

Scrutiny Committee & Review Panel Scoping of Scrutiny Exercises

Preliminary Information	
Title of Exercise	Illegal Gypsy Encampments
Lead Committee	Community and Regeneration Scrutiny Committee
Chair of Review Panel	Councillor H E Dyke
Client Officer Support	John Baggott, Development Manager Jane Alexander, Principal Solicitor
Aims and Objectives	
Terms of Reference Purpose of group/strategic objectives.	To review the Council's arrangements for dealing with potential alleged illegal encampments, which may be established outside of normal office hours.
Rationale Key issues and/or reasons for doing the review.	To review what procedures and resources are in place to enable the Council to deal with illegal gypsy and traveller encampments should such occurrences be reported outside normal office hours, and where necessary identify potential changes to existing procedures and the implications of doing so to establish whether changes are reasonable and proportionate.
Review Objectives Specify exactly what the review should achieve.	<ul style="list-style-type: none"> • To review the current out of hours procedures in place to deal with such reported occurrences. • To review the number of such reported occurrences within the last 5 years. • To share good practice and experiences with other authorities. • To consider, where appropriate, potential changes to procedures and assess the associated resource implications.
Barriers, Dangers and Risks Identify any weaknesses and potential pitfalls.	<ul style="list-style-type: none"> • Ethnic minority issues/equality issues. • Staff resources. • Staff resilience (e.g. unable to cover) • Extent of Officer Delegated Authority (e.g. what action currently requires a Member decision and what action should be taken out of hours that could not wait until the next working day?) • Limits of action imposed by Human Rights Act



	<ul style="list-style-type: none"> • Restricted powers (e.g. rights of ownership) • Inappropriate “call outs/Abuse of system.
<p>Financial Implications How much money is needed and where will the money likely to come from?</p>	<ul style="list-style-type: none"> • Staff costs – e.g. call out allowances, etc. • Legal costs. • Staff insurance (out of hours cover?)
Methodology	
<p>Approach What methods will be used to gather evidence and why?</p>	<ul style="list-style-type: none"> • Learn from others – speaking to neighbouring authorities with similar problems/to share best practice and experiences. • Review own experiences with previous cases within Wyre Forest. • Review past occurrences and assess probability and number of potential future occurrences.
<p>Co-opted Members and Expert Witnesses Who will be able to inform the process and when?</p>	<ul style="list-style-type: none"> • Appropriate District and Parish Councillors. • County Council Officers. • Officers and/or Members from neighbouring authorities.
<p>Evidence Sources for Documents Could CfPS Review Library help?</p>	<ul style="list-style-type: none"> • Relevant planning guidance and associated documents. • Planning Case Law and appeal decisions. • Results of any similar scrutiny exercises elsewhere.
<p>Specify if any sites visits are required? Where and when?</p>	Unknown at this stage.
<p>Specify evidence sources for views of stakeholders Could the Councils Youth On-line facility be used? Could the County Council’s Consultation Facility “Ask Me” be used?</p>	Not applicable.



<p>Publicity Requirements What is needed – fliers, leaflets, radio broadcast, press-release etc.</p>	<p>Not applicable</p>
<p>Deadlines</p>	
<p>Anticipated Start Date:</p>	<p>To be agreed</p>
<p>Number of Meetings:</p>	<p>To be agreed</p>
<p>Feedback to Scrutiny:</p>	<p>To be agreed</p>
<p>Projected Completion Date:</p>	<p>To be agreed</p>

