



# PROTOCOL FOR DEALING WITH UNAUTHORISED GYPSY AND TRAVELLER ENCAMPMENTS

APRIL 2014

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**NEWCASTLE PARTNERSHIP**

**PROCEDURES FOR UNAUTHORISED GYPSY/TRAVELLER ENCAMPMENTS**

No	INFORMATION ACTION	DONE
1	<p>Receive information about location of a new encampment (this could be received by any partner via contact centre or directly to individual partner officer)</p> <ul style="list-style-type: none"> <li>• Notify partners on contact list (contact centre)</li> <li>• Establish who landowner is believed to be and notify partners on contact list (contact centre)                             <ul style="list-style-type: none"> <li>▪ Do quick initial visit to confirm location/numbers (landowner and police)</li> <li>▪ Carry out quick risk assessment in respect to location &amp; land (landowner and police)</li> </ul> </li> </ul>	
2	Return to office and notify partners on contact list to inform them of the situation & location for visits– see contact sheet	
3	Establish and confirm who the landowner is and make contact – council (4) or private (7) – police to make contact	
4	<b>BOROUGH COUNCIL LAND</b>	
a	<p>Arrange <b>joint visit</b> to the location to confirm encampment and issue initial notice requesting that travellers leave within 24 hours.</p> <p><i>(Police/local PCSO and LA officer – Community Management)</i></p>	
b	<p>Carry out the <b>WELFARE CHECK</b> on next visit</p> <p>(Police/local PCSO and LA officer – Community Management/Environmental Health)</p> <p><i>(in certain circumstances you may have to return to carry out the checks as it may not be convenient for the Travellers – so you may need to rearrange)</i></p>	
c	<p>Read the <b>CODE OF CONDUCT (attached as appendix)</b> making travellers aware of their rights and responsibilities. Explain that the encampment <b>will not be accepted</b> and that the process for eviction will commence immediately. Ask the travellers to leave.</p> <p>Also give out a list of helpful numbers (Doctors, schools, churches etc).</p>	

d	<ul style="list-style-type: none"> <li>▪ Give bin bags as emergency measure for the Travellers to collect their rubbish, agree where they should be placed.</li> <li>▪ Sketch/photograph the location of the trailers on the land, highlighting possible hazards i.e. roads, canal, COMA area, &amp; hidden areas for dumping.</li> <li>▪ Photograph the area on first visit for case file and decision matrix</li> </ul>	
5	<p style="text-align: center;"><b><u>ON RETURN TO THE OFFICE</u></b></p> <ul style="list-style-type: none"> <li>▪ Speak to the council regarding a rubbish collection, inform Travellers of date (Streetscene/Park Attendants)</li> <li>▪ Arrange for other agencies to visit the site if required – education, health, homelessness, Animal Welfare, ICCM, RSPCA, Environment Agency (waste carrying licences – ensure all relevant parties are on contact list)</li> <li>▪ Set up a case file for <b>ALL</b> documentation to be collated - this is to include: all complaints, welfare check details, visits, post code, map &amp; photos</li> <li>▪ Check <b>ALL</b> details where possible i.e. Education, Health, other authority's/Police to see if they have had this group before. If they are here for a wedding/baptism, check with the church.</li> <li>▪ Update the appropriate partners about the issues from the welfare checks (contact list)</li> </ul>	
6	<p style="text-align: center;"><b><u>DECISION MATRIX</u></b></p> <ul style="list-style-type: none"> <li>• This process needs to be reviewed on a weekly basis based on information from the Community Management team &amp; conditions on the encampment</li> <li>• In some circumstances it may be more appropriate to call an emergency meeting to discuss the issues</li> <li>• Each partner to fill in appropriate section of the matrix</li> <li>▪ Send all information to the LA lead officer (Community Manager) for decision on either: -</li> </ul> <p>(NB – in Newcastle, the eviction option will be the norm. It is unlikely that acceptance/toleration will ever be the chosen option on parks and open spaces land).</p>	

