

**OXFORDSHIRE
GYPSY AND TRAVELLER SERVICES
POLICY ON STATIC TRAVELLER SITES**

INTRODUCTION

- 1.1 Within the County of Oxfordshire there are 6 County Council owned static Traveller sites, situated in the District Council areas of the Vale of the White Horse, South Oxfordshire and West Oxfordshire. There are no sites with the Oxford City area.
- 1.2 The responsibility for the day-to-day management of the static Traveller sites rests with the Traveller Site Manager who works within the Oxfordshire Gypsy and Traveller Services.

INTENTION

- 2.1 To provide a strategic policy embracing all the issues surrounding the static Traveller sites within the County of Oxfordshire.
- 2.2 To ensure that all working practices comply with the District Councils' Housing policies, the Housing Act 2004, the Children's Act 1989 and the Human Rights Act 1998 and the Mobile Homes Act 1983.
- 2.3 To provide a high standard of service to all residents, ensuring that the Travellers' immediate needs are met.

SITE WAITING LIST APPLICATION FORM AND GUIDANCE

- 3.1 Families wishing to reside on an Oxfordshire County Council Traveller site are to contact the Traveller Site Manager. Application forms can be posted or given to Travellers by hand. Oxfordshire County Council does not operate '**a first come first served**' basis. Application forms are scored on a needs basis as laid out in the Application Form Guidance.

ALLOCATIONS POLICY

- 4.1 Allocation of pitches is covered in the Allocations Policy, available from Oxfordshire Gypsy and Traveller Services.

PITCH AGREEMENT

5.1 On allocation of a pitch/plot, the new resident and Traveller Site Managers will both sign the MHA Pitch Agreement. By signing it the resident agrees to abide by the rules of the agreement.

EDUCATION AND WELFARE

6.1 The Traveller Site Managers will inform the Education department and those responsible for Traveller health of all new residents moving onto static sites, to ensure all welfare needs are met.

SITE MAINTENANCE

7.1 Within Oxfordshire site maintenance is the responsibility of the Oxfordshire County Councils maintenance contractor **Carillion**, who co-ordinates maintenance work, carried out by local sub-contractors.

7.2 **Carillion** operates a 24-hour maintenance telephone Help Line. This Help Line will log maintenance requirements and provide a unique reference number for each maintenance task. The Help Line will allocate maintenance work to sub contractor. It is the responsibility of the Traveller Site Manager to report all maintenance works to the Help Line and record details on the Site Maintenance Record spread sheet, held on the Oxfordshire Gypsy and Traveller Services network.

7.3 Each resident has the Oxfordshire Gypsy and Traveller Services telephone number for them to report repairs as and when necessary. The Traveller Site Manager is also responsible for carrying out their own maintenance checks.

DISTRICT COUNCIL RESPONSIBILITIES

8.1 District Councils have responsibilities to the sites. These responsibilities include:

- Waste collection.
- Housing advice.
- Benefits.
- Council Tax.
-

COMMUNICATION STRATEGY

9.1 **This Policy shall be published and made available to the public.** It should be considered a 'living' document where changes can be implemented quickly.

9.2 This policy will be posted on the Oxfordshire County Councils Internet site and will be available via Freedom of Information Act enquiries. Copies will be made available to the Education department and support groups.

REPRESENTATION AND REVIEWS

10.1 This policy will be reviewed annually.

10.2 Any person directly affected by this policy may make representations in relation to this document and/or any decision taken in consequence of it, to: -

Head of Community Protection Services

Oxfordshire County Council

Graham Hill House

Electric Avenue

Ferry Hinksey Road

Oxford

OX2 0BY

SUMMARY

11.1 In order to provide the best quality of service for all residents on the static Traveller sites, Oxfordshire County Council will review this Policy, the Allocation Policy, Pitch Agreement and the Waiting List Application and Guidance at regular intervals in order to maintain compliance with Government guidance and Acts.

11.2 Oxfordshire County Council is committed to Best Practice and therefore will regularly contact other Local Authorities to compare policy documents to ensure a high standard of delivery.



.....
On behalf of Oxfordshire County Council