

**GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT
AND SITE ASSESSMENT CRITERIA**

**REPORT OF DIRECTOR OF COMMUNITIES, HOUSING &
CUSTOMER SERVICES and DIRECTOR OF CITY OPERATIONS**

AGENDA ITEM: 9

**PORTFOLIO: HEALTH HOUSING AND WELLBEING (COUNCILLOR SUSAN
ELSMORE)
TRANSPORT, PLANNING AND SUSTAINABILITY
(COUNCILLOR RAMESH PATEL)**

Reason for this Report

1. To seek the Council's approval to submit the Gypsy and Traveller Accommodation Assessment to Welsh Ministers for approval and to endorse the proposed Gypsy and Traveller Site Assessment Criteria which will be used to assess potential sites for meeting the need identified in the Gypsy and Traveller Accommodation Assessment.

Background

2. The Council is required, under Part 3 of the Housing (Wales) Act 2014 to undertake a Gypsy and Traveller Accommodation Assessment and to make provision for sites where the assessment identifies an unmet need for Gypsy and Traveller pitches. All Local Authorities in Wales are required to submit the Accommodation Assessment to Welsh Ministers for approval by 21st February 2016 and in order to meet this deadline a Gypsy and Traveller Accommodation Assessment was undertaken in autumn 2015 in accordance with Welsh Government guidance.
3. In preparing the Accommodation Assessment the Council commissioned Gypsy & Traveller Wales to carry out the required interviews in addition to using Travellers Education and Save the Children to try to reach as many people as possible. The Council also has worked closely with the Gypsy and Traveller community, adjoining Local Authorities and Welsh Government. For project management purposes a Steering Group was established at the beginning of the process. This Steering Group helped ensure the GTAA was informed by all available expertise and included representatives from the Council's Housing and Planning Sections, representatives of the Gypsy and Traveller community, Gypsies and

Travellers Wales and Health and Education Gypsy and Traveller Liaison Officers.

4. A total of 172 survey forms were completed and respondents included Gypsy and Travellers living on Council operated and private sites, those currently living in bricks and mortar housing and those residing on unauthorised transit sites at the time of the survey. Analysis of these responses identified an additional need for 87 permanent pitches up to 2026, with 64 in the short term. The consultation also identified the need for a regional transit site. The full findings are set out in the Report included at Appendix 1.
5. These findings are subject to the approval of Welsh Ministers who will assess the Gypsy and Traveller Accommodation Assessment to ensure its robustness in terms of compliance with this guidance, quality of engagement with relevant individuals and calculation of needs. Welsh Ministers may approve the assessment as submitted, approve the assessment with modifications, or reject the assessment and require a new assessment be undertaken. If reports are not approved as submitted, the Welsh Government will consult with the Council in relation to the necessary changes required.
6. This new Assessment will update the findings of the previous study undertaken in April 2013 by Opinion Research Services on behalf of the Council. This found a need for 108 (43 short term) permanent pitches and 10 transit pitches up to 2026 and formed part of the evidence base for the Local Development Plan (LDP) which is nearing adoption following examination last year.
7. As set out above the Housing (Wales) Act 2014 also introduces a statutory requirement on the Council to meet the need for Gypsy and Traveller Accommodation as identified in the Accommodation Assessment. The Deposit LDP proposed a new Gypsy and Traveller site of 65 permanent pitches at Seawall Road, Tremorfa to meet the short term need identified in this April 2013 study. However due to concerns raised in relation to flood risk the LDP Inspectors appointed to examine the Plan instructed the Council to remove the site from the Plan and to prepare position statement setting how the Council intended to meet this unmet need.
8. The position statement submitted to the Inspectors sets out a comprehensive and inclusive process to address the need for additional pitches over the next two years. The first phase is the identification of suitable sites to meet both identified short and long term need by July 2016. Importantly this exercise also provides an opportunity for the Council to revisit and refine the methodology which was previously employed to identify sites in July 2013 during the sites study undertaken by Peter Brett Associates and also to take account of the revised figures relating to need in the new Accommodation Assessment.

9. The table below sets out the key outputs and the associated timescales for delivery. Progress will also be monitored through an indicator in the LDP Annual Monitoring Report.

Mechanisms	Timescale
Agree project management arrangements including reporting structure and representatives	July 2015
Agree methodology for undertaking site search and assessment	December 2015
Update Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014	February 2016
Undertake a site search and assessment and secure approval of findings – (i.e. Identify required sites to meet short and long term need)	July 2016
Secure planning permission and funding (including any grant funding from Welsh Government) for identified sites(s) required to meet short term	May 2017
Secure planning permission and funding (including any grant funding from Welsh Government) for identified(s) required to meet long term need	May 2021

10. Project Management techniques are being used to deliver these outputs and a Steering Group comprising senior Officers and Cabinet Members and an Officer Working Group comprising Officers from relevant service areas across the Council has been established to progress the work. Where necessary the working group draws on advice from other stakeholders such as the Welsh Government and the Gypsy and Traveller community.
11. In addition to the completion of the new Accommodation Assessment, work has also been progressed on undertaking a thorough review of the previous site selection criteria used to identify sites. This review has had regard to good practice from other authorities, national planning guidance including Welsh Government Circular 30/2007 and latest guidance produced by the Welsh Government relating to the design and management of Gypsy and Traveller sites. The views of the Gypsy and Traveller community have also been sought in revisiting the Site Selection Criteria.
12. A proposed Site Selection Criteria is included as Appendix 2 to this report and set outs assessment criteria around three main headings relating to

availability, site suitability and achievability. Availability considerations include whether the site is genuinely available long term and there are no legal issues. Site suitability considerations include a comprehensive list of policy and physical constraints and deliverability considerations relate to the consideration of abnormal costs. In order to provide an overview a summary of the suitability of each potential site against each of the criteria will be entered into a table together with an overall conclusion for each site. This will allow a transparent and considered assessment to take place with an overall conclusion stating the preferred option and the reasoning behind it.

13. The proposed Site Assessment Criteria was also considered by Communities and Adult Services Scrutiny Committee on 6th January 2016 and a copy of the scrutiny letter and the response from the Cabinet Member is attached at Appendix 3.

Next Steps

14. The next steps following Cabinet endorsement of the Site Selection Criteria will be finalisation of a list of potential Gypsy and Traveller sites and application of the Site Selection Criteria. This process will take place over the next six months and further report will be brought to Cabinet in July 2016 with the findings of the assessment and recommendations on preferred sites.

Reason for Recommendations

15. To seek Cabinet's approval to submit the Gypsy and Traveller Accommodation Assessment (GTAA) to Welsh Ministers for approval and to endorse the proposed Gypsy and Traveller site Selection Criteria which will be used to assess potential sites.

Financial Implications

16. The report considers a needs assessment for Gypsy and traveller accommodation. Creating new pitches will have financial implications in both operational costs of sites as well as capital expenditure implications, which will need to be accurately identified. For any implementation and operating costs to be affordable, it is essential that external grant funding is available to meet need. Where land is not already in council ownership, it may need to be purchased or transferred from other public sector bodies. It is essential that the site selection criteria also considers the whole life cost of individual sites / options, with this to be reported back at a future Cabinet.

Legal Implications

17. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council eg.

standing orders and financial regulations; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

18. The Council have a legal duty under the Housing (Wales) Act 2014 to carry out an assessment of the accommodation needs of Gypsies and travellers residing in or resorting to its area. The Council has a duty to consult such persons as it considers appropriate.
19. Following the assessment the Council must prepare a report which contains details of how the assessment was carried out, details of the consultation and details of the accommodation needs identified by the assessment. The Council must submit the report to the Welsh Ministers for approval of their assessment.
20. If the approved assessment identifies needs within the Council's area with respect to the provision of sites on which mobile homes may be stationed the Council must exercise its powers under section 56 of the Mobile Homes (Wales) Act 2013 so far as may be necessary to meet those needs.
21. The Council has to satisfy its public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics.
22. Protected characteristics are:
 - Age
 - Gender reassignment
 - Sex
 - Race – including ethnic or national origin, colour or nationality
 - Disability
 - Pregnancy and maternity
 - Marriage and civil partnership
 - Sexual orientation
 - Religion or belief – including lack of belief
23. As such a decision to implement the proposal has to be made in the context of the Council's equality act public sector duties.
24. The report identifies that an Equality Impact Assessment has been carried out and is appended at Appendix 4. The purpose of the Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty.

25. The decision maker must have due regard to the Equality Impact Assessment in making its decision.
26. The decision maker must also have regard to certain other matters when making its decision as outlined in the Statutory Screening tool.

RECOMMENDATION

Cabinet is recommended to

1. Approve the Gypsy and Traveller Accommodation Assessment for submission to Welsh Ministers for approval (Appendix 1)
2. Endorse the proposed Gypsy and Traveller Site Selection Criteria which will be used to assess potential sites (Appendix 2)
3. Agree that a further report be brought to Cabinet setting out the findings of the site assessment process and recommendations on preferred sites.

SARAH MCGILL
Director
15 January 2016

ANDREW GREGORY
Director
15 January 2016

The following appendices are attached:

- Appendix 1 - Gypsy and Traveller Needs Assessment Report
- Appendix 2 - Gypsy and Traveller Assessment Site Selection Criteria
- Appendix 3 - Communities and Adult Services Scrutiny Committee 6th January 2016 letter and response
- Appendix 4 - Equality Impact Assessment

The following background papers have been taken into account

1. Undertaking Gypsy and Traveller Accommodation Assessments Guidance, Welsh Government, May 2015.
2. Designing Gypsy and Traveller Sites Guidance, Welsh Government, May 2015
3. Circular 30/2007 Planning for Gypsy and Traveller Caravan Sites, Welsh Government, December 2007
4. Cardiff Council Gypsy and Traveller Accommodation Needs Study, ORS, April 2013
5. Cardiff Council Gypsy, Traveller and Travelling Showpeople Sites Study, Peter Brett Associates, July 2013
6. Statutory Screening Tool

The City of Cardiff Council

Gypsy and Traveller Accommodation Assessment 2015

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Gypsy and Traveller Accommodation Assessment Report 2015

Chapter One: Policy Context

1.1 Legislation and Guidance

Housing (Wales) Act 2014

Part 3 of the Housing Act (Wales) 2014 places a duty on the Local Authority to undertake an assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to its area within 1 year of the legislation coming into force and then every 5 years. The current assessment must be submitted to Welsh Government for ministerial approval in February 2016. A failure to gain approval will result in either having to revise and resubmit or undertake a new assessment. The Act also places a duty on the Local Authority to meet the assessed needs.

Mobile Homes (Wales) Act 2013

Section 56 of the Mobile Homes (Wales) Act 2013 provides the powers required for the Local Authority to deliver Gypsy and Traveller accommodation in accordance with the assessed need.

Planning circular 30/2007

Guidance on Planning for Gypsy & Traveller sites was published in the Welsh Government Circular 30/2007. The guidance focuses on finding sustainable sites and emphasising the need for local authorities to adopt an inclusive approach with Gypsies and Travellers to achieve this. This guidance remains valid.

Planning circular 78/91

This circular sets out the need for a realistic assessment of the amount of accommodation required for Travelling Showpeople and provides advice and guidance to local authorities about planning where a need is identified.

Welsh Government Guidance

The Welsh Government published the following guidance in May 2015:

- Undertaking Gypsy and Traveller Accommodation Assessments
- Designing Gypsy and Traveller Sites in Wales
- Managing Gypsy and Traveller Sites in Wales

The purpose of the guidance is to ensure a comprehensive assessment of need and that the

accommodation is delivered in culturally appropriate ways and provides a good standard of living. Cardiff has sought to ensure that the process it has put in place has and will continue to adhere to these documents throughout.

1.2 Local Development Plan Policies

The Cardiff Local Development Plan does not contain a policy which allocates any land for a Gypsy and Traveller site. However, a working group made up of Council officers from Planning and Housing has been set up with the responsibility for making arrangements for the Gypsy and Traveller Accommodation Assessment and for finding potential locations for both permanent and transit pitches to meet the required need. The working group is being led by the Director of Communities, Housing & Customer Services and is following the timetable set out in the LDP Monitoring Framework which is shown below.

Timetable for meeting the needs for permanent Gypsy and Traveller accommodation - LDP Monitoring Indicator OB2 S08

- i) Agree project management arrangements including reporting structure and representatives - July 15
- ii) Agree methodology for undertaking site search and assessment – December 2015
- iii) Undertake Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014 – February 2016
- iv) Undertake a site search and assessment and secure approval of findings – July 2016
- v) Secure planning permission and funding (including any grant funding from Welsh Government) for identified sites(s) required to meet the short term need for 43 pitches by May 2017
- vi) Secure planning permission and funding (including any grant funding from Welsh Government) for identified(s) required to meet the long term need for 65 pitches by May 2021

Timetable for meeting the needs for transit Gypsy and Traveller accommodation - LDP Monitoring Indicator OB2 S09

- i) Agree project management arrangements including reporting structure and representatives - July 15
- ii) Agree methodology for undertaking site search and assessment – December 2015
- iii) Undertake Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014 – February 2016
- iv) Undertake a site search and assessment and secure approval of findings – July 2016
- v) Secure planning permission and funding (including any grant funding from Welsh Government) for identified sites(s) required to meet short term – May 2017
- vi) Secure planning permission and funding (including any grant funding from Welsh Government) for identified(s) required to meet long term need – May 2021

In addition to the above timescales, Cardiff Council is keeping a potential site located at Seawall Road (Tremorfa) 'under review' as part of the Monitoring Framework, indicator OB2 S07. It is

currently located within a C2 Flood Risk Area, but should circumstances change this site will be reconsidered for use as a permanent Gypsy and Traveller site. A further indicator included in the LDP Monitoring Framework (OB2 S010) sets out to ensure that the existing supply of Gypsy and Traveller pitches is maintained and where existing pitches are no longer available, alternative pitches will be sought. The Cardiff LDP includes a criteria based policy (H8 New Sites for Gypsy and Traveller Caravans) which provides a framework for assessing proposals for both new and extensions to existing sites, whether for permanent or transit uses. The policy wording is set out below for information.

H8: Sites for Gypsy and Traveller Caravans

New sites and extensions to existing sites will be permitted where:

- i. Necessary physical, transport and social infrastructure are accessible or can be readily provided;
- ii. Environmental factors including flood risk, ground stability, land contamination and proximity of hazardous installations do not make the site inappropriate for residential development;
- iii. The site is designed with reference to both the Welsh Government Good Practice Guide in Designing Gypsy Traveller Sites and the views of local Gypsies and Travellers;
- iv. There would be no unreasonable impact on the character and appearance of the surrounding areas including impact on residential amenity of neighbouring occupiers or the operation conditions of existing businesses; and
- v. In the case of a transit or touring site, it has good access to the primary highway network.

1.3 Definition of key terms

The Local Authority is in agreement with the recommendation to use the common definitions included in the Welsh Government Guidance: Undertaking Gypsy and Traveller Accommodation Assessments (May 2015). These are set out below.