a	<p><b><u>'Acceptance/toleration' *</u></b></p> <ul style="list-style-type: none"> <li>• Arrange for toilets &amp; bins</li> <li>• Sign Travellers up for these &amp; recover costs (weekly)</li> <li>• Visit the site every day when possible.</li> <li>• Regularly take photos - monitor site</li> <li>• Update lead officer &amp; partners weekly</li> <li>• Follow NBC policy in respect of worker safety – as documented in risk assessment for unauthorised encampments. No lone worker visits should be made. Use protective devices e.g. Identicom where appropriate, visit in pairs etc. Arrange visits with staffs police where appropriate. Record threats and abuse.</li> </ul>	<p><b><u>Eviction</u></b></p> <ul style="list-style-type: none"> <li>• Start legal process</li> <li>• Continue to visit &amp; monitor</li> <li>• Attend court</li> <li>• Liaise with the Police &amp; court bailiffs</li> </ul>	
<p style="text-align: center;"><b><u>Police Intervention</u></b></p> <p>In the following circumstances, the police(Senior Police Officer) may utilise their powers under Section 61of the Criminal Justice and Public Order Act to direct the travellers to leave the site without reference to the courts:</p> <ul style="list-style-type: none"> <li>• The travellers have caused damage to the land or property</li> <li>• The travellers have used threatening, abusive or insulting words or behaviour to the landowner, employee or agent</li> <li>• There are 6 or more vehicles on the land</li> </ul> <p><i>* First notice should always be served in case the Police need to use their powers quickly (the land owner needs to have asked the Travellers to leave for this to happen). A welfare assessment also must have been carried out.</i></p>			
b	Email partners about the decision & keep them updated regularly (contact list) – consider media release if appropriate		
c	Update <b>ALL</b> documentation daily with information from site visits, families arriving or leaving, anti-social behaviour, complaints and press coverage.		

	(Newcastle has a spreadsheet for this – attach as appendix)	
	<p style="text-align: center;"><b><u>LAND VACATED</u></b></p> <ul style="list-style-type: none"> <li>• Complete encampment file with summary sheet</li> <li>• Email partners to inform them the Travellers have left</li> <li>• Contact neighbouring authorities and police forces to inform that travellers may be entering area (see contact list)</li> <li>• Ensure land is cleared after eviction</li> <li>• Are there any preventative measures to stop trespass in the future?</li> <li>• Partners to consult regarding any environmental measures that can be implemented and record outcome (this can be by email) – see page 20/21</li> </ul>	
7	<p style="text-align: center;"><b><u>PRIVATE LAND</u></b></p> <p><i>The authority has no influence on the private landowner in regards to ‘acceptance’ or eviction, but it is good practice to make contact with the land owner, because: -</i></p> <ul style="list-style-type: none"> <li>• <i>Liaison officer may know the group and be able to negotiate their stay</i></li> <li>• <i>Help with community tensions, preventing any incidents occurring</i></li> <li>• <i>Liaise with other agencies</i></li> <li>• <i>Advise to seek legal advice</i></li> </ul>	

Where occupation is on land owned by Staffordshire County Council within the borough of Newcastle-under-Lyme, officers from Newcastle-under-Lyme Borough Council will undertake steps 1, 2, 3, 4a, 4b, 4c and 4d on behalf of Staffordshire County Council.

**NB** – This protocol, including known unauthorised encampment sites and contact details for partners, will be reviewed every 12 months or sooner if necessary.



