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**Multi-Equality
Impact Assessment
Toolkit**

Form

2007

**Name of Policy:
Policy & Procedures for Managing Unauthorised Encampments of
Gypsy/Travellers**

Before commencing with the Multi-Equalities Impact Assessment (MEIA), please make reference to the MEIA Guidance Notes, which will give guidance on each of the sections included.

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Section One: Function / Policy Details*

(Page 4 of the Guidance Notes)

1.1

Name of Function / Policy	Policy & Procedures For the Management of Unauthorised Encampments of Gypsy/ Travellers
Lead Service / Partnership	Planning & Environmental Services
Policy Officer (Name / Position)	David Cooper Environmental Health Specialist Officer
Impact Assessment Team (Names / Positions)	David Cooper – Environmental Health Specialist Officer Mercy Yaor – Policy Officer - Equalities Elaine Reid – Development Officer Gillian Buchanan – Support Services Manager

*Policy could be formal or informal and may include strategy, project or practice.

1.2 Is this function / policy...

New? (✓)	Existing? (✓)
✓	

1.3 What are the main aims of the policy?	To improve the management of unauthorised encampments of Gypsy/ Travellers
1.4 Who are the main target groups / beneficiaries?	Gypsy/Travellers Settled Communities General Public
1.5 What are the intended outcomes of the policy?	Improved service delivery, and access to services, improved conditions for Gypsy/Travellers Improving Community relationships Protecting the local environment

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Section 2: Information Gathering
(Page 5 of the Guidance Notes)

2.1 Gathering information and evidence used to assist the impact assessment process

Information / Evidence	✓relevant box	List details (source, date, scale etc.)
* Community consultation	✓	Draft policy issued to all Community Councils, partner agencies (including Grampian Police, Gypsy Travellers Education & Information Project, Grampian Racial Equality Council), placed on website, discussed by Aberdeenshire Travellers Working Group, Gypsy/Traveller Inter-agency Group . Consultation deadline was September 30 th 2007. 9 responses received. Gypsy/Travellers also consulted with 25 interviews conducted by GTEIP.
Research (including websites & legislation)	✓	Scottish Executive/Scottish Government/Scottish Parliament publications. Office of Deputy Prime Minister publications. Research document – Moving On- Again? By Ian Taggart Legislation <ul style="list-style-type: none"> - Human Rights Act 1998 - Race Relations Act 1976 - Race Relations (Amendments) Act 200
Officer knowledge and experience	✓	Environmental Health, Housing, Policy Officer - Equalities, Education, Service Level Agreement with Gypsy Travellers Education & Information Project, Aberdeenshire Council Travellers Working Group
Equalities monitoring data		No specific data.
Service user feedback (including complaints)		Comments on the draft policy via website and written submissions. Councils Comments, Compliments & Complaints database.
Partner user feedback		Gypsy/Traveller Inter-agency Working Group, GTEIP, Committee meetings, Police, GRFC
Other		Articles in local papers.

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Section 3: Assessing the Impacts

(Page 6 of the Guidance Notes)

What likely impacts or issues do the function / policy have for different people and communities in the following group(s)?

3.1 Identify and describe any likely positive, negative or neutral impacts.

Equality Target Group	Positive Impact	Negative Impact	Neutral Impact
Race	✓ (1)	✓(2)	
Gender			✓
Disability			✓
Age			✓
Religion & Belief			✓
Sexual Orientation			✓
Other groups (please specify) Landowners and Local Communities	Limitation on numbers and length of stay. Protection of the environment.	Limitation on number of caravans and length of stay.	

(If no impact has been identified, and this is justifiable, please go to 5.1)

- (1) Provision of better services for Gypsy/Travellers
Assessment of Gypsy / Travellers needs (through SLA with GTEIP)
Cost effective policy: provision of refuse facilities v clean up costs
Improving community relationships
Clear guidelines setting out rights, responsibilities and expectations
Protection of the environment
- (2) The inclusion of the limit on number of caravans (6), length of stay (6 weeks) and no return in 4 weeks is disruptive to Gypsy/Travellers family life affecting access to education, welfare, health and employment. It may also require larger family groupings to be split again disrupting family life. Some of these matters may contravene the Human Rights Act. The inclusion of these limits may actually result in some encampments occupying a site for longer than would ordinarily be the case.

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3.2 Have any cross cutting issues been identified?

The cross cutting issues you should consider for the purpose of this MEIA are employees, health, access (including rural isolation), low income, unemployed, homeless and carers, or any other relevant issue(s).

No issues identified

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Section 4: Recommendations and Actions

(Page 7 of the Guidance Notes)

4.1 As a result of this assessment, consultation, research and available evidence collected, state whether there will need to be any changes made / planned to the function / policy. Please clearly detail practical actions you would take to reduce or remove any identified adverse / negative impact.

(Please ensure that recommendations and actions are SMART)

Recommendation	Action	Who	When	Expected Outcome
Recommended that the Council's Area Committees and Policy & Resources Committee give further consideration to the proposed restrictions on number of caravans and length of stay.	Reports to be considered by the 6 Area Committees and Policy & Resources Committee	P&ES	February to June 2008	Members to debate the matter at the aforementioned Committees. Final decision rests with P&R Committee. Finalised policy and procedures to be balanced, proportionate and enforceable.

4.2 Detail any adverse impact that cannot be resolved, and justify the recommendation to continue with the policy.

Detail	Justification

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Section 5: Performance Monitoring and Reporting
(Page 7 of the Guidance Notes)

5.1 Please explain **how** monitoring will be undertaken, **when** it will take place and **who** is responsible for undertaking it, making reference to any equalities action plans / service plans.

Monitoring undertaken by the Aberdeenshire Council Travellers Working Group (Members, officers and external agencies)

Council's Equalities Group

Monitoring/collection of information will be co-ordinated on an ongoing basis by Planning & Environmental Services (Environmental Health) with David Cooper, Environmental Health Specialist Officer being the lead officer.

Section 6: Publishing the Results of the Assessment
(Page 8 of the Guidance Notes)

Prior to publication, the following signatures are required:

1. Head of Service or
Service Representative

Signed:Name: Ian Roberston.....Date:
8th April 2008.....

2. Quality Assured by
(QA of the process followed is required by a MEIA trained officer)

Signed:Name:Date:

Please email the completed MEIA to the Policy Officer (Equalities), Chief Executive.