Gypsies and Travellers	<p>(a) Persons of a nomadic habit of life, whatever their race or origin, including:</p> <p style="padding-left: 40px;">(1) Persons who, on grounds only of their own or their family's or dependant's educational or health needs or old age, have ceased to travel temporarily or permanently, and</p> <p style="padding-left: 40px;">(2) Members of an organized group of travelling show people or circus people (whether or not travelling together as such); and</p> <p>(b) All other persons with a cultural tradition of nomadism or of living in a mobile home.</p> <p>Source: Section 108, Housing (Wales) Act 2014</p>
Residential site	<p>A permanent residential site can be privately owned or owned by the Local Authority. This site will be designated for use as a Gypsy and Traveller site indefinitely. Residents on these sites can expect to occupy their pitches for as long as they abide by the terms of their pitch agreements, under the Mobile Homes (Wales) Act 2013.</p> <p>Working space may also be provided on, or near, sites for activities carried out by community members.</p>

Temporary residential site	These sites are residential sites which only have planning permission or a site licence for a limited period. Residents on these sites can expect to occupy their pitches for the duration of the planning permission or site licence (or as long as they abide by the terms of their pitch agreements, under the Mobile Homes (Wales) Act 2013 – whichever is sooner).
Transit site	<p>Transit sites are permanent facilities designed for temporary use by occupiers. These sites must be designated as such and provide a route for Gypsies and Travellers to maintain a nomadic way of life. Individual occupiers are permitted to reside on the site for a maximum of 3 months at a time.</p> <p>Specific terms under the Mobile Homes (Wales) Act 2013 apply on these sites. Working space may also be provided on, or near, sites for activities carried out by community members.</p>
Temporary Stopping Place	<p>Also known as a 'stopping place', 'Atchin Tan', or 'green lane', amongst other names. These are intended to be short-term in nature to assist Local Authorities where a need for pitches is accepted, however, none are currently available. Pro-actively identified temporary stopping places can be used to relocate inappropriately located encampments, whilst alternative sites are progressed.</p> <p>Temporary stopping places must make provision for waste disposal, water supply and sanitation at a minimum.</p>
Residential pitch	Land on a mobile home site where occupiers are entitled to station their mobile homes indefinitely (unless stated in their pitch agreement). Typically includes an amenity block, space for a static caravan and touring caravan and parking.
Transit pitch	<p>Land on a mobile home site where occupiers are entitled to station their mobile homes for a maximum of 3 months.</p> <p>Transit pitches can exist on permanent residential sites, however, this is not recommended.</p>
Unauthorised encampment	Land occupied without the permission of the owner or without the correct land use planning permission. Encampments may be tolerated by the Local Authority, whilst alternative sites are developed.
Unauthorised development	Land occupied by the owner without the necessary land use planning permission.
Current residential supply	The number of authorised pitches which are available and occupied within the Local Authority or partnership area. This includes pitches on Local Authority or private sites.
Current residential demand	<p>Those with a need for authorised pitches for a range of reasons, including:</p> <ul style="list-style-type: none"> • an inability to secure an authorised pitch leading to occupation of unauthorised encampments; • an inability to secure correct planning permission for an unauthorised development; • households living in overcrowded conditions and want a pitch; • households in conventional housing demonstrating cultural aversion; • new households expected to arrive from elsewhere.

Future residential demand	The expected level of new household formation which will generate additional demand within the 5 year period of the accommodation assessment and longer LDP period.
Overall residential pitch need	The ultimate calculation of unmet accommodation need, which must be identified through the Gypsy and Traveller accommodation assessment process. This figure can be found by adding the immediate residential need to the future residential demand. The overall residential need will capture the needs across the 5 year period within which the accommodation assessment is considered to be robust.
Planned residential pitch supply	The number of authorised pitches which are vacant and available to rent on Local Authority or private sites. It also includes pitches which will be vacated in the near future by households moving to conventional housing or in other circumstances. Additional pitches which are due to open on private sites likely to achieve planning permission shortly should be included as planned residential supply.
Household	In this guidance this refers to individuals from the same family who live together on a single pitch / house / encampment.
Concealed or 'doubled-up' household	This refers to households which are unable to achieve their own authorised accommodation and are instead living within authorised accommodation (houses or pitches) assigned to another household. This may include adult children who have been unable to move home or different households occupying a single pitch.
Household growth	In this guidance household growth is defined by the number of new households arising from households which are already accommodated in the area.

Chapter Two: Background and analysis of existing data

2.1 Previous Gypsy and Traveller Accommodation Assessment findings

Cardiff Council commissioned two consultants to undertake an independent Gypsy and Traveller Accommodation Assessment in 2013. The first stage was to establish the level of need for the LDP plan period and was carried out by Opinion Research Services. The study used 60 completed interviews and identified a need for an additional 108 pitches in Cardiff up to 2026 and this was broken down into 43 short-term and 65 long-term. It also identified an additional need for a transit site of around 10 pitches to be located near to the M4 and not necessarily within the boundaries of Cardiff County Council.

The second stage was prepared by Peter Brett Associates and provided advice to the Council on potential sites required to respond to the needs identified in the first study. The Peter Brett Study followed criteria set out in national guidance and looked at the availability, suitability and achievability of 32 potential sites. One of the sites at Seawall Road was allocated for a permanent site for 65 pitches in the Deposit LDP. However, following the LDP Examination the site was removed due to it being located within a C2 Flood Risk Area. Therefore, to date, no additional provision has been made to meet the previously identified need.

2.2 Identified need to be met and progress to date

The Census includes an estimate of residents classified by ethnic group according to their own perceived ethnic group and cultural background. The 2011 survey introduced an ethnicity category for ‘White: Gypsy and Irish Traveller’. Data from 2011 suggests a total of 521 Gypsy and Irish Travellers¹ in Cardiff on Census day (27th March 2011), representing approximately 0.15% of the total population of Cardiff at the time – 346,090. As noted by Welsh Government guidance², this number may not include Travelling Showpeople or New Travellers and may also exclude members of communities who declined to self-ascribe their ethnicity for fear of discrimination, stronger affiliation with other ethnicity categories (e.g. White Welsh; White Irish) and/or other reasons.

The 2011 Census also provides an estimate of residents classified by ethnic group and by accommodation type³. In Cardiff, a total of 260 Gypsy or Irish Travellers were recorded as living within a house or bungalow (see breakdown below). An additional 246 were recorded as living within either a flat, maisonette or apartment, or mobile/temporary accommodation. However, there is no breakdown of this category and so it is not possible to disaggregate the precise number living in caravans or bricks and mortar accommodation.

Extract of Table DC2121EW:

Ethnic Group:	Gypsy or Irish Traveller
Accommodation type	
Whole house or bungalow: Total	260
Whole house or bungalow: Detached	42
Whole house or bungalow: Semi-detached	109
Whole house or bungalow: Terraced (including end-terrace)	109
Flat, maisonette or apartment, or mobile/temporary accommodation	246

Source: ONS Census 2011

Census Table QS401EW “Accommodation type – People” does however provide some additional detail and context in relation to the total population living in a caravan. In Cardiff, 243 people were recorded as living within a ‘Caravan or other mobile or temporary structure’ as shown in the extract below:

Extract of Table QS401EW

Dwelling Type	People
All categories: Accommodation type	334,551
Whole house or bungalow: Total	274,883
Detached	52,472
Semi-detached	107,782
Terraced (including end-terrace)	114,629
Flat, maisonette or apartment: Total	58,536
Purpose-built block of flats or tenement	43,983
Part of a converted or shared house (including bed-sits)	12,156
In commercial building	2,397
Caravan or other mobile or temporary structure	243

Source: ONS Census 2011

¹ Source: ONS Census 2011, Table QS211EW - Ethnic group (detailed)

² Undertaking Gypsy and Traveller Accommodation Assessments, Welsh Government (2015)

³ Source: ONS Census 2011, Table DC2121EW - Ethnic group by accommodation type

In addition to this, Travellers Education Services currently have 273 families recorded on their database and Gypsy and Traveller Wales have provided advice and support to 150 households over the last 2 years. It will be seen later in the report how these families formed the basis of the study's attempt to engage as widely as possible with Gypsies and Travellers who do not reside on the Local Authority sites. Health Services were unable to provide figures but were represented on the Gypsy and Traveller Accommodation Assessment Steering Group and provided direct assistance through helping to inform and encourage engagement during the period in which the surveys were being carried out.

2.3 Caravan Count and Current Accommodation Provision

The Welsh Government produce a biannual statistical report on Gypsy and Traveller caravans on both authorised and unauthorised sites in Wales using data collected and submitted by each local authority. The figures provided by Cardiff since January 2014 are shown below:

Survey Date	Authorised Sites	Unauthorised Sites	Number of Caravans on Authorised Sites	Number of Caravans on Unauthorised Sites
January 2014	4	3	158	29
July 2014	4	5	131	35
January 2015	4	7	146	31
July 2015	4	4	137	32

A further breakdown of the July 2015 result showed the following:

	Authorised Local Authority Sites	Authorised Private Sites	Number of Caravans on Gypsies and Travellers own land	Number of Caravans on Gypsies and Travellers own land	Number of Caravans on land not owned by Gypsies and Travellers	Number of Caravans on land not owned by Gypsies and Travellers
			Tolerated	Not Tolerated	Tolerated	Not Tolerated
Number of Caravans	130	7	0	25	0	7

The total number of caravans has remained reasonably stable over this period. However, it should be noted that the current data would now show a change. There are now 3 authorised private sites with 12 caravans in total and 1 unauthorised private site containing 12 caravans which is now at the final stages of gaining planning permission.

There are currently 80 residential pitches on Local Authority sites made up of 59 at Shirenewton and 21 at Rover Way. The total count of 130 caravans on these sites provides an indication of a measure of over-occupation.

2.4 Unauthorised Encampments

The Local Authority has a policy for responding to unauthorised encampments within its boundaries. The policy was developed over a number of years and more recently reviewed to ensure that it adhered to the principles set out in the Welsh Government Guidance on Managing Unauthorised Camping (2013). The 2015/16 figures to date can be seen in the table below.

Unauthorised Encampments in Cardiff 2015/16				
Date Reported	Location	Number of Vehicles	Date Ended	Total Days
26/03/2015	Nettlefold Road	1	09/04/2015	9
05/06/2015	Hendre lake	12	09/06/2015	4
17/06/2015	Capel Gwilym Road	10	20/06/2015	3
14/07/2015	Willowbrook Drive	17	22/07/2015	8
06/08/2015	Pen y Bryn	37	08/08/2015	2
07/08/2015	Nettlefold Road	4	18/08/2015	11
10/08/2015	Hendre Lake	30	13/08/2015	3
25/09/2015	Trowbridge Green	4	30/09/2015	5
05/10/2015	Community Centre St Melons	8	09/10/2015	4
09/11/2015	Cardiff East Park and Ride	24	13/11/2015	4
19/11/2015	Cardiff East Park and Ride	24	26/11/2015	7
23/11/2015	Nettlefold Road	2	02/12/2015	9
02/12/2015	Ocean Park	2	13/12/2015	11

There has been an increase in frequency this year and even more significantly on the number of vehicles contained within some of these encampments, both of which support the need for transit provision.

Chapter Three: Methodology

3.1 Project Steering Group

A Gypsy and Traveller Accommodation Steering Group was established in the lead up to the survey period which then met on a monthly basis throughout. At the last meeting in December 2015, it was agreed that the group would reform in early 2016 to allow further consultation with stakeholders and develop effective community engagement during the critical period of the site search and assessment process.

Having agreed that all appropriate agencies had been invited to take part, the main objective for the Steering Group was to publicise the study to as many people as possible using all established contact with Gypsies and Travellers in Cardiff. In doing this, it was agreed that, to encourage full participation, it was very important to stress to people the duty that now fell on the Local Authority to meet the assessed need as part of the Housing (Wales) Act 2014. The Group then oversaw the process during the survey period, monitoring the level of engagement and continuing to look at ways to maximise this (both at the meetings and in ongoing individual dialogue between partners as the survey progressed).

The Steering Group also approved the recommendation to use the Research Unit within Cardiff Council to carry out the analysis of the surveys to ensure both consistency and accuracy.

The membership of the Steering Group contained representation from a number of different organisations which are shown below.

- Cardiff Council – Housing
- Cardiff Council – Strategic Planning
- Cardiff Council – Travellers Education
- Cardiff Council – Flying Start (including Health Visitors)
- Cardiff & The Vale – Community Cohesion
- STAR – Communities First
- South Wales Police – Community Engagement
- Gypsy and Traveller Wales
- Save the Children – Travelling Ahead
- Romani Arts (unable to attend meetings but minutes provided for comment and suggestion)

3.2 Study Methodology and Participating Organisations

The Council's Working Group gave consideration to different methods of undertaking the assessment, which included using internal staff and the use of a tendering process, before deciding on extending the existing Service Level Agreement with Gypsy and Traveller Wales to allow them to carry out the surveys with the Council's Research Unit then completing the analysis. The main reasons for this was that it was anticipated that Gypsy and Traveller Wales would be in a strong position to achieve a high level of participation and the welcomed clarity of the Welsh Government's guidance which now gave a more prescriptive process that would allow it to be carried out in-house.. The Local Authority was confident that this methodology would considerably increase the participation level that had gained only 60 respondents in 2013. The survey period was set for 1st September 2015 to 4th December 2015.

The terms agreed with Gypsy and Traveller Wales were that they would ensure a direct approach was made with all those residing on the Local Authority sites (with assistance from Cardiff Council staff), households living on private sites, all households not occupying residential pitches that had accessed their services over the previous 2 years and all unauthorised encampments in Cardiff during the survey period. The survey would be undertaken using the standard questionnaire contained within the Welsh Government guidance.

In addition to this, whilst unable to share their records with Gypsy and Traveller Wales, Travellers Education would send letters to all households on their database inviting people to take part. This also extended to speaking to people directly 'at the school gates' to encourage participation and to ask that they help spread the word to any family members and other associates. Those that wanted to participate could either be referred to Gypsy and Traveller Wales or complete the survey with Travellers Education staff (allowing confirmation of their participation to be passed on to Gypsy and Traveller Wales to avoid duplication as their records would inevitably contain replication).

The other organisations represented on the Steering Group volunteered to make sure that they

publicised the study directly with people during all of their day to day contact throughout the survey period. Finally, towards the later stages of the survey period, Travelling Ahead agreed to undertake sessions on the Local Authority sites where they would speak with residents to ensure they had fully understood the purpose of the study so that they might want to urge family members and / or other associates to complete a survey where they thought it would be in their interest.

In the lead up and throughout the survey period opportunities were taken to publicise the assessment. This included playing the DVD prepared by the Welsh Government at events such as the Macmillan Coffee Morning arranged by residents of Shirenewton.