**CONTACT LIST – ENCAMPMENTS**

<b>NAME</b>	<b>JOB TITLE</b>	<b>SERVICES</b>	<b>EMAIL</b>	<b>PHONE</b>
Out of Hours Contact Centre		Various Services	controlcentre@cannockchasedc.gov.uk	01543 574480
Steve Middlehurst	Community Manager	Operations Service	<a href="mailto:steve.middlehurst@newcastle-staffs.gov.uk">steve.middlehurst@newcastle-staffs.gov.uk</a>	01782 717717
David Beardmore	Environmental Health Team Manager (Dog and Pest Control)	Environmental Health Services	<a href="mailto:david.beardmore@newcastle-staffs.gov.uk">david.beardmore@newcastle-staffs.gov.uk</a>	01782 717717
Rebecca Cooper	Solicitor	Legal Services	<a href="mailto:rebecca.cooper@newcastle-staffs.gov.uk">rebecca.cooper@newcastle-staffs.gov.uk</a>	01782 717717
Mike O'Connor	Housing Manager	Housing Services	<a href="mailto:mike.oconnor@newcastle-staffs.gov.uk">mike.oconnor@newcastle-staffs.gov.uk</a>	01782 717717
Nigel Gardner	Environmental Health Team Manager (Licensing and Enforcement)	Environmental Health Services	<a href="mailto:nigel.gardner@newcastle-staffs.gov.uk">nigel.gardner@newcastle-staffs.gov.uk</a>	01782 717717
Paul Pickerill	Streetscene Manager	Operations Service	<a href="mailto:paul.pickerill@newcastle-staffs.gov.uk">paul.pickerill@newcastle-staffs.gov.uk</a>	01782 717717
Dave Morgan	Park Attendant Officer	Operations Service	<a href="mailto:david.morgan@newcastle-staffs.gov.uk">david.morgan@newcastle-staffs.gov.uk</a>	01782 717717
Phil Jones	Head of Communications	Communications Service	<a href="mailto:phil.jones@newcastle-staffs.gov.uk">phil.jones@newcastle-staffs.gov.uk</a>	01782 717717

	Officer			
Rosie Bloor	Customer and ICT Business Manager	Customer Services	<a href="mailto:rosie.bloor@newcastle-staffs.gov.uk">rosie.bloor@newcastle-staffs.gov.uk</a>	01782 717717
Mark Barlow	Local Inspector	Police – Inspector	Mark.barlow@staffordshire.pnn.police.uk	101
John Hughes	Sergeant	Police - Sergeant	John.hughes@staffordshire.pnn.police.uk	101
Samantha Ferguson	Communications Officer	Police - Communications	Samantha.Ferguson@staffordshire.pnn.police.uk	101
Kevin Danks	Estates & Valuation Manager	Staffordshire County Council	<a href="mailto:kevin.danks@staffordshire.gov.uk">kevin.danks@staffordshire.gov.uk</a>	01785 277702
Chris Evans	Landscape Architect	Staffordshire County Council	<a href="mailto:chris.evans@staffordshire.gov.uk">chris.evans@staffordshire.gov.uk</a>	01785 277460
	Health Services	North Staffordshire PCT		0845 602 6772
	Housing Needs	Newcastle Housing Advice		01782 635200
	Highways Officer	Staffordshire County Council	highways@staffordshire.gov.uk	0300 111 8000
	Animal Welfare	Staffordshire County Council	animal.health@staffordshire.gov.uk	01785 277875  Pager number 08448 22888 and quote: 839677.
	Education Services	West Midlands Consortium Education Service for Travelling Children Staffordshire County Council		01902 714 646
	Social Services	Staffordshire County Council		01782 296005

Classification: NULBC **PROTECT** Organisational

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Force	Phone Contact	Name Contact	Email Contact
West Midlands	0345 113 5000 or 101	Force Contact Centre	<a href="mailto:fib@west-midlands.pnn.police.uk">fib@west-midlands.pnn.police.uk</a>
Warwickshire	101/01926415000	Force Control Room	<a href="mailto:force.control@warwickshire.pnn.police.uk">force.control@warwickshire.pnn.police.uk</a>
West Mercia	0300 333 3000	Operational Control Centre - Force Duty Inspector	DL-OCC@westmercia.pnn.police.uk, <a href="mailto:fib@westmercia.pnn.police.uk">fib@westmercia.pnn.police.uk</a>
Leicestershire	101	Lee Bedford (Traveller SPOC)	Lee.Bedford@leicestershire.pnn.police.uk and <a href="mailto:fib@leicestershire.pnn.police.uk">fib@leicestershire.pnn.police.uk</a>
Derbyshire	101	Force Contact Centre	<a href="mailto:force.control@derbyshire.pnn.police.uk">force.control@derbyshire.pnn.police.uk</a>
Cheshire	101	FIB	<a href="mailto:fib@cheshire.pnn.police.uk">fib@cheshire.pnn.police.uk</a>



Local Authority	Contact
Lichfield District Council	<a href="mailto:lichfieldconnects@lichfielddc.gov.uk">lichfieldconnects@lichfielddc.gov.uk</a>
Tamworth District Council	<a href="mailto:debbie-lewis@tamworth.gov.uk">debbie-lewis@tamworth.gov.uk</a> <a href="mailto:joanne-shaw@tamworth.gov.uk">joanne-shaw@tamworth.gov.uk</a> <a href="mailto:tracey-yeomans@tamworth.gov.uk">tracey-yeomans@tamworth.gov.uk</a> <a href="mailto:stephen-lewis@tamworth.gov.uk">stephen-lewis@tamworth.gov.uk</a>
Cannock Chase District Council	<a href="mailto:customerservices@cannockchasedc.gov.uk">customerservices@cannockchasedc.gov.uk</a>
South Staffordshire Council	<a href="mailto:s.gilbert@sstaffs.gov.uk">s.gilbert@sstaffs.gov.uk</a> <a href="mailto:k.riley@sstaffs.gov.uk">k.riley@sstaffs.gov.uk</a> <a href="mailto:info@sstaffs.gov.uk">info@sstaffs.gov.uk</a>
Stoke City Council	<a href="mailto:rob.senior@stoke.gov.uk">rob.senior@stoke.gov.uk</a>
Staffordshire County Council	<a href="mailto:matthew.gratton@staffordshire.gov.uk">matthew.gratton@staffordshire.gov.uk</a>
Stafford Borough Council	<a href="mailto:info@staffordbc.gov.uk">info@staffordbc.gov.uk</a>
Newcastle-under-Lyme Borough Council	<a href="mailto:customerservices@newcastle-staffs.gov.uk">customerservices@newcastle-staffs.gov.uk</a>







## Newcastle-under-Lyme Borough Council CODE OF CONDUCT

When unauthorised encampments happen on Newcastle-under-Lyme Borough Council's land, the council will:

- Visit the site and assess the Gypsies and Travellers needs
- Offer appropriate advice and assistance
- Identify issues which could arise through its occupation

The information gathered will be independently reviewed, and used to determine whether enforcement action is appropriate. It will be shared with other agencies where it is lawfully appropriate to do so.

Gypsies and Travellers must:

- Not cause damage to the land itself, including landscaping, trees or shrubs planted on it, or to any property or structures on the land, including walls, fences or gates.
- Not cause obstruction to public highways or public rights of way
- Not drop litter or dispose of waste and rubbish on or around the site, or discharge waste into watercourses
- Not engage in threatening or antisocial behaviour
- Not interfere with electricity, water or gas supplies
- Not allow animals to roam, and must remove animal waste

Gypsies and Travellers are expected to respect the local community and the local environment.

Criminal activity will always be reported to the police.

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL****UNAUTHORISED TRAVELLER ENCAMPMENTS****LIST OF KNOWN SITES WHERE UNAUTHORISED ENCAMPMENTS OCCUR**

<b>SITE</b>	<b>WARD</b>	<b>OWNER</b>	<b>PREVENTATIVE MEASURES</b>	<b>COMMENT</b>
Bathpool Park (Peacocks Hay)	Ravenscliffe	NuLBC	Overhead gantry, trip rail	
Birchenwood	Ravenscliffe	NuLBC	Boulders, barrier, trip rail, mounding	
Long Lane open space	Newchapel	NuLBC	Overhead gantry, fencing	
Little Chef A34	Talke	Private	Boulders	
A34 Talke – highway verge	Talke	SCC	Bollards	
Jamage Industrial Estate	Talke	Private	Unknown	
Red Hall Lane	Halmerend	Private	None	Unadopted road
Chatterley Valley – highway verge	Bradwell	SCC	Mounding	
High Carr open space	Bradwell	NuLBC	Gate	
Chemical Lane Industrial Estate	Bradwell	Private/SCC	Unknown	
High Carr Farm	Chesterton	Private	Gate	
Parkhouse (various business premises)	Chesterton	Private	Unknown	
Rowhurst Close Industrial Estate	Chesterton	Private/SCC	Ditching	
Crackley Bank open space	Chesterton	NuLBC	Ditching	
Sheldon Grove open space	Holditch	NuLBC	Ditching	
Apedale Country Park	Holditch	NuLBC	Barriers, boulders	
Loomer Road Stadium	Holditch	Private	Barrier	
Loomer Road open space	Holditch	NuLBC	Mounding	
Lymedale – Pitgreen Lane	Holditch	SCC	None	Public highway

SITE	WARD	OWNER	PREVENTATIVE MEASURES	COMMENT
Lymedale – New Look	Holditch	Private	Unknown	
Former Friendly Hotel A34	Holditch	Private	Unknown	
Wolstanton Marsh	Wolstanton	Duchy of Lancaster	None	Common land
ASDA	Wolstanton	Private	Barrier, width restriction	
Etruria Way Industrial Estate	May Bank	Private	Gates	
Cotswold Avenue	Cross Heath	NuLBC	Barrier	
Lower Milehouse Estate	Cross Heath	Aspire Housing/SCC	Mounding	
The Wammy	Cross Heath	NuLBC	Overhead gantry, trip rail	
Car Park at Ashfields New Road	Cross Heath	Private	Concrete bollard/barrier	
Cemetery Road – highway verge	Silverdale and Parksite	SCC	None	Public highway
Cemetery Road – former Fowlers Garage	Silverdale and Parksite	Private	Barriers	
Maries Way – business premises	Silverdale and Parksite	Private	Mounding	
Racecourse open space	Silverdale and Parksite	NuLBC	Gates, railings	
Field off Keele Road	Keele	Private	Gate	
Lyme Valley – Lyme Valley Road	Town	NuLBC	Overhead gantry, railings, gates	
Morrisons	Town	Private	Barriers	
Goose Street Car Park	Town	NuLBC	None	Public car park
Former Bristol Street Motors	Town	Private	Gates, railings	
Former St Giles and St Georges School site, Barracks Road	Town	NuLBC/SCC	Gates/walls	
King Street Car Park	Town	NuLBC	Height barrier	
Lyme Valley – Lilleshall Road	Clayton	NuLBC	Trip rail	

Classification: NULBC **PROTECT** Organisational

Lyme Valley – Newcastle Rugby Club	Clayton	Newcastle Rugby Club	Barrier, trip rail	
Wye Road	Seabridge	NuLBC	Mounding proposed	
Kingsbridge Avenue open space	Seabridge	NuLBC	None	

Classification: NULBC **PROTECT** Organisational  
**RECORD OF GYPSY AND TRAVELLER ENCAMPMENT WITHIN BOROUGH**  
**(LOG NUMBER \_\_\_\_\_)**

<b>Date Arrived</b>		
<b>Location</b>	<b>Address</b>	
<b>Repeat visit (when last visited)</b>	<b>Date</b>	
<b>Communication with Ward Cllr</b>	<b>Names and dates</b>	
<b>Communications with residents</b>	<b>Names telephone nos</b>	
<b>Communication with Police</b>	<b>Name</b>	
<b>Number of vehicles and caravans</b>	<b>Number of vehicles</b>	<b>Number of Caravans</b>
<b>Date Issued first notice</b>	<b>Date and comments</b>	
<b>Date issued Court summons on site</b>		
<b>Date and comments</b>		

<b>Court Date</b>	<b>Location and time</b>
<b>Bailiffs appointed</b>	<b>Date and comments</b>
<b>Date gypsy's left site</b>	<b>Comments</b>
<b>Estimate to clean site</b>	<b>Comments and estimate</b>
<b>Estimate to secure site against further gypsy access</b>	<b>Comments and estimate</b>
<b>Commencement of preventative works</b>	<b>Comments and date of completion</b>

**RESTRICTED**

**BOROUGH COUNCIL OF NEWCASTLE UNDER LYME**

**UNAUTHORISED OCCUPATION SOCIAL ASSESSMENT**

**LOCATION ADDRESS**

**DATE**

**Map or Photo  
where available**

## SECTION A: Site Assessment

### **Part 1. LOCATION**

<b>Site Location</b>	Proximity of nearest dwelling
<b>Normal use / intended purpose of site</b> <ul style="list-style-type: none"> <li>• Ownership</li> <li>• Usage</li> </ul>	

### **Part 2. SITE CONDITION (on initial inspection)**

<b>Site Damage</b> <ul style="list-style-type: none"> <li>• Boundary inc site security</li> <li>• Surface (grass, paths etc)</li> <li>• Planting (trees &amp; shrubs)</li> <li>• Structures &amp; Buildings</li> </ul>	<b>No of Animals</b> <ul style="list-style-type: none"> <li>• Dogs</li> <li>• Horses</li> <li>• Other</li> </ul>
<b>Waste on Land</b> <ul style="list-style-type: none"> <li>• Litter</li> <li>• Fly tip / commercial waste</li> </ul>	<b>Equipment in use</b> <ul style="list-style-type: none"> <li>• Generators</li> <li>• Gas Cylinders</li> <li>• Commercial activity</li> </ul>
<b>Vehicles on site (see also vehicle log)</b> <ul style="list-style-type: none"> <li>• Number of vehicles</li> </ul>	
<b>Additional Comments</b>	

### **Part 2. SETTLED COMMUNITY IMPACT**

<b>Potential for Disturbance / Nuisance</b> <ul style="list-style-type: none"> <li>• Noise (inc source)</li> <li>• Smoke/fume/odour</li> </ul>
<b>Disruption to normal site use</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Potential for Public Order issues</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Reinstatement Works</b> <ul style="list-style-type: none"> <li>• Removal of litter</li> <li>• Removal of human waste</li> <li>•</li> </ul>
<b>Complaints received</b>



## SECTION B: Welfare Enquiry: Needs Assessment

Part 1. GENERAL INFORMATION				
Date Instructed to Assess		Date of Assessment Visit		Other agency attending
Location of Encampment			Date of Arrival	
			Method of access	
Group Origin:	Traditional	Irish Traveller	New Age Traveller	Other: Which?
Reason for occupation	Passing Through Employment Local to County Visiting Relatives Wedding Funeral Christening Other			
Number of <b>Caravans</b>		Number of <b>Families</b>		Anticipated length of stay / planned <b>departure date</b>
Number of <b>adults</b> in Group by Sex		Male		Female
Number of <b>children</b> in Group by Sex and Age Group	Male	0-5	6-10	11-16
	Female	0-5	6-10	11-16

Part 2. HEALTH NEEDS				
<a href="http://www.northstaffordshire.nhs.uk/find-a-service/">http://www.northstaffordshire.nhs.uk/find-a-service/</a> Telephone 0845 602 6772				
Are any of the adult females in the group pregnant and if so how many and stage of pregnancy	0 to 3 months	3 to 6 months	6 to 9 months	Confinement imminent
Do any members of the group require <b>medical treatment on a regular basis</b>	Details			
Has any member of the group sought and received <b>emergency medical treatment</b> since arriving at this location	Details			
Do you require the services of a <b>Health Visitor and/or Nurse</b> for any of your group at this location	YES/NO			

<i>If YES for what specific purpose i.e. advice on inoculations, general health/nutrician advice etc</i>	<i>Details</i>
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<b>Do you or any member of your group require the services of a <i>Social Worker</i> for your group at this location</b>	
<i>Do you or any member of your group require the services of a <b>Social Worker</b> for your group at this location</i>	YES/NO
<i>If YES for what particular need i.e. guidance, advice etc</i>	<i>Details</i>

<b>Part 4. EDUCATION NEEDS</b> West Midlands Consortium Education Service for Travelling Children. <b>Telephone 01902 714 646</b>		
<i>Do you or any member of your group require the services of the <b>Travellers Education Service</b> at this location</i>	YES/NO	
<i>If YES, for what purpose i.e. children and or adult educational needs</i>	<i>Details</i>	
<i>Are any of the children in school</i>	<i>Name of School</i>	<i>Names of children</i>

<b>Do you or any member of your group require the services of the <b>Local Authority Housing Team</b> at this location</b>		
<i>Do you or any member of your group require the services of the <b>Local Authority Housing Team</b> at this location</i>	YES/NO	
<i>If YES for what particular need i.e. guidance, advice etc</i> • Housing Advice Service?	<i>Details</i>	

<b>Part 6. OTHER AGENCY NEEDS</b>		
<i>Do you or any member of your group require the services of <b>Another Agency</b> at this location (Which?)</i>	YES/NO	
<i>If YES which agency and for what particular need (i.e. guidance, advice etc)</i>	<i>Details</i>	

<b>PART 7. NEEDS SUMMARY</b>	
<i>Further Information / Support <u>Requested</u> by the Travellers following welfare enquiry</i>	
<ul style="list-style-type: none"> <li>• Health <i>(Part 2)</i></li> <li>• Social Services <i>(Part 3)</i></li> <li>• Education <i>(Part 4)</i></li> <li>• Housing <i>(Part 5)</i></li> <li>• Other Agencies <i>(Part 6)</i></li> </ul>	

**Part 8. EVICTION IMPACT ASSESSMENT**

Are there any **health issues** indicated why this group/individual should not be evicted from the land

Health Authority Report sought: Yes / No

What impact do you consider an eviction will have on the Travellers' **children's education**

Travellers Education Report sought: Yes / No

**Officer Completing Welfare Enquiry & Site Assessment:**

Name:

Signature:

Date:

Position:

## **SECTION C: Evidence Review & Eviction Decision**

Taking into account: *(from the Site Assessment)*

1. The location of the encampment
2. The current condition of the site
3. The anticipated impact on the settled community (including potential public order issues, and details of complaints received)

And balancing these with: *(from the welfare enquiry)*

1. The size and ages of the traveller group
2. Their stated health needs
3. Their stated social needs
4. Their stated education needs
5. Their stated housing needs

I [Consider] / [Do Not Consider] that a Notice under **Section 77 Criminal Justice and Public Order Act 1994** should be issued. The notice should direct individuals to remove their vehicles and belongings and to leave highway land, or any land occupied without the consent of the landowner.

The **Human Rights Act** and the qualified rights under the **European Convention on Human Rights** have been taken into consideration. My decision is based on the information recorded in the form above.

Signed: .....

Designation: .....

An Officer of the Authority authorised to make the decision

Dated: .....

**VEHICLE LOG**

<b>Date Observed</b>	<b>Registration Plate</b>	<b>Vehicle Description</b>

## SOCIAL ASSESSMENT REPORT

### CHECK LIST

	Requested (date)	Received (date)
GENERAL INFORMATION (Social Assessment – Parts 1-5)		
STAFFORDSHIRE EDUCATION AUTHORITY REPORT		
HEALTH AUTHORITY REPORT		
SOCIAL SERVICES REPORT		
DISTRICT COUNCIL HOUSING DEPARTMENT REPORT		
ADDITIONAL INFORMATION		

### **ACTION**

Relevant Agencies informed of occupation as follows:

	<u>DATE</u>
EDUCATION AUTHORITY	
HEALTH AUTHORITY	
SOCIAL SERVICES	
HOUSING AUTHORITY	
OTHER (Please specify)	

Request for further information from:-

	Requested (date)	Received (date)
EDUCATION DEPARTMENT		
HEALTH AUTHORITY		

SOCIAL SERVICES DEPARTMENT		
HOUSING AUTHORITY		
OTHER (please specify)		