

CO-OPERATIVE REVIEW PROJECT PLAN



REVIEW OF PROCEDURES USED BY THE COUNCIL WHEN DEALING WITH UNAUTHORISED ENCAMPMENTS

Background	
Chair:	Councillor Tuffin
Lead Officer:	Diane Charlton, Service Development and Partnership Manager, Homes and Communities
Democratic Support Officer:	Katey Johns
Membership:	Councillors TBA
Relevant Cabinet Member:	Councillor Penberthy, Cabinet Member for Co-operatives and Community Development
Date review approved by the Co-operative Scrutiny Board:	Wednesday 7 August 2013
Summary of subject to be reviewed:	To ascertain how the Council deals with unauthorised encampments within its statutory requirements
Reason(s) and rationale for the review:	The issue has been identified as an area of concern for the public and has recently been an area of public interest following a number of incidents and local media coverage. Concerns have been raised by ward councillors at the amount of time taken to remove travellers from unauthorised encampments
Objectives of the review:	To identify areas for improvement within the current processes with a view to speeding up the removal of unauthorised encampments and make recommendations to the Cabinet Member for Co-operatives and Community Development.
What will the review look at?	The review will look at the current processes and procedures for dealing with unauthorised encampments, taking into account legal, social and financial restrictions.
Which areas will be excluded from the review?	The review will not look to identify sites for travellers.
What City and Council Priorities does the review relate to:	The review needs to be related to at least one of the four city and council priorities: <ul style="list-style-type: none"> • Deliver Growth • Raise Aspirations • Reduce Inequality Provide Value for Communities
Identify links to other Council policies, projects or strategies:	Identify any Council policies, projects or strategies that the review links to (e.g. the Corporate Plan etc.)
Who will benefit from the review:	Members of the public, councillors, officers, partners and gypsies and travellers

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Methodology	
The method and approach of the review:	<p>It is proposed that one meeting will be required in order to –</p> <ul style="list-style-type: none"> • review current procedures • look at processes in place at other authorities • talk to witnesses • identify areas for improvement
Witnesses and experts:	<p>To agree witnesses and experts that might be called to provide evidence. Witnesses could include:</p> <ul style="list-style-type: none"> • Senior Managers/Chief Officers; • Service users; • External partners; • Business representatives; • Voluntary and Community Groups; • Professional experts. • Residents groups
Co-opted representatives:	<p>To identify any potential co-opted representatives to be part of the Co-operative Review group.</p>
Documents and/or reports for analysis e.g. internal/external reports or legislation):	<p>Which documents would assist with the review. Documents can take a variety of forms including (for example):</p> <ul style="list-style-type: none"> • Government guidance or legislation; • Local policies and strategies; • PCC Gypsy and Traveller Unauthorised Encampment Procedure • Performance plans and performance indicators; • Departmental service plans; • Consultation exercise evidence; • Budget data; • Minutes and agendas of previous meetings; • Newspaper articles;
Site visits:	<p>Will any site visits be necessary to observe similar work in other places or to look at the subject of the review</p>
Consultations/Research:	<p>Identify the research that will be required for this review and the method by which this research should be carried out.</p>
Publicity:	<p>How will the review be publicised</p>
Evaluation method	<p>A report detailing the number of unauthorised encampments in the City, along with the location of the sites and the time taken to move each settlement on, will be submitted on a six-monthly basis to the Your Plymouth scrutiny panel. The success of the review will be</p>

	measured by the time taken to deal with moving on future unauthorised encampments.
Resource Requirements:	<p>When considering resource requirements you should include:</p> <ul style="list-style-type: none"> • Costs of venue hire • Costs of site visits • Travel costs • Publicity costs • Approximate officer hours
Barriers and Risks:	Use this space to identify if there are any risks, barriers or obstacles that could threaten the review.

Timetable		
Activity	Timescale / Date(s)	Intended Outcome(s)
Meeting 1: (Non public)	Early September	Agree scoping document
Meeting 2: (Public)	Mid September	To consider evidence, hear from witnesses and identify areas for improvement
Draft report:	End September	
Meeting 5 (approve report):	End September	
Submit report to the Co-operative Scrutiny Board Meeting:	Early October	Approve report
Submit to Cabinet Meeting:		
Submit to other bodies/organisations:		
Scrutiny Panel to evaluate and track the outcomes of the Co-operative Review:		