

Local Traveller Accommodation Consultative Committee

Terms of Reference 2019

An introduction to the Terms of Reference:

Dublin City's Local Traveller Accommodation Consultative Committee (LTACC) was formed to advise the Dublin City Council in relation to:

- a) The provision of accommodation for Travellers.
- b) The preparation and implementation of the Traveller Accommodation Programme 2019-2024 for the functional area of **Dublin City Council**.
- c) The overall management of accommodation for Travellers.
- d) To provide a mechanism for transparency and accountability for the delivery of Traveller specific culturally appropriate accommodation.

Purpose

The purpose of the Dublin City LTACC is to drive the Traveller housing policy.

It is agreed by the LTACC, that under no circumstances will the LTACC be used as a forum to discuss issues such as the day to day management of Traveller accommodation and that discussion of individual accommodation cases will not feature within the scope of the work of LTACCs.

Frequency of meetings

There will be a minimum of six meetings per year. Additional meetings may be called by agreement if issues arise that need urgent attention.

When and if substructures are set up, all members will be informed as to when and where those meetings are to be held. In 2019, two such sub committees will be formed to deal with housing and waste management issues.

Administration of the LTACC

"Where an appropriate Traveller organisation or group of organisations exists or are otherwise available, agree a selection procedure to be administered by such organisation(s)."

The appointing local authority should make adequate resources, including staff, available to service the committee and having regard to the exigencies of the local authority should:

- as far as is practicable designate specific staff for this purpose, and
- avoid frequent changes of staff assigned this function.

Setting the Agenda

Standing orders will include:

- Traveller Accommodation Programme based on the monitoring template
- Connections to other committees such as the SHPC and Inter-Agency Groups
- Any urgent issues arising that have been communicated to the chair at least 3 working days before the meeting instead of adding "any other business"

The agenda will be sent out to the committee members at least ten working days before to facilitate preparation for the meeting, except the items for the agenda added through the chair as mentioned above.

Minutes

The minutes should include the decisions made and actions to be taken with a timeframe and the responsible party recorded. Minutes should record why actions has not been achieved and the barriers to implementation.

Insofar as is possible, the minutes will be sent to the chair within a week of the meeting. Minutes should be posted to the Traveller representatives and elected representatives within two weeks of the meeting.

Communication and dissemination of information

Informal/non formal methods of disseminating information from the LTACC will be used by Traveller representatives through Traveller organisations by people calling into centres.

Copies of the minutes of the LTACC meeting will be made available for Travellers.

Copies will be sent to the Chief Executive of Dublin City Council, the relevant Assistant Chief Executive of Dublin City Council and the Executive Manager of Housing & Community Services.

Local groups will bring news from the LTACC to meetings with Travellers in their area.

Connections will be made with and provide the information to relevant committees such as the Strategic Housing Policy Committee, Inter-Agency