The Local Authority made contact with the South Wales branch of the Showmen's Guild of Great Britain. They had placed an advert in The World's Fair newspaper which they reported was very widely read amongst travelling showpeople. The advert advised people to contact them or the local authority directly but no approach was made in relation to Cardiff. The Guild reported that they would be interested to hear of progress in relation to transit provision but stated their main concern was the availability of Winter Quarters, which was not covered under this assessment. They may make contact again to discuss this issue separately.

Cardiff's General Housing Waiting List, the list of homeless families in temporary accommodation during the survey period and the Local Authority Gypsy and Traveller Waiting List were all used to identify people who had self-ascribed their ethnicity as 'Gypsy Traveller'. Due to the same confidentiality issues, the letters distributed to the families on the Travellers Education database were also sent to households on the General Housing Waiting List and to those on the Local Authority Gypsy and Traveller Waiting List who did not reside on the sites. The Council staff were able to approach each of the households on the Gypsy and Traveller Waiting List currently residing on the sites, all of whom agreed to take part. The council were aware of 2 families who had left the sites to live on other sites away from Cardiff but who still wished to remain on the waiting list. After contact with these families had been unsuccessful in the survey period, it was decided that both families should be included in the identified need. No families were found to be in homeless temporary accommodation.

Contact has been maintained with neighbouring local authorities in relation to the Gypsy and Traveller Accommodation Assessment to ensure effective information sharing. This included matters such as people who were residing within one local authority but reported that they owed land in another on which they wished to develop a private site and liaison to identify the exact location of a reported encampment close to the boundary. Perhaps most importantly, formal discussion has started on a regional response to transit provision and a first meeting of Housing and Planning officers from the membership of the South East Wales Strategic Planning Group has been arranged in January 2016.

3.3 Engagement Checklist

The Local Authority and Steering Group paid particular attention to the engagement checklist contained in the Welsh Government guidance to make sure that a robust system was in place. The measures taken can be described against each heading.

<p>Visit every Gypsy and Traveller household identified through the data analysis process up to 3 times, if necessary.</p>	<p>Gypsy and Traveller Wales made a direct approach to all households on the Local Authority sites, all private sites and each household that had accessed its services within the last 2 years. This continued until the survey was completed; the household declined to take part; it was evident that the family were no longer at that address; or that 3 visits had been carried out without success.</p> <p>In addition to this, because the information could not be shared directly with Gypsy and Traveller Wales for reasons of confidentiality, letters were sent out to every family on the Travellers Education database (where the address could be verified). Together with discussion 'at the school gates' this ensured that opportunity to engage was widened as far as possible from the known records that were held. This measure led directly to a number of the completed interviews that were conducted.</p> <p>The interview logs are shown in the background papers.</p>
<p>Publish details of the GTAA process, including contact details to allow community members to request an interview, on the Local Authority website, Travellers' Times website and World's Fair publication</p>	<p>Direct contact from the community was invited through Welsh Government adverts placed in the Travellers' Times and The World's Fair (which the Showmen's Guild had also used) and Local Authority publicity. No approach was received.</p>
<p>Consult relevant community support organisations.</p>	<p>As shown from the Steering Group and the methodology used, the Local Authority sought and gained the involvement of all agencies that have direct contact with the community in Cardiff in addition to an approach to external providers who may have knowledge of people in Cardiff.</p>
<p>Develop a Local Authority waiting list for both pitches and housing, which is accessible and communicated to community members.</p>	<p>The Local Authority have accessible General and Gypsy and Traveller waiting lists in place. All those identifying as 'Gypsy Traveller' were included in the invitations to take part in the survey.</p>
<p>Endeavour to include Gypsies and Travellers on the GTAA project steering group</p>	<p>The approach adopted in Cardiff was to make a direct approach to everyone included in the records held by each organisation and that through this contact invitation would be made for them to identify further family members or associates who may want to get involved. Travelling Ahead also followed up with sessions at both Local Authority sites to ensure residents</p>

	fully understood the purpose of the study so that they might want to identify more people they thought it would be in their interest to take part. A number of interviews were included as a direct result of this measure. Consultation was undertaken on the methodology and representation from Gypsies and Travellers is now being arranged for the forthcoming site selection process.
Ensure contact details provided to the Local Authority by community members through the survey process are followed up and needs assessed.	As stated, all information provided to the Council, Travellers Education and Travelling Ahead were followed up and the assessment form was completed in each case.
Consider holding on-site (or nearby) GTAA information events to explain why community members should participate and encourage site residents to bring others who may not be known to the Local Authority.	The Welsh Government DVD was played at events on site and a direct approach was made to all households on the sites, both agreement holders and those on the waiting list. As described, methods were in place to ask community members taking part in the survey to publicise it to others that might want to participate.

Chapter Four: Survey Findings

All completed questionnaires were submitted to the Research Unit within the Local Authority to carry out a full analysis. Due to the high number of people engaging with each organisation and Gypsies and Travellers themselves spreading the word, more than 400 households were approached to take part in the assessment from which 172 completed the survey. This is very nearly three times the number that participated in the 2013 study. The only difficulty encountered by Gypsy and Traveller Wales and Travellers Education was that some addresses could not be recognised or that the families had moved but not updated the organisation. There was a 100% completion level on the Local Authority sites (although 1 family who had stated a preference to complete the survey with a Social Worker rather than the Council or Gypsy and Traveller Wales later decided that they did not wish to submit the form). With 45.2% of all respondents living off the Local Authority sites (in either bricks and mortar, private sites or unauthorised encampments) it can be seen that the survey successfully engaged with a wide cross-section of the community. The results of the survey are as follows:

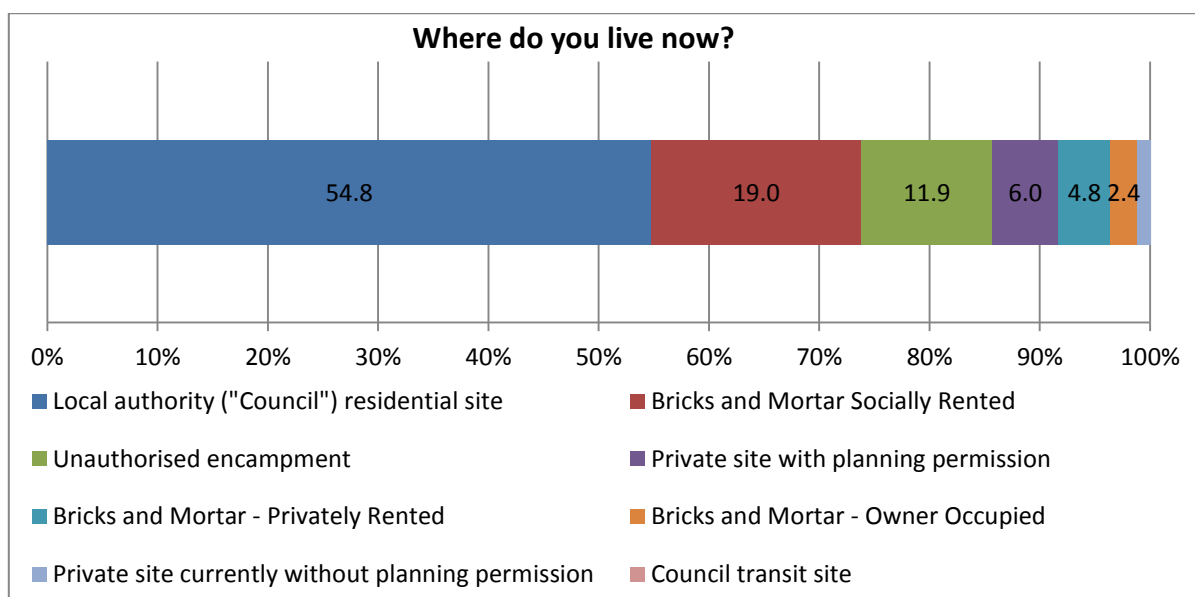
Note – Where figures do not add up to the expected 172 respondents this is explained by different sections of the form not being completed in all cases.

4.1 Section A – Your Home

A1. Where do you live now?

Over a half (54.8%) of respondents to the survey claimed to live on a Local Authority (council) residential site. Almost one in five (19.0%) of respondents claimed to live in Bricks and Mortar socially rented accommodation, whilst over one in ten (11.9%) stated that they lived on an unauthorised encampment.

	No.	%
Local authority ("Council") residential site	92	54.8
Bricks and Mortar Socially Rented	32	19.0
Unauthorised encampment	20	11.9
Private site with planning permission	10	6.0
Bricks and Mortar - Privately Rented	8	4.8
Bricks and Mortar - Owner Occupied	4	2.4
Private site currently without planning permission	2	1.2
Council transit site	0	0.0
Total	168	100.0



A2. Are you satisfied with your current accommodation?

Over seven in ten (71.9%) suggested that they were happy with their current living accommodation, whilst over a quarter (26.3%) claimed to be unhappy.

	No.	%
Yes	123	71.9
No	45	26.3
Prefer not to say	3	1.8
Total	171	100.0

Respondents who stated they were not happy with their accommodation and of whom left a valid reason why have been categorised below:

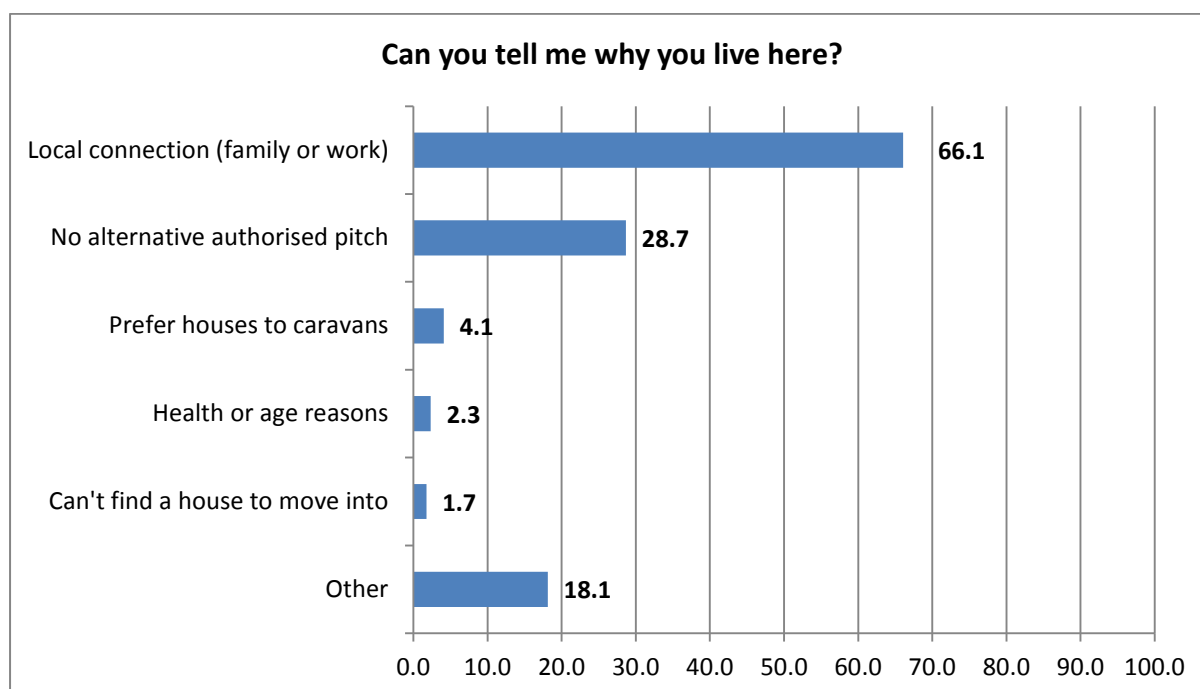
	No.	%
Repairs	13	19.4
Need own plot /Would prefer to live on a site	16	23.9
Access to transit site & Waste disposal or collection facilities	20	29.9
Pitch Unsafe	13	19.4
Awaiting Planning permission	2	3.0
Miscellaneous	8	11.9
Total Respondents	67	-

N.B. Total respondents here are higher than total respondents that indicated they weren't happy with current accommodation due to people who were happy highlighting improvements.

The level of respondents unhappy with their current accommodation would be expected in relation to some overcrowding on Local Authority sites, people in bricks and mortar stating they would want to live on a site if pitches were available, the known issues at Rover Way and households in unauthorised encampments expressing the need for transit provision.

A3. Can you tell me why you live here?

Local connection (family or work) was the stand out reason why people chose to live in their current accommodation with two thirds (66.1%) of respondents citing this option. This was followed by almost three in ten (28.7%) of respondents who stated that no alternative authorised pitch was the reason they live where they do.

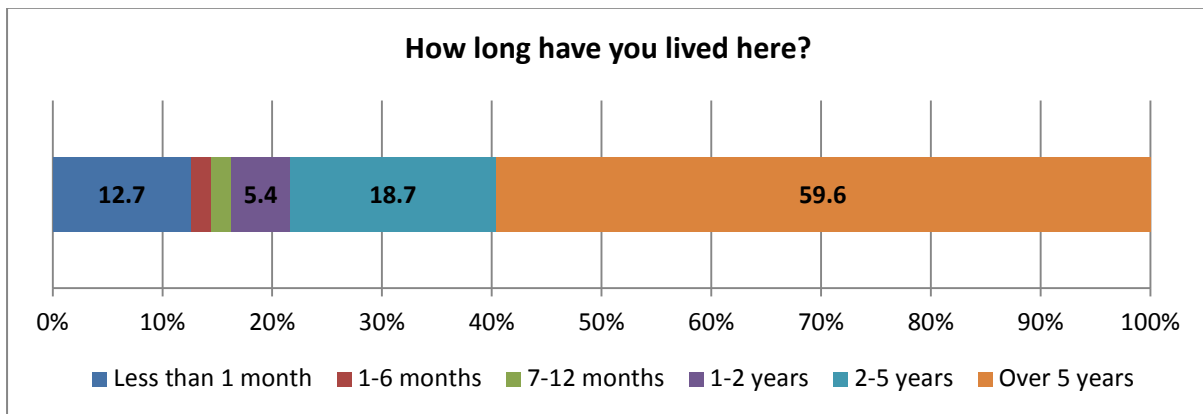


Almost a fifth of respondents indicated ‘Other’ as their reason for their current accommodation, these have been categorised and can be seen below:

	No.
Nowhere else to go	15
Family Reasons	8
Miscellaneous	4
Fled Domestic Violence	2

A4. How long have you lived here?

Three fifths (59.6%) of people interviewed stated that they’d been in their current accommodation for over 5 years, while almost a quarter (24.1%) had been there for 1 – 5 years. In contrast one in eight (12.7%) had only been in their current accommodation for less than a month.



A5. If you have moved in the last year, was your last home in the Local Authority?

Respondents who cited that they’d moved within the last year were then asked if their last home was within the Local Authority. Over eight in ten (82.1%) claimed that their last home was outside the Local Authority.

	No	%
Yes	10	17.9
No	46	82.1
Total	56	100.0

With the ten respondents who had previously lived in the local authority the subject of the following questions, responses were low.

Type of Accommodation

Of the 8 respondents who had moved in the last year there was a fairly even split between accommodation types with Private Rent, Encampment and Caravan all scoring 25.0%.

Type of Accommodation	No.	%
Private Rent	2	25
Encampment	2	25
Caravan	2	25
Socially rented Bricks & Mortar	1	12.5
House	1	12.5
Total	8	100.0

Did it have planning permission?

Of the 3 respondents to this section of the question, only a third (33.3%) of respondents who had moved in the last year had planning permission.

Did it have planning permission?	No.	%
Yes	1	33.3
No	2	66.7
Total	3	100.0

Which Local Authority was it in?

Only 6 interviewees left a valid response to this question, of those whom did over eight in ten (83.3%) stated that if they'd moved in the last year it was in the Cardiff Local Authority.

Which Local Authority was it in?	No.	%
Cardiff	5	83.3
Coventry	1	16.7
Total	6	100.0

Why did you leave?

7 Respondents left a reason as to why they left, reasons for leaving were fairly evenly split with 'Overcrowding', 'Domestic violence' and 'Couldn't stay on encampment' all scoring 28.6%

Why did you leave?	No.	%
Overcrowded	2	28.6
Domestic Violence	2	28.6
Couldn't Stay On Encampment	2	28.6
Wasn't permanent	1	14.3
Total	7	100.0

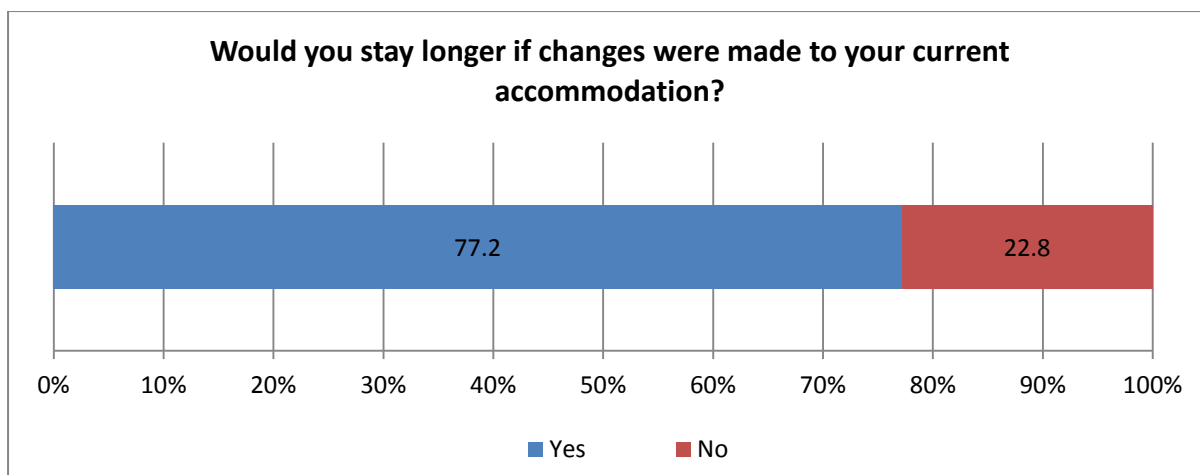
A6. How long do you think you'll stay here?

When interviewees were asked how long they intended to stay, three fifths (59.6%) stated that had no intention of moving, whilst just under a third (32.5%) claimed they didn't know how long they'd be there for. This was largely due to the fact that most of these were illegally camped and were at risk of potentially being moved on.

	No	%
1 or 2 days	0	0.0
3-28 days	8	4.8
1-3 months	0	0.0
3 months - 2 years	0	0.0
2-5 years	0	0.0
Over 5 years	5	3.0
Do not intend to move	99	59.6
Don't know	54	32.5
Total	166	100.0

A7. Would you stay longer if changes were made to your current accommodation?

Over three quarters (77.2%) of respondents claimed they would stay longer if changes were made to their current accommodation.



The two main reasons that would encourage respondents to stay longer in their current accommodation were repairs being carried out and an enlargement of the site (both 54.0%). These were closely followed by the accommodation being made safer, which was highlighted by over two in five (44.0%) respondents.

Reason	No	%
Repairs needed	27	54.0
Site made bigger	27	54.0
Accommodation made safer	22	44.0
Adaptions needed	8	16.0
Planning permission granted	2	4.0
Total Respondents	50	-

Totals do not sum to 100% as respondents could give more than one answer

Over two-fifths (44.1%) of respondents claimed that living in a caravan was their main reason for not staying longer if changes or improvements were made to their current accommodation, whilst just over one in nine (11.8%) cited broken down relationships.

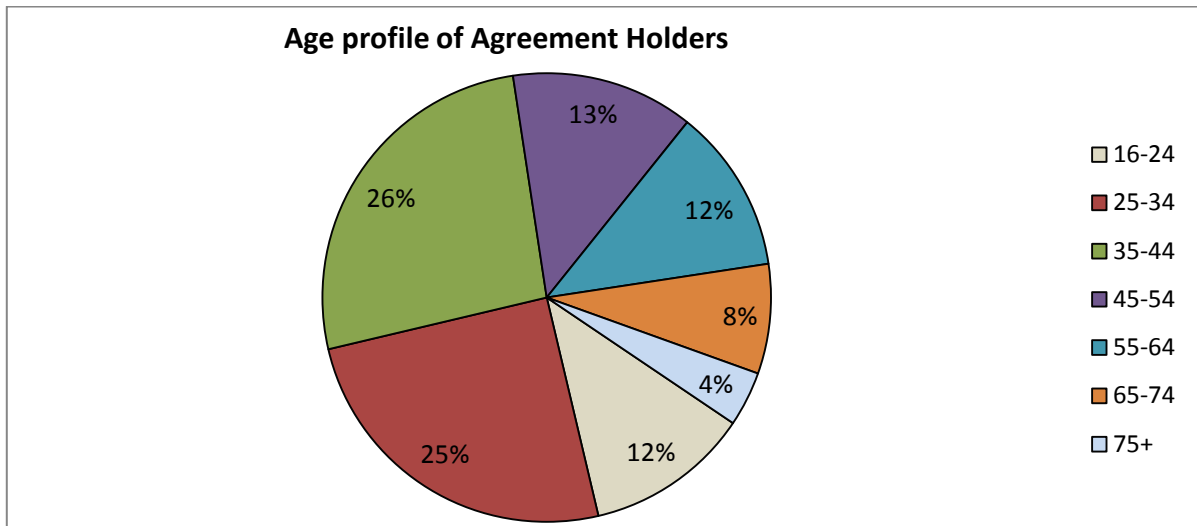
Reason	No	%
Prefer living in caravan	15	44.1
Just passing through	10	29.4
Want to move into housing	6	17.6
Want authorised pitch in other area	5	14.7
Relationships broken down	4	11.8
Total Respondents	34	-

Totals do not sum to 100% as respondents could give more than one answer

4.2 Section B – Your Family

Profile of Agreement Holders

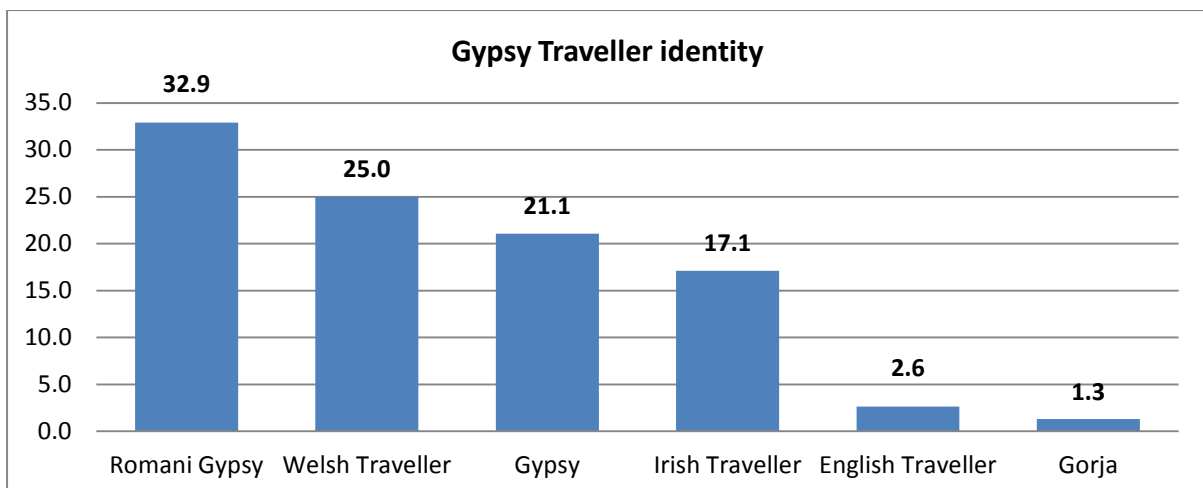
Over a half (51.0%) of agreement holders were aged between 25 – 44, whilst only one in eight (12.0%) were aged 65 and above.



Over eight tenths (83.1%) of agreement holders were female.

	No.	%
Male	13	16.9
Female	64	83.1
Total	77	100.0

A third (32.9%) of agreement holders were Romani Gypsy, this was followed by a quarter (25.0%) that were Welsh Travellers, whilst less than one in six (17.1%) were Irish Travellers.



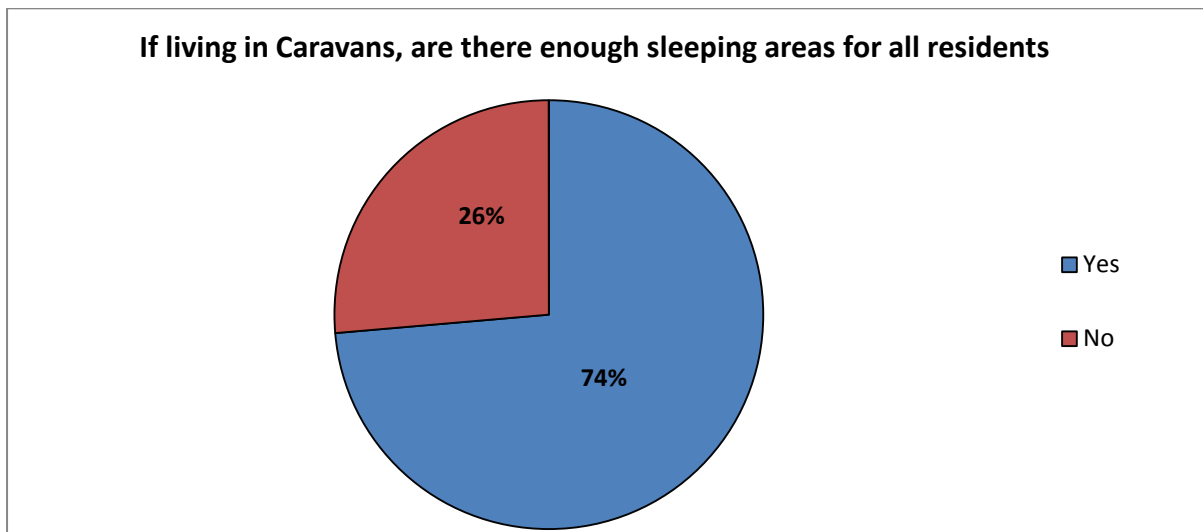
B1. Do you live in caravans?

An overwhelming proportion (96.6%) of interviewees who responded to question stated that they lived in caravans.

	No.	%
Yes	112	96.6
No	4	3.4
Total	116	100.0

B2. If living in Caravans, are there enough sleeping areas for all residents?

Respondents who claimed to live in a caravan were then asked if they believed there were enough sleeping areas for all residents. Three quarters (74.0%) of respondents stated that there were sufficient areas.



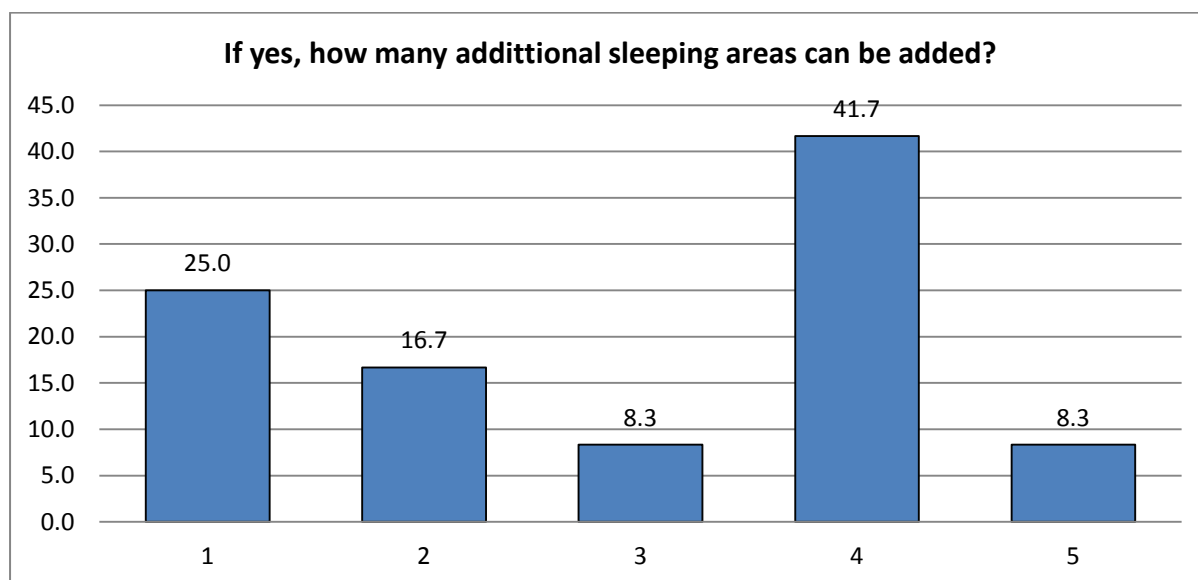
B3. Is there room on the pitch for additional trailers to prevent overcrowding?

There was a fairly even split between respondents who claimed there was room for additional trailers to prevent overcrowding (53.6%) and those that stated there was insufficient space (46.4%).

	No.	%
Yes	37	53.6
No	32	46.4
Total	69	100.0

If yes, how many additional sleeping areas can be added?

Respondents who claimed there was room on the pitch for additional trailers were then asked to state how many sleeping areas they felt could be added. Over two in five (41.7%) suggested there was room for another 4 sleeping areas, whilst a quarter (25.0%) claimed there was only room for one more sleeping area to be added to their site.



B4. Would anyone in your family like to join the Local Authority waiting list for pitches or housing?

Almost three-tenths (28.8%) of respondents claimed that somebody in their family would like to join the Local Authority waiting list for pitches or housing.

	No.	%
Yes	46	28.8
No	114	71.3
Total	160	100.0

4.3 Section C – Your Plans

C1. Are you planning to move into other accommodation?

Over a quarter (26.2%) of respondents suggested they were planning to move into other accommodation, whilst almost three-quarters (73.2%) claimed they had no plans to move.

	No.	%
Yes	44	26.2
No	123	73.2
Prefer not to say	1	0.6
Total	168	100.0

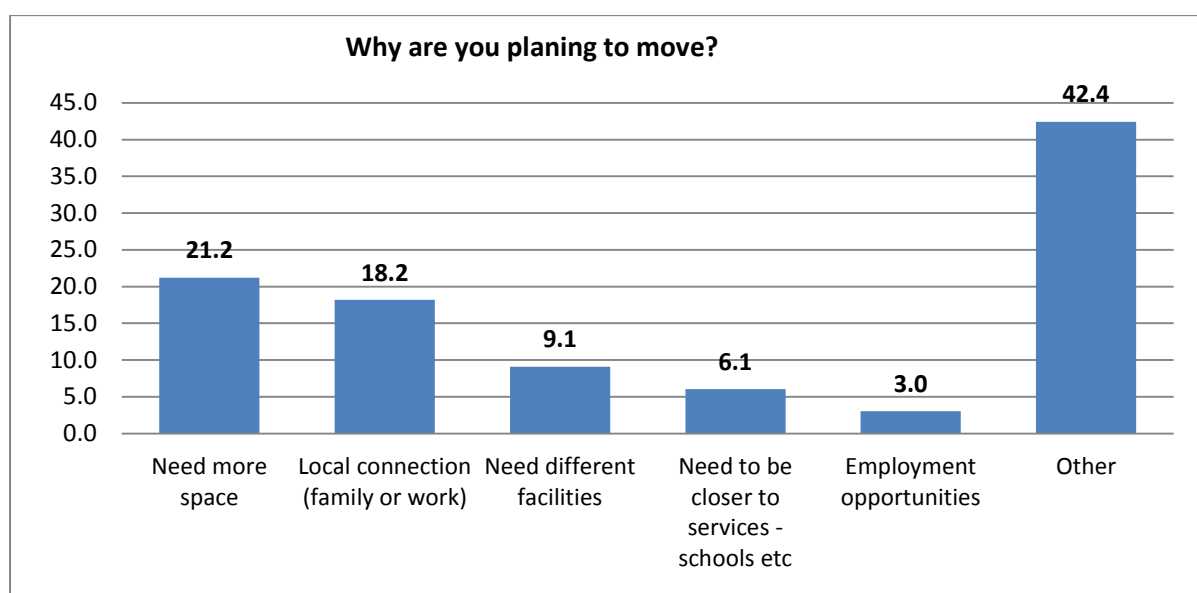
C2. Where are you planning to move to?

Interviewees who claimed they were planning to move were then asked to indicate where they planned to move, two thirds (66.7%) planned to move within the Local Authority, whilst three in ten (30.8%) were planning to move somewhere else in the UK, reflecting the responses received from unauthorised transit encampments during the survey .

	No.	%
Within the Local Authority	26	66.7
Another Local Authority in Wales – Please state which	1	2.6
Somewhere else in the UK	12	30.8
Total	39	100.0

C3. Why are you planning to move?

The two main reasons respondents gave for planning to move were that they needed more space and because of a local connection (family or work) with 21.2% and 18.2% of responses respectively.



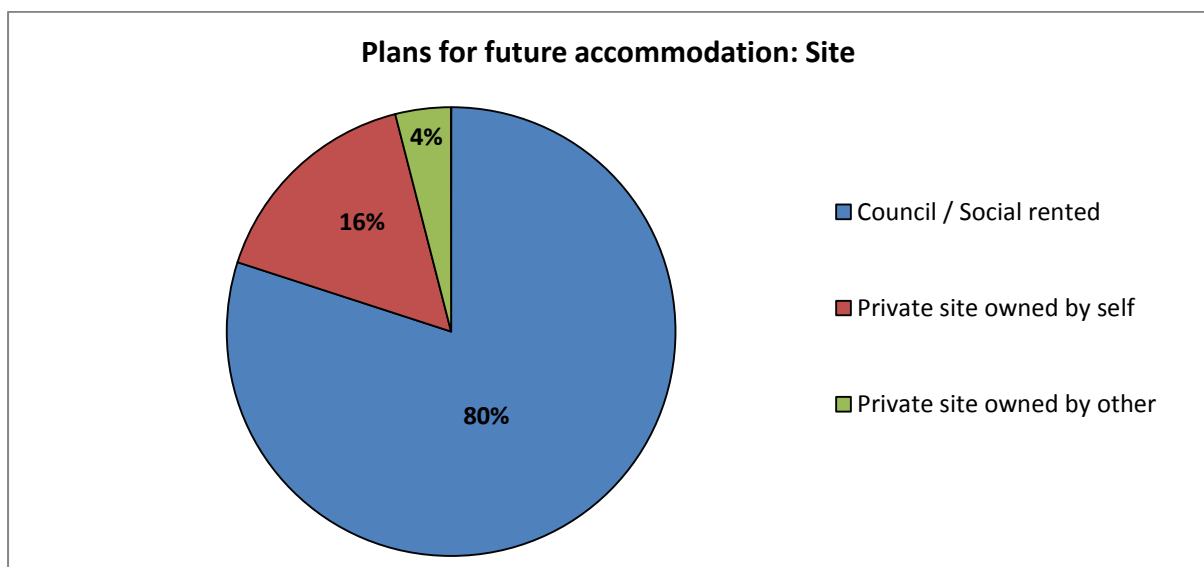
Respondents who indicated 'Other' as the reason they were planning to leave have been categorised and can be seen below.	No.
Family Reasons / Fleeing domestic violence	6
Feel Isolated	3
Can't stay on Encampment	7
Want own pitch	7
Have somewhere else to go	3
Total Respondents	26

C4. What type of accommodation are you planning to move to?

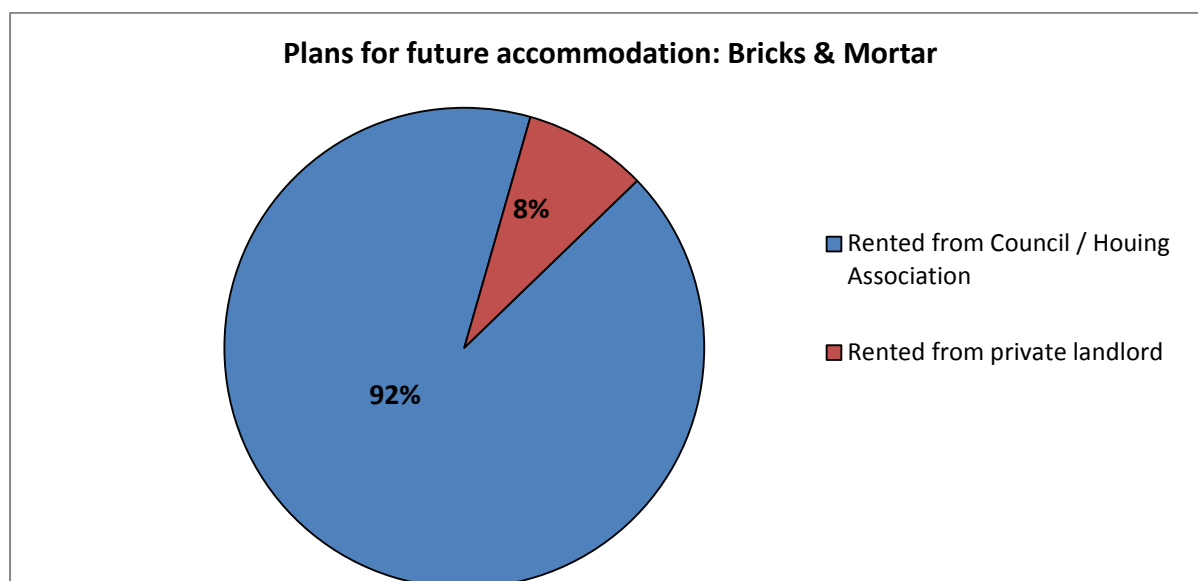
Seven in ten (70.7%) of respondents indicated that they would like to move into a site, whilst three in ten (29.3%) give Bricks & Mortar as their chosen accommodation preference.

	No.	%
Site	29	70.7
Bricks & Mortar	12	29.3
Total	41	100.0

Of the respondents who indicated a 'Site' as the type of accommodation they were planning to move to, it can be seen that four in five (80.0%) chose Council / Social rented accommodation.



Of the respondents who indicated Bricks & Mortar as the type of accommodation they were planning to move to, over nine in ten (92.0%) chose 'Rented from Council / Housing Association', whilst just under one in ten (8.0%) highlighted 'Rented from private landlord'.



C5. Do you own land in the Local Authority which you would like to be considered as a possible future site?

Only 2 respondents claimed to own land in the Local Authority which they would like to be considered as a possible future site.

	No.	%
Yes	2	4.4
No	43	95.6
Prefer not to say	0	0.0
Total	45	100.0

C6. If you are looking for an authorised pitch, would you live on a site managed by the Local Authority?

Over three quarters (77.5%) of respondents looking for an authorised pitch would be happy to live on a site managed by the Local Authority.

	No.	%
Yes	31	77.5
No	9	22.5
Total	40	100

C7. If an authorised pitch was available in another Local Authority, would you consider moving there?

There was an even split of respondent who would or wouldn't consider moving to another Local Authority, with 51.5% agreeable to a move and 48.5% against a move.

	No.	%
Yes	17	51.5
No	16	48.5
Total	33	100.0

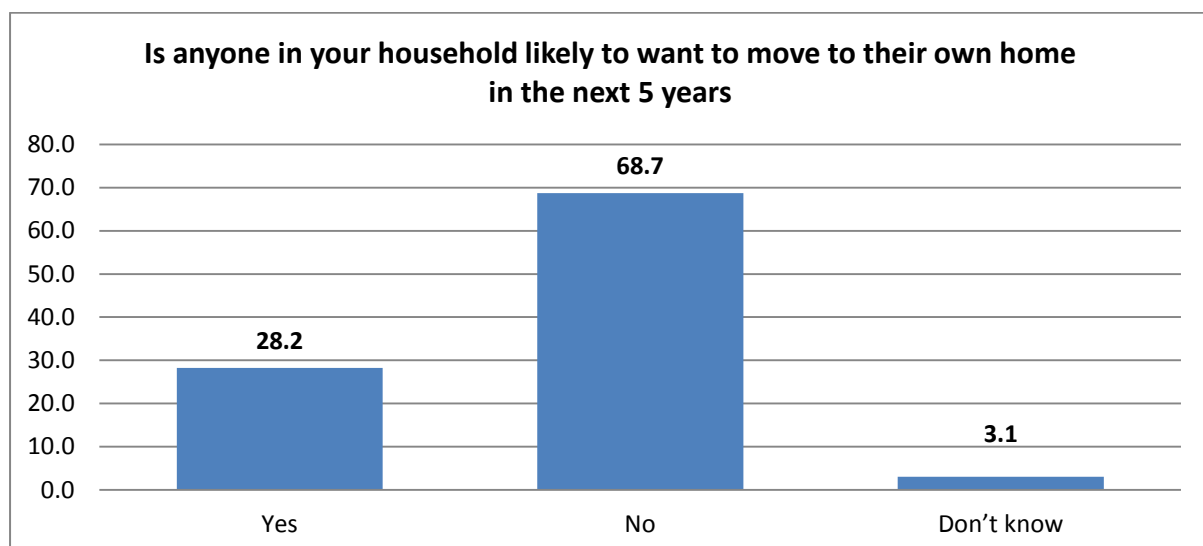
Respondents who would consider moving to another Local Authority were asked to indicate where they'd consider moving, these have been categorised and can be seen below.

Location	No.
Any	4
With Irish Travellers	3
Newport	1
Transit Site	3
Swindon	1
Total Respondents	10

4.4 Section D – Family Growth

D1. Is anyone in your household likely to want to move to their own home in the next 5 years?

Of the 163 interviewees of whom left a response to this question, 46 respondents (28.2%) claimed that someone within their household was likely to want to move into their own home in the next 5 years, whilst almost seven in ten (112 respondents; 68.7%) stated that there was nobody in their house that would want to move in that time period.



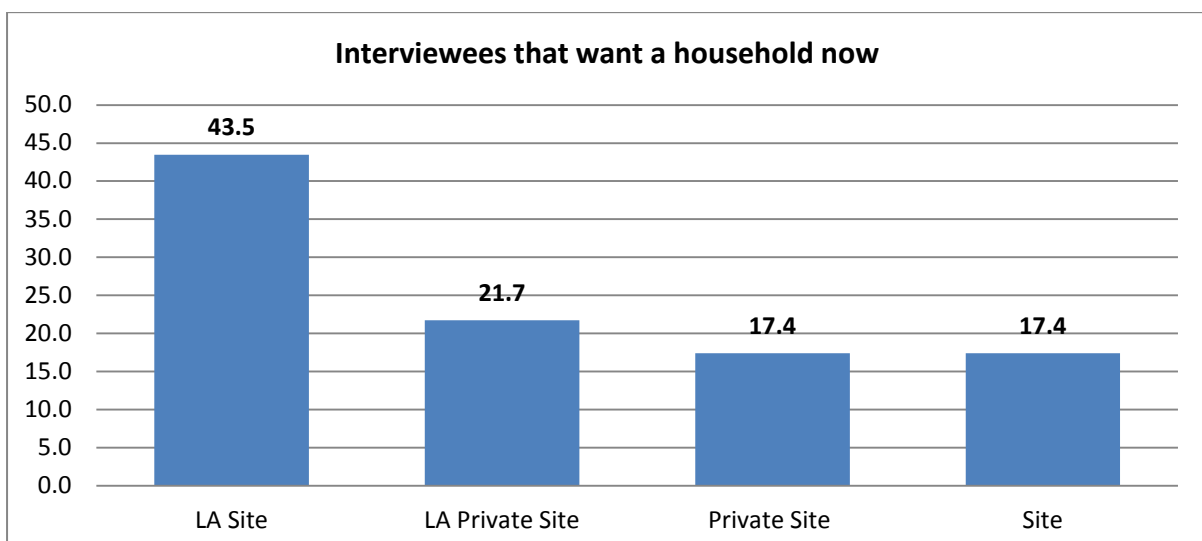
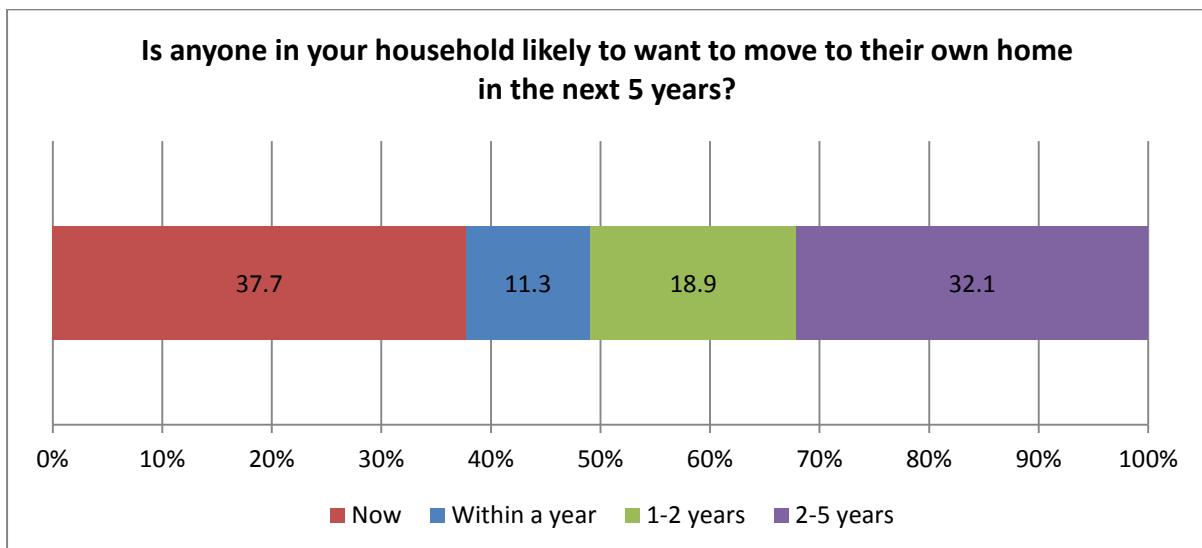
D2. Will this be in this Local Authority?

Of the respondents that suggested someone in their household is likely to want to move to their own home in the next 5 years, eight in ten (79.2%) suggested they would want to remain within this Local Authority.

	No.	%
Yes	38	79.2
No	6	12.5
Prefer not to say	4	8.3
Total	48	100.0

D3. How many new households will there be and when will they be needed?

The direct responses to this question were as follows:



From careful analysis of each form, taking into account the combination of responses provided to all the questions, the following need for residential pitches was identified:

	Identified Accommodation Need				
	Now	1 Year	1 – 2 Years	2-5 Years	Total
Overcrowded Pitches	10	1	1	5	17
Conventional Housing	1	0	5	1	7
New Households to arrive	5	0	8	10	23
					Overall Total 47

Overcrowding issues could be determined from the ability to accommodate the overall household size and the ability to add to their current provision which meant that it could be measured without a respondent stating the need for more pitch provision. Family growth could be easily measured from current household size against the stated need for increased current and future need.

The issue of cultural aversion to bricks and mortar needed to be assessed on a combination of a number of different factors. These included the length of time in their current accommodation, the desire to move to a Local Authority and/or private site, the expression that people were only occupying bricks and mortar due to the unavailability of a pitch, satisfaction with their accommodation, why people left their previous accommodation, supporting information such as reported harassment where they were living now and people stating that they did not know how long they would stay at their current address where it was apparent that this was due to being unhappy there.

The assessment of people on private sites could only be carried for those who took part in the survey. All residents on these sites were approached and invited to take part but many declined. This made it impossible to fully assess current circumstances and future needs for those families.

D4. Do you have family members living outside this area who camp in this Local Authority?

Over a quarter (27.8%) claimed to have family members living outside the area who camp within this Local Authority, whilst almost seven in ten (69.0%) did not.

	No.	%
Yes	44	27.8
No	109	69.0
Don't know	5	3.2
Prefer not to say	0	0.0
Total	158	100.0

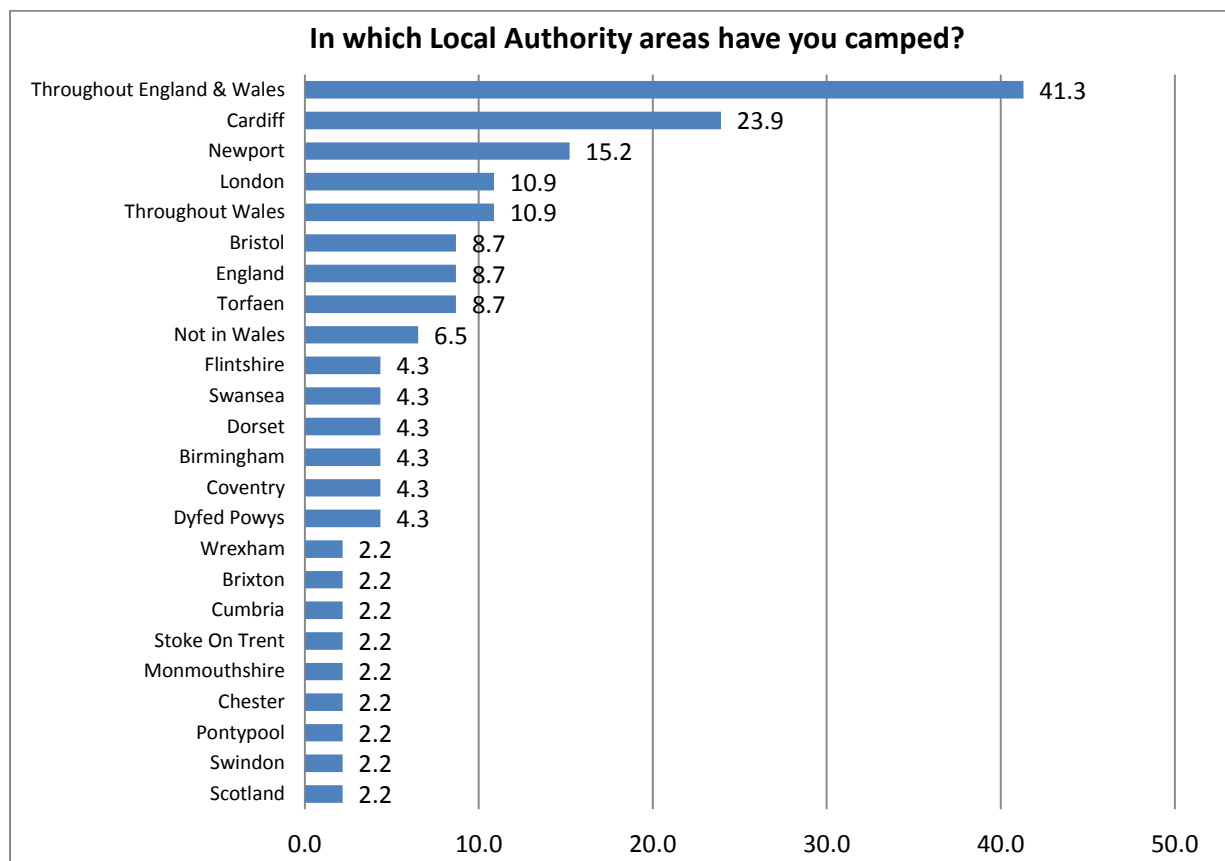
4.5 Section E – Transit Sites

E1. Have you camped by the roadside / on an unauthorised encampment / on a transit site in Wales while travelling in the past year?

	No.	%
Yes	49	30.4
No	112	69.6
Prefer not to say	0	0.0
Total	161	100.0

E2. In which Local Authority areas have you camped?

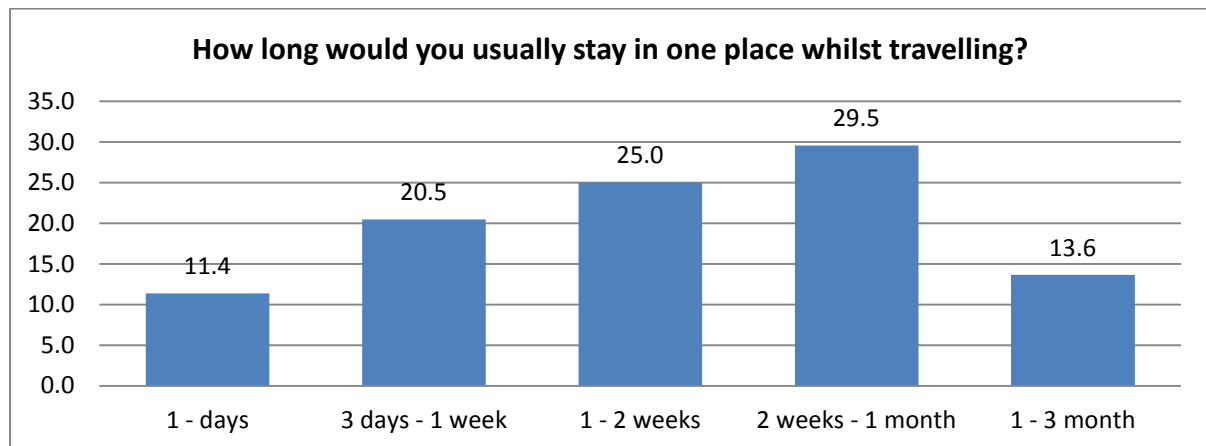
Respondents who claimed to have camped by the roadside / on an unauthorised encampment / on a transit site in Wales whilst travelling in the last year were asked to indicate where they'd stayed, these locations have been categorised and can be seen below.



Totals do not sum to 100% as respondents could give more than one answer

E3. How long would you usually stay in one place whilst travelling?

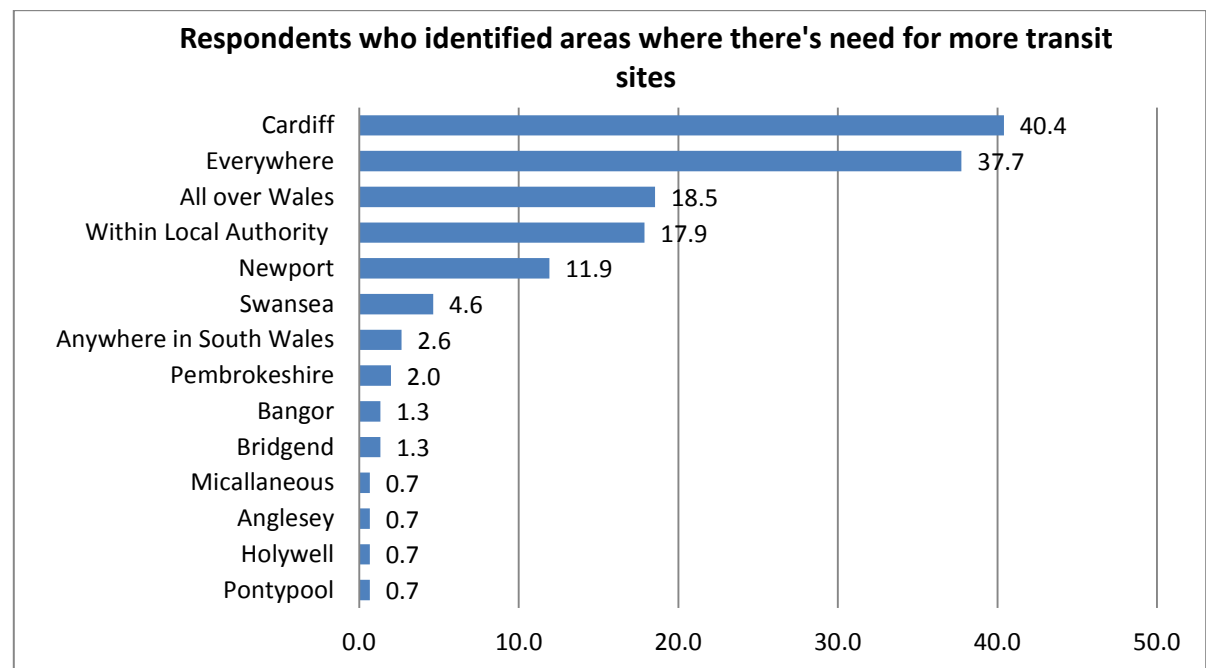
Over two fifths (43.1%) of respondents claimed they would usually stay in one place between 2 weeks and 3 months, whilst over three in ten (31.9%) would usually stay between a day and a week.



E4. Do you think there is a need for more transit sites in Wales?

	No.	%
Yes	152	93.8
No	7	4.3
Prefer not to say	3	1.9
Total	162	100.0

Respondents who indicated there was need for more transit sites were asked to specify an area where they deemed there was a greater need for these sites. Two fifths (40.4%) of respondents felt there was need for more transit sites in Cardiff.



Totals do not sum to 100% as respondents could give more than one answer

Chapter Five: Assessing accommodation needs

5.1 Residential Unmet Need

The overall outcome of the assessment is shown in the table below:

Cardiff GTAA - An estimate of need for residential site pitches -

Current Residential Supply		Number of Pitches	
Occupied Local Authority pitches		80	
Occupied authorised private pitches		12	
Total		92	
Planned Residential Supply		Number of Pitches	
Vacant Local Authority pitches and available vacant private pitches		0	
Pitches expected to become vacant in near future		0	
New local authority and private pitches with planning permission		0	
Total		0	
Current Residential Demand		Number of Pitches	
Unauthorised encampments		1	
		1 household identified that they were NFA because of a lack of residential pitches in Cardiff and had strong local connections. The other responses related only to the provision of transit sites in Cardiff.	
Unauthorised developments		0	
Overcrowded pitches		17	
Conventional housing		7	
New households to arrive		23	
Total		48	
Current Households	Future Households (at year 5)	Future Households (at 2026)	
140	156	179	
Additional household pitch need	16	39	
Unmet Need	Need Arising		
Current residential demand	48		
Future residential demand (5 year)	16		
Future residential demand (to 2026)	39		
Planned residential supply			
Unmet need (5 year)	64 pitches		
Unmet need (to 2026)	87 pitches		

Current Residential Supply

There are currently 80 residential pitches on Local Authority sites made up of 59 at Shirenewton and 21 at Rover Way and 12 pitches on three private sites. There are currently no vacant spaces on these sites which would contribute to meeting need for pitches in Cardiff.

Planned Residential Supply

There are currently no new local authority pitches with planning permission and no outstanding planning applications on private sites.

Unauthorised Encampments

As indicated in the table 1 household identified that they were NFA because of a lack of residential pitches in Cardiff and had strong local connection. The other responses related only to the provision of transit sites in Cardiff. There are currently also no unauthorised developments within Cardiff.

Overcrowded Pitches

In terms of overcrowded pitches Welsh Government guidance states that overcrowding exists where family numbers have grown to the extent that there is now insufficient space for the family within its mobile home accommodation and insufficient space on the pitch or site for a mobile home. Questions B2 and B3 of the survey form address this issue and ask respondents whether there enough sleeping areas for all residents and is there room on the pitch to safely station additional trailers to prevent overcrowding. Where respondents answered no to both of these questions they were included in the 17 overcrowded pitches identified in the assessment. In a separate measurement the Local Authority has assessed that there are 15 over-occupied pitches across Shirenewton and Rover Way and there are currently 13 households on the waiting list. These figures would support the 17 overcrowded pitches identified in the assessment.

Conventional Housing

A need for 7 new pitches was identified from Gypsy and Travellers currently living in conventional housing. In accordance with Welsh Government guidance this need was derived from an analysis of the survey forms and included those stating a cultural aversion to conventional housing, those experiencing overcrowding, and those whom have reached adulthood and want to live on a site. Of the requirement for 7 new pitches identified 2 respondents reported they had been the victims of harassment in their current accommodation, 2 respondents reported they were of no fixed abode (sofa surfing) and 3 respondents were living in caravans on private property in overcrowded conditions.

New Households to arrive

A need for 23 new pitches was identified from new households expected to arrive over the next five years (see breakdown on page 29). In accordance with Welsh Government guidance this was identified through information contained in the questionnaire responses, through the waiting list, caravan count and partnership working with Local Authorities in the region.

Total Planned Residential Supply

A total need for 48 new pitches was identified over the next five years. This comprised of all households on local authority and private sites who demonstrated overcrowding and/or family growth, the 7 in conventional housing and 1 who was on an unauthorised encampment who had

local connections and expressed that they wanted a residential pitch. Also included were 2 pitches that were added for households on the waiting list but who could not be interviewed during the survey period. These households had previously resided on Local Authority sites but had moved away from the area due to overcrowding.

Analysis of Preference and Need

The figures for need are shown above. Of the respondents where no need was identified 59 lived on private or Local Authority sites who reported no issues of overcrowding, no plans to move into other accommodation and no family growth where a household would require a move into their own accommodation in the next 5 years. Also on private and Local Authority sites 7 respondents stated that if they were to move it would be into bricks and mortar or away from the area. These households were currently not overcrowded or with members of the family who will require their own accommodation over the next 5 years.

Of the 20 responses from unauthorised encampments during the survey period, 19 states that they were not seeking a residential pitch in Cardiff. They all expressed that there was a need for a transit site within the region. The respondent that did state they were seeking a residential pitch is included within the need (see above).

Of the 40 respondents currently in bricks and mortar, 20 stated that they do not intend to move from their current accommodation. Although some had stated they would live on a site they had also stated they were happy to continue living bricks and mortar. A further 10 stated a preference for bricks and mortar and 3 stated they were moving away from the area. Finally, 7 respondents had stated they were unsure of future accommodation preferences. Of these, 4 had been living in bricks and mortar for over 5 years, 2 for 2 to 5 years and 1 who did not state how long they had been at their current address. None had reported any problems at their present accommodation.

Additional household Need

In addition to this Welsh Government guidance requires a calculation of additional pitch need over the next 5 years and until the end of the Local Development Plan period in 2026 to be included in the assessment. This additional growth is then added to the identified current residential demand to give total pitch need to the end of the Plan period in 2026. Welsh Government guidance sets out how this is calculated and an additional pitch need of 16 new households over the next five years and 39 up to the end of the Local Development period in 2026 was identified.

Cardiff's 2013 Accommodation Needs Study identified a need for 108 pitches up to 2026. This study had only 60 respondents in comparison with 172 respondents to the current assessment. In addition to this, the 2013 Study had no respondents from bricks and mortar accommodation or unauthorised encampments. The Local Authority believes that the very significant difference in the participation rate, together with the new guidance from Welsh Government make this study far more robust.

The 2013 Study used a family growth rate of 3% based on studies at that time which assumed this net growth in the population. It did not have evidence that the local growth rate would reflect this figure. The Welsh Government guidance now anticipates a growth rate of between 1.5 to 3%. There is no comparable figure in the 2001 Census that could assist with identifying growth through comparison with the 2011 Census results. This study found a need for 2 new pitches per annum in the next 2-5 years which is equivalent to a 2.17% per annum growth in pitches ($2/92*100$). In the absence of other information, the Local Authority considers that this figure supports the use of the mid-point anticipated growth rate of 2.25%.

As described in paragraph 1.2 above, the Local Development Plan has set out a timetable to meet the short term need in 2017/18 and the long term need in 2021/22.

Rover Way

The lifetime of the existing Rover Way site is currently being reviewed. The Local Authority is undertaking a feasibility study of the coastal defences along the Pengam Green stretch of the coastline which includes the Rover Way site. It is anticipated that this report will be completed in 2017. If the report concludes that the Rover Way site is no longer viable the Local Authority will add the existing 21 pitches to the overall need. The need arising from overcrowding and family growth at Rover Way are already included within this assessment.

5.2 Transit Unmet Need

The figures contained within the caravan count, the record of unauthorised encampments in 2015/16 and the GTAA itself clearly show an identified need for transit provision. The Local Development Plan has set out a timetable to develop transit provision from 2017. In addition to this, Housing and Planning officers from the local authorities that make up the South East Wales Strategic Planning Group will be meeting in January 2016 to discuss a regional response.

Chapter Six: Conclusions and Recommendations

6.1 Next Steps

1. It is evident from the assessment findings that there is a clear need in Cardiff for the provision of additional permanent and transit socially rented Gypsy and Traveller Accommodation. As set out above in paragraph 1.2 the Council has established a working group made up of Council officers from Planning and Housing with the responsibility for finding locations for both permanent and transit pitches to meet this need.
2. The timetable for meeting this is included in the LDP Annual Monitoring Report and a site search and assessment of potential sites is due to commence in early 2016 with the findings and recommendations due to be considered by the Council's Cabinet in July 2016. Sites suggested as part of this assessment will also be included in the list of potential sites and as noted in paragraph 3.1 above the Project Steering Group will reform early in 2016 to allow further consultation with stakeholders and develop effective community engagement during this site search and assessment process.
3. Following this process it envisaged that planning permission and funding will be secured for the identified site(s) required to meet short term need for permanent pitches by May 2017 and for identified site (s) required to meet long term need for permanent pitches by May 2021.
4. This assessment gives an indication of the likely demand for new pitches up to 2026. When planning any new accommodation provision it is important to distinguish between demand and need. "Need" refers to households who are unable to access suitable accommodation without some financial assistance and "demand" to the quantity of housing that households are willing and able to buy or rent.
5. In Cardiff we will do this by using the established common housing register as the mechanism for allocating pitches on any socially rented site that is provided. Prospective residents are required to complete the standard housing application form which then allows the local authority to make an assessment of both their need and eligibility for a pitch.
6. In terms of transit provision the Cardiff Local Development Plan contains a target to identify a transit site by July 2016. The new site should have received planning permission by May 2017.

Potential sites will be assessed to meet this need in parallel with the permanent site assessment process identified above. However, it may be appropriate for a regional approach to be taken with regard to providing a site or sites for transit need. This approach would require regional collaboration between authorities in South East Wales and is something that needs to be considered in more detail, particularly given the assessment findings which show that 50% of respondents camped by the roadside/on an unauthorised encampment in South East Wales in the last year while travelling.

7. The South East Wales Strategic Planning Group (SEWSPG), of which the local authority is a member, has already started to address this issue. SEWSPG consists of 10 local planning authorities, plus the Brecon Beacons national park authority. The Group meets every 2 months in order to discuss planning issues that impact on the region. With the introduction of the Planning (Wales) Act in July 2015, changes to regional planning and the creation of a strategic planning area are very much on the agenda.
8. SEWSPG officers have agreed to discuss their respective Gypsy/Traveller Accommodation Assessments and consider them in a regional context at future meeting in January 2016. Although this is simply an agreement to discuss initial findings, there are clear benefits to a regional approach for this type of work as opposed to each authority working in isolation.

Background Papers

1. Gypsy and Traveller Accommodation Assessment letters that were sent out to families on the Travellers Education database
 2. Interview Log – Record of contact for families on the Travellers Education database
 3. Interview Log – Record of contact with families on the Gypsy and Traveller Wales database residing in bricks & mortar and private sites
 4. Interview Log – Record of contact with families on the Gypsy and Traveller Wales database residing on the Local Authority sites
-

Appendix 2: Gypsy and Traveller Site Selection Criteria

1. Availability

- Council owned or landowner (public or private) is willing to sell to Council
- Site will be available for use as a Gypsy and Traveller site long term (at least 21 years)
- No **legal or ownership problems** such as:
 - i. Multiple ownerships
 - ii. Ransom strips
 - iii. Tenancies
 - iv. Operational requirements

2. Site Suitability

Policy Constraints

- Not within an **international designation** (SPA, SAC, Ramsar)
- Does not compromise the objectives of **nationally or locally recognised designations** (SSSI, SINCE, LNR, RIGS, SLA,, Ancient Monuments, Listed Buildings, Conservation Areas, Archaeologically Sensitive Areas, Registered Historic Parks and Gardens and locally listed buildings).

Physical Constraints

- Acceptable and safe access to
 - the **road, footpath and public transport network** (in case of transit site would need to be the primary highway network)
 - **local services and facilities** (education, health services, shops, employment, leisure, recreation, churches and other religious establishments) including consideration of the views of the Gypsy and Traveller community.
 - **utilities** (water, drainage sewerage, waste collection, electricity, gas, telecoms, etc.)
- **Air quality** and **noise** levels are acceptable
- Not in a C2 **flood** zone or in a C1 flood zone that cannot be mitigated
- Not located on **unstable land**
- Not located on **land contamination** which cannot be mitigated
- Not located in close proximity to **hazardous installations** or **water bodies** such as docks, rivers and canals unless effective mitigation in place
- Not located on high quality **agricultural land** (1, 2 3a)
- Unacceptable impact on **landscape, biodiversity** or **historic environment**
- **Noise** levels are acceptable
- Can meet other planning requirements

3. Achievability

- **Physical Constraints** identified are capable of being overcome
- **Total cost** (including any abnormal costs) does not prejudice the ability of the site to be developed.

Overall assessment

A summary of the suitability of each potential site against each of the criteria will be entered into a table together with an overall conclusion for each site. This will allow a transparent and considered assessment to take place with an overall conclusion stating the preferred option and the reasoning behind it

My Ref: Scrutiny/Correspondence/Cllr McGarry

8 January 2016

Councillors Susan Elsmore & Ramesh Patel
Cabinet Members
c/o Room 520
County Hall
Cardiff
CF10 4UW



Dear Susan and Ramesh

Community & Adult Services Scrutiny Committee – 6 January 2016

On behalf of the Members of the Community & Adult Services Scrutiny Committee, I would like to thank you and the officers for attending our Committee on 6 January 2016 for the pre-decision scrutiny of the Gypsy and Traveller Accommodation Assessment and Site Assessment Criteria.

With regard to the Accommodation Assessment, it is pleasing to see the high rate of engagement with Gypsies and Travellers in Cardiff resulting in 172 survey forms being completed. Members were very interested to read the results of the survey and the insights these give and were pleased to hear assurances that the survey met the Welsh Government requirements with regards to Gypsy & Traveller Accommodation Assessments. However, Members believe the report would benefit from more explanation regarding the reasoning used to arrive at some of the figures in the table at Point 5.1, specifically those relating to overcrowded pitches and new households (page 32 of the Accommodation Assessment report).

Members therefore recommend that further explanation be provided in the body of the report regarding how the number of overcrowded pitches is determined. Page 9 of the report provides the caravan count figures for authorised local authority sites in July 2015. This shows that 130 caravans were on 80 pitches. Members believe it would be useful to include further wording to explain why not all of the 50 additional caravans on the sites would need to be counted towards an overcrowding figure and how the figure of 17 overcrowded pitches was determined.

Members also recommend that further explanation be provided in the body of the report regarding how the number of new households is determined. Members recognise that the Welsh Government guidance recommends using 2.25% as the anticipated growth rate to project future households; Members can see that this has been used to calculate the need for 16 pitches at year 5 and 39 pitches at 2026. However, the table at Point 5.1 also includes a figure of 23 new households, which has been taken from the table at D3, page 29, over the next five years. Members believe it would be helpful to include further wording to explain why both the 23 new

households and the 16 new households are being counted towards the total unmet need, as the current wording could lead to concerns that there is double counting of new households emerging over the next five years.

To assist our understanding of these issues, Members would like to receive clarification on the occupation levels allowed on the local authority site pitches and the difference between overcrowding and over-occupancy, referred to at the meeting.

With regard to transit site provision, Members note that the report (at point 5.2) states that there is a clear need for transit provision. Members are grateful for the clarification that, following Hearing Session 11, the Planning Inspector required assessment of the need for transit sites in Cardiff but that the actual provision to meet this need can happen at a regional level. Members note that meetings are being held with neighbouring local authorities to discuss a regional response to transit site provision. Members are pleased to hear that powers exist to ensure that those who use the transit sites move on, in order to ensure that transit sites do not become permanent sites by default. However, Members note that the Accommodation Assessment does not specify the number of pitches needed for transit provision and we are surprised at this, as it should be possible to determine the number required from the information available.

With regard to the Site Assessment Criteria, Members note these have been updated to take into account good practice from other local authorities, national planning guidance and the latest guidance from the Welsh Government relating to the design and management of sites. As mentioned at the meeting, Members recommend that the wording 'contaminated land' be checked, given the previous comments of the Planning Inspector at Hearing Session 11 requiring this wording to change to 'land contamination'. Members think this may be due to the sentence construction used in the original policy which may not apply in this case but think it would be wise to check this, in case the wording would need to change.

Members wish to receive an indication of the weighting that will be applied to the various site assessment criteria when determining site suitability. Members also wish to receive an explanation of how the views of statutory providers will be included in the assessment of sites, for example with regard to acceptable and safe access to local services and facilities,.

With regard to the financial aspect of providing new sites, Members note the answer provided at the meeting that the costs will be covered 100% by Welsh Government grant, with no capital funding required by the Council.

Members note that a further report is scheduled to come to Cabinet in July 2016 with details of the site assessment and proposed sites. Members of this Committee would like to carry out pre-decision scrutiny of this report and therefore request that officers liaise in good time with Scrutiny Services to enable this to happen at our scheduled meeting on 6 July 2016.

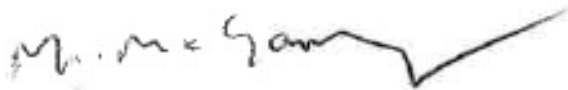
As raised at the meeting, Members are very interested to know what the process will be for consulting with ward councillors and local communities on proposed sites and would be grateful to receive details of this in your response to this letter.

Finally, regarding the Rover Way local authority site, Members understand the coastal erosion report has been received and that work is underway to address issues raised in the report. Members would be grateful to receive details of the issues and actions being taken to address these, in your response to this letter.

To summarise, I look forward to hearing back from you on the following:

- Recommendation – to include additional wording to explain the reasoning behind concluding there are 17 overcrowded pitches
- Recommendation – to include additional wording to explain the reasoning behind including both 16 new households over the next five years and 23 new households over the next five years in the total for unmet need
- Recommendation – to check use of the wording ‘contaminated land’ in the site assessment criteria and whether the Planning Inspector would require this to be changed to ‘land contamination’.
- Request for information – clarification on the occupation levels allowed on the local authority site pitches and the difference between overcrowding and over-occupancy
- Request for information - indication of the weighting that will be applied to the various site assessment criteria when determining site suitability
- Request for information - an explanation of how the views of statutory providers will be included in the assessment of sites.
- Request for information – details of the consultation process that will be followed with ward councillors and local communities regarding proposed sites
- Request for information – details of the issues identified by the Rover Way coastal erosion report and the actions being taken to address these.

Yours sincerely,



COUNTY COUNCILLOR MARY M^CGARRY

Chairperson - Community & Adult Services Scrutiny Committee

Cc: Andrew Gregory Sarah McGill Jane Thomas Kate Hustler Ian Ephraim
Stuart Williams Heather Warren Liz Patterson
Claire Deguara Matt Swindell

**SWYDDFA CYMORTH Y CABINET
CABINET SUPPORT OFFICE**



Fy Nghyf / My Ref: CM33202
Eich Cyf / Your ref: Scrutiny/Correspondence/
Cllr McGarry

Dyddiad / Date: 14 January 2016

Councillor Mary McGarry
Chair, Community & Adult Scrutiny Committee
Scrutiny Services
Room 263
County Hall
Cardiff
CF10 4UW

Annwyl / Dear Mary

**Pre-Decision Scrutiny of the Gypsy and Traveller Accommodation
Assessment and Site Assessment Criteria**

We are writing in response to your letter dated 08 January 2016, concerning the above.

Thank you for your comments. We have set out below a response to each of your recommendations and requests for information:

Recommendation – to include additional wording to explain the reasoning behind concluding there are 17 overcrowded pitches

This conclusion takes into account advice contained in paragraphs 194 to 200 of Welsh Government guidance on “Undertaking Gypsy and Traveller Accommodation Assessments” and is derived from an analysis of the survey forms. This guidance states that overcrowding exists where family numbers have grown to the extent that there is now insufficient space for the family within its mobile home accommodation and insufficient space on the pitch or site for a mobile home. Questions B2 and B3 of the survey form address this issue and ask respondents whether there is enough sleeping areas for all residents and is there room on the pitch to safely station additional trailers to prevent overcrowding. Where respondents answered no to both of these questions they were included in the 17 overcrowded pitches identified in the assessment. As recommended we confirm this explanation will be included in the final assessment report.

ATEBWCH I / PLEASE REPLY TO: Swyddfa Cymorth Y Cabinet / Cabinet Support Office,
Ystafell / Room 514, Neuadd y Sir / County Hall,
Glanfa'r Iwerydd / Atlantic Wharf, Caerdydd / Cardiff,
CF10 4UW Ffon / Tel (029) 2087 2479

Recommendation – to include additional wording to explain the reasoning behind including both 16 new households over the next five years and 23 new households over the next five years in the total unmet need

These conclusions take into account advice contained in paragraphs 201 to 210 of Welsh Government guidance on “Undertaking Gypsy and Traveller Accommodation Assessments”. The figure of 23 new households over the next five years is the current known demand identified through information contained in the questionnaire responses, through the waiting list, caravan count and partnership working with Local Authorities in the region. The figure of 16 new households over the next five years is a calculation as per the Welsh Government guideline that assumes a 2.25% rise per year. It is the following calculation:

Current Residential Supply	= 92
Current residential demand	= 48
Total	= 140

2.25% accumulative rise for 5 years = 11.77%

140 * 11.77% = **156 (an increase of 16)**

Given this the figures relate to different sources of growth in this five year period and as set out in Welsh Government guidance it is appropriate to include them both within that period. As recommended we confirm this explanation will be included in the final assessment report.

Recommendation – to check use of wording ‘contaminated land’ in the site assessment criteria and whether the Planning Inspector would require this to be changed to ‘land contamination’

In order to accord with the LDP Inspectors recommendation we confirm that the wording in the site assessment criteria will be changed from ‘contaminated land’ to ‘land contamination’ as recommended.

Request for information – clarification on the occupation levels allowed on the local authority site pitches and the difference between overcrowding and over occupancy

The methodology for calculating overcrowding on pitches is set out in our response to the first recommendation above and we confirm this explanation will be included in the assessment report. For the purposes of the assessment over occupancy relates more to the number of vehicles on the pitch which can be safely accommodated as some pitches are big enough for more than one caravan and some are not, whereas overcrowding relates to the bed spaces within the pitch.

Request of information – indication of the weighting that will be applied to the various site assessment criteria when determining site suitability

In terms of weightings we consider that it is better to look at the findings of the assessment in the round rather than saying some criteria are more important than others. In this respect it is important to note that Welsh Government do not suggest weightings in their guidance and such weightings could also lead to the methodology being challenged.

Request for information – an explanation of how the views of statutory providers will be included in the assessment of sites

The assessment process over the next 6 months will be guided by a Steering Group which will include representatives from education and health and their input will be sought when assessing the sites and making appropriate recommendations to Cabinet.

Request for information – details of the consultation process that will be followed with ward councillors and local communities regarding proposed sites

As set out at the meeting in the first instance the findings and recommendations of the assessment process will need to be considered by Cabinet in July 2016. Prior to Cabinet local ward Councillors will be consulted on the contents of the report. Formal consultations as part of the planning application process will include local communities with the precise details to be confirmed as part of the cabinet process in July.

Request for information – details of the issues identified by the Rover Way coastal erosion report and the actions being taken to address these.

The issue of coastal erosion and the Rover Way site is recognised. In order to identify appropriate coastal defence solutions for the wider Pengam Green area the Council is undertaking a feasibility study of the coastal defences along the Pengam Green stretch of the coastline which includes the Rover Way site. It is anticipated that this report will take 18 months to complete and when complete the Council will need to review how the findings affect the existing Rover Way site

I trust this information is of assistance.

Yn gwyir,
Yours sincerely,



**Councillor / Y Cynghorydd Susan Elsmore
Cabinet Member for Health, Housing & Wellbeing
Aelod Cabinet dros lechyd, Tai a Lles**



**Councillor / Y Cynghorydd Ramesh Patel
Cabinet Member for Transport, Planning & Sustainability
Aelod Cabinet dros Drafnidiaeth, Cynllunio a Chynladwyedd**

cc. Andrew Gregory
Stuart Williams
Claire Deguara

Sarah McGill
Heather Warren
Matt Swindell

Jane Thomas
Liz Patterson

Ian Ephraim

CARDIFF COUNCIL
Appendix 4: Equality Impact Assessment
Corporate Assessment Template



Policy/Strategy/Project/Procedure/Service/Function Title: Gypsy & Traveller Accommodation Assessment
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Project?	
Name: Sarah McGill	Job Title: Director for Communities, Housing & Customer Services
Service Team: Policy & Development	Service Area: Communities - HANR
Assessment Date: 1 st September 2015	

1. What are the objectives of the Project?

<p>To carry out a Gypsy & Traveller Accommodation Assessment in accordance with the Welsh Government guidance document <i>Undertaking Gypsy and Traveller Accommodation Assessments (May 2015)</i>.</p> <p>To maximise the participation level of the study to ensure that it provides a comprehensive appraisal of the level of need in Cardiff. This will be achieved by commissioning Gypsy & Traveller Wales to make contact and carry out the interviews. In addition to known households on Council and private sites, this will include the use of their database to identify all those that have accessed their service within the last 2 years so indicating possible housing need (which will reach many more people than would be likely by using an external consultant). A steering group will also be set up with representation from Travellers Education, Communities First, Save the Children, Gypsy & Traveller Wales and Community Cohesion providing increased opportunity to engage with the community. The interview period will run from 1st September 2015 to 4th December 2015 and will include the opportunity to participate for all unauthorised encampments during that period. The Research Unit will then collate the results and produce a final report by 18th December 2015.</p> <p>To evaluate the outcome against the previous study carried out in 2013, which informed the current Local Development Plan.</p> <p>To encourage all those who aspire to have a pitch on a Council site to submit applications so the planned growth of available pitches can be assessed and allocated on housing need.</p>

2. Please provide background information on the Policy / Strategy / Project / Procedure / Service / Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

<p>Part 3 of the Housing Act (Wales) 2014 places a duty on the Local Authority to undertake, in each 5 year review period, an assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to its area. The current review must be submitted to Welsh Government for ministerial approval in February 2016.</p> <p>The Gypsy and Traveller Accommodation Assessment commissioned in 2013 found a need for 108 additional permanent pitches (43 short / medium term, 65 medium / long term) and a 10 pitch transit site in Cardiff. A time table to meet this need forms part of the current Local Development Plan. This new assessment will determine if this target is still valid.</p>

CARDIFF COUNCIL
Appendix 4: Equality Impact Assessment
Corporate Assessment Template

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on younger / older people?

	Yes	No	N/A
Up to 18 years		✓	
18 - 65 years		✓	
Over 65 years		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Applications for a permanent pitch are considered from any person aged 16 or over. The application method for all ages is the same and support is available for any person requiring support or assistance with their application. Vacant pitches are offered to the person who is highest on the Waiting List for whom it is suitable.

What action(s) can you take to address the differential impact?

The survey will incorporate all identified households from the Council's sites and those on the waiting lists, all those that have sought advice from the Gypsy & Traveller Wales database over the last 2 years, the Travellers Education database and direct contact with members of the community through Communities First and Save the Children. The final report will include the immediate and future accommodation needs of the Gypsy & Traveller community.

3.2 Disability

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment		✓	
Physical Impairment		✓	
Visual Impairment		✓	
Learning Disability		✓	
Long-Standing Illness or Health Condition		✓	
Mental Health		✓	
Substance Misuse		✓	
Other (Literacy)		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Levels of literacy are a known issue within the Gypsy & Traveller population. The study must take this into account because it is imperative that Gypsy & Travellers are aware of the study and that their participation will determine the number of extra pitches that Cardiff will aim to deliver. All contact and interviews will be carried out by people already working directly with the community.

CARDIFF COUNCIL
Appendix 4: Equality Impact Assessment
Corporate Assessment Template

What action(s) can you take to address the differential impact?
The invitation to take part in the study will use easy-to-read letters, telephone contact, direct contact and the use of word of mouth to inform family members / associates who may not be known to services.
The interviews will be carried out at the home or at another agreed location for those wishing to take part. Arrangements will be put in place if anyone requires specific provision due to impairment, disability and / or health issues. Advocates may also be present during meetings.

3.3 Gender Reassignment

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Information regarding gender re-assignment is collected via the Equal Opportunities Monitoring section of the Housing Application Form though this section is not obligatory.
What action(s) can you take to address the differential impact?
Any specific requirement / request by a transgender person will be noted and taken into account during the process.

3.4. Marriage and Civil Partnership

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		✓	
Civil Partnership		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Information regarding marital status / civil partnership is collected via the Equal Opportunities Monitoring section of the Housing Application Form though this section is not obligatory.
What action(s) can you take to address the differential impact?
Applications to join the Waiting List are not influenced by marital / civil partnership status and so all identified households will be able to take part in the study. This includes overcrowding on the current sites where each household on the pitch will be able to access a separate assessment.

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3.5 Pregnancy and Maternity

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy		✓	
Maternity		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Where an applicant or their partner is expecting a child, this needs to be included in household make-up for the purpose of the determination of future accommodation needs.

What action(s) can you take to address the differential impact?

If a participant or their partner is expecting a child, that child will be included as a member of the household.

3.6 Race

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on the following groups?

	Yes	No	N/A
White		✓	
Mixed / Multiple Ethnic Groups		✓	
Asian / Asian British		✓	
Black / African / Caribbean / Black British		✓	
Other Ethnic Groups		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Information regarding race is collected via the Equal Opportunities Monitoring section of the Housing Application Form.

Pitches on the 2 Council-run Gypsy & Traveller sites in Cardiff are allocated under its own Allocation Scheme. Gypsies & Travellers may also apply for mainstream housing under the General Housing Allocation Scheme and are treated equally with other applicants.

What action(s) can you take to address the differential impact?

All applicants known to identify as Gypsy Traveller (on the databases already stated) will be invited to take part in the assessment. In addition, a Welsh Government advert was placed in a number of publications to invite people to contact them if they wished to participate in their local assessment which would then be passed on to the relevant Local Authority). Policies are in place to allow families to be located together within sites which would be applied to any new site. Participants will be made aware of this.

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3.7 Religion, Belief or Non-Belief

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist		✓	
Christian		✓	
Hindu		✓	
Humanist		✓	
Jewish		✓	
Muslim		✓	
Sikh		✓	
Other		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This information is collected via the Equal Opportunities Monitoring section of the Housing Application Form though it is not obligatory.

What action(s) can you take to address the differential impact?

Applications will not be determined on this information and it will not impact on those wishing to take part in the survey.

3.8 Sex

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on men and/or women?

	Yes	No	N/A
Men		✓	
Women		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Housing applications are assessed on the basis of housing need, regardless of gender. Similarly gender does not influence the allocation of pitches. Pitches are allocated based on need, which includes the number of couples, other adults and children in the household.

What action(s) can you take to address the differential impact?

The survey will include an approach to all identified households and participation invited from any or all adult/s within the family make-up.

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3.9 Sexual Orientation

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive]** on the following groups?

	Yes	No	N/A
Bisexual		✓	
Gay Men		✓	
Gay Women/Lesbians		✓	
Heterosexual/Straight		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Information regarding sexual orientation is collected via the Equal Opportunities Monitoring section of the Housing Application Form though the section is not obligatory.

What action(s) can you take to address the differential impact?

Participation will be invited from all those included on the databases already mentioned which will incorporate all those accessing services.

3.10 Welsh Language

Will this Policy / Strategy / Project / Procedure / Service / Function have a **differential impact [positive / negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

In accordance with the Welsh Language Measure 2011, some people will prefer to make their application in the Welsh language, and to receive subsequent communication in Welsh.

What action(s) can you take to address the differential impact?

The Council will ensure that statutory requirements are met. Gypsy & Traveller Wales who are conducting the interviews have arrangements in place for communicating in Welsh.

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

A steering group is in place comprising of representation from the Council, Gypsy & Traveller Wales, Travellers Education, Communities First, Community Cohesion, Save the Children and South Wales Police Community Engagement.

The survey aims to communicate with all known community members in Cardiff through use of extensive lists of those in contact with services and a wider advert to any other people wishing to take part.

Cardiff will be meeting with all members of the South East Wales regional Planning Group to discuss a regional approach to transit provision.

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5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	None – Action has already been taken.
Disability	None – Action has already been taken.
Gender Reassignment	None – Action has already been taken.
Marriage & Civil Partnership	None – Action has already been taken.
Pregnancy & Maternity	None – Action has already been taken.
Race	None – Action has already been taken.
Religion/Belief	None – Action has already been taken.
Sex	None – Action has already been taken.
Sexual Orientation	None – Action has already been taken.
Welsh Language	None – Action has already been taken.
Generic Over-Arching [applicable to all the above groups]	Participation will be invited from all persons known to services and appropriate assistance will be given to anyone with specific needs. Meetings can take place at the home of the participants or at another agreed location. Support Workers and other professionals can be involved in the process where necessary or desired.

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Ian Ephraim	Date: 01/09/15
Designation: Supported Accommodation and Outreach Manager	
Approved By: Sarah McGill	
Designation: Director of Communities, Housing and Customer Services	
Service Area: Communities	

7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk