795 238423

Email: di.fairfull@aberdeenshire.gov.uk or

Email: gypsytravellerliaison@aberdeenshire.gov.uk

Liz Hamilton

Strategic Housing Officer

Tel: 01467 535234

Email: liz.hamilton@aberdeenshire.gov.uk

Housing General Enquiries: 0345 608 12 03

Contact Centre Number: 0345 608 12 08

Environmental Health

Tel: 01467 628 153

Waste Management (Wasteline)

Tel: 03456 08 12 07

Police Scotland

Ask for Divisional Gypsy/Traveller Liaison Officer

Tel: 0845 600 5 700

Email: NorthEastGypsyTravellerEncampments@scotland.pnn.police.uk

Grampian Regional Equality Council

Tel: 01224 595 541

Email: info@grec.co.uk

Crimestoppers

Tel: 0800 555 111

If you would like this leaflet in another format, please phone: 07795 238423 or 01467 535234

EQUALITY IMPACT ASSESSMENT

EIA Version	Date	Author	Changes
One	30 th October 2019	Liz Hamilton	

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions including those that affect services the council delivers).	
Service	Infrastructure Services (Housing)
Section	Housing Strategy
Title of the activity etc.	Code of Conduct for Unauthorised and Authorised Gypsy/Traveller Encampments
Aims and desired outcomes of the activity	The Code of Conduct helps the Council to manage unauthorised encampments
Author(s) & Title(s)	Alexander Macleod, Housing Manager (Strategy, Liz Hamilton, Strategic Housing Officer and Di Faithfull, Gypsy/Traveller Liaison Officer

Stage 2: List the evidence that has been used in this assessment and explain what it means in relation to the activity you are assessing.		
Evidence	What does it say?	What does it mean?

<p>Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).</p>	<p>Gypsy/Traveller Officer Group, which includes partners and representatives from the Gypsy/Traveller community.</p> <p>Data gathered on adherence to the Code of Conduct both on authorised and unauthorised encampments.</p>	<p>It highlights and outlines the behaviour and conduct expected of the Gypsy/Traveller Community and the settled community.</p> <p>Aberdeenshire Council respects and recognises that Gypsy/Travellers have a right to maintain their way of life and that there should be no acts of discrimination shown because of their lifestyle.</p> <p>Working towards a shared goal of living in areas which both the Gypsy/Traveller and settled communities can be proud of.</p>
<p>Internal consultation with staff and other services affected.</p>	<p>As above with the Gypsy/Traveller Officer Group</p>	<p>As above</p>
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>Representatives from the Gypsy/Traveller community. Scottish Local Authority Site Managers (Site Managers regular meeting) Gypsy/Traveller Interagency Group</p>	<p>As above</p>
<p>External data (census, available statistics).</p>		
<p>Other (general information as appropriate).</p>		

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	No

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: What steps can be taken to promote good relations between various groups/areas?	
These should be included in the action plan.	Agreed protocols for both the Gypsy/Traveller and settled communities will contribute towards a shared goal of living in areas and will assist in recognising that Gypsy/Travellers have a right to maintain their way of life and that there should be no acts of discrimination shown because of their lifestyle.

Stage 6: How does the policy/activity create opportunities for advancing equality of opportunity?	
It recognises that Gypsy/Travellers have a right to maintain their way of life and that there should be no acts of discrimination shown because of their lifestyle. Protocols will also contribute towards a shared goal of living in areas which both the Gypsy/Traveller and settled communities can be proud of.	

Stage 7a:	
Are there potential impacts on protected groups?	
The protected groups covered by the equality duty are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.	
Who is affected by the activity or who is intended to benefit from the proposed activity and how?	
Complete the table below for each protected group by inserting "yes" in the applicable box/boxes below.	

	Positive	Negative	Neutral	Unknown
Age – Younger/Older	Yes	Yes		
Age - Older	Yes	Yes		
Disability	Yes	Yes		
Race – (includes Gypsy Travellers)	Yes	Yes		
Religion or Belief	Yes		Yes	
Sex	Yes		Yes	
Pregnancy and maternity	Yes		Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)	Yes		Yes	
Gender reassignment – (includes Transgender)	Yes		Yes	
Marriage and Civil Partnership	Yes		Yes	

Stage 7b: Do you have evidence or reason to believe that this policy, activity etc. will or may impact on socio-economic inequalities?

This is about trying to be fair to everyone. Part of that is realising that not everyone may be starting at the same place. Some individuals and families may have low income, may have very little or no savings which means they are living from month to month therefore changes to council policies/services may have a greater adverse impact on them.

On this basis you should consider potential impacts on individuals/families by:

- Place: on specific vulnerable areas or communities (SIMD, regeneration, rural) e.g. housing, transport.
- Pockets: household resources, (Income, benefits, outgoings) ability to access a service
- Prospects: peoples life chances e.g.access to, or ability to access: employment, training, services (such as council or health) or support.

Groups of people who may be impacted include, but not limited to:

<ul style="list-style-type: none"> • Unemployed • Single parents and vulnerable families • People on benefits • Those involved in the criminal justice system • People in the most deprived communities • People who live in rural areas 	<ul style="list-style-type: none"> • Pensioners • Looked after children • Carers including young carers • Veterans • Students • Single adult households • People who have experienced the asylum system 	<ul style="list-style-type: none"> • Those leaving the care setting including children and young people and those with illness • Homeless people • People with low literacy/numeracy • People with lower educational qualifications • People in low paid work • People with one or more protected characteristic
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Please complete by inserting “yes” in the applicable box/boxes below.

Socio-economic disadvantage	Positive	Negative	Neutral	Unknown
Pockets: Low income/income poverty – cannot afford to maintain regular payments such as bills, food, clothing	Yes			

Pockets: Low and/or no wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	Yes			
Pockets: Material deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	Yes			
Place: Area deprivation – where you live, where you work	Yes			
Prospects: Socioeconomic background – social class i.e. parents education, employment and income , educational achievement.	Yes			

Stage 8: 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 you have highlighted above. Detail the impacts and describe those affected.	Having a Code of Conduct in place informs occupants of encampments what is and is not acceptable behaviour.	
	A Code of Conduct will help to promote positive relations between occupants of encampments and the settled community.	

	It recognises that Gypsy/Travellers have a right to maintain their way of life and that there should be no acts of discrimination shown because of their lifestyle.	

Stage 9: Have any of the affected groups/areas been involved, engaged with or 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?	Consultation with representatives of the Gypsy/Traveller community

Stage 10: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	The Gypsy/Traveller Liaison Officer will continue to monitor adherence to the Code of Conduct	Ongoing
	The Gypsy/Traveller Liaison Officer will engage and consult with the Gypsy/Traveller Community, on authorised and unauthorised encampments to get their feedback on the Code of Conduct	Ongoing
	Gypsy/Traveller Officer groups will continue to review the Code of Conduct	Ongoing

Stage 11: What monitoring arrangements will be put in place? How the EIA will be used to monitor the proposal	
These should be included in any action plan (for example customer satisfaction questionnaires).	The Code of Conduct will be reviewed on a regular basis or in response to specific issues or concerns. The group is already recognised as a minority ethnic group.

Stage 12: What is the outcome of the Assessment?		
Please complete	1	No negative impacts have been identified –please explain.

the appropriate box/boxes		
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	The Code of Conduct will be reviewed on a regular basis or in response to specific issues or concerns.	
	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.

It will help to promote positive relations in the Gypsy/Traveller community and the settled community as both communities will be aware of the conduct and behaviour expected of them.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Housing Strategy	
	2) Title of Policy/Activity	Code of Conduct for Unauthorised and Authorised Gypsy/Traveller Encampments (if appropriate)	
	3) Authors: I/We have completed the equality impact assessment	Name: Alexander Macleod Position: Housing Manager Date: Signature:	Name: Liz Hamilton Position: Strategic Hosing Officer Date: Signature:

for this policy/ activity.	Name: Di Faithfull Position: Gypsy/Traveller Liaison Officer Date: Signature:	Name: Position: Date: Signature:
4) Consultation with Service Manager	Name: Alexander Macleod Date:	
5) Authorisation by Director or Head of Service	Name: Rob Simpson Position: Head of Service 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.		Date:
7) EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk		Date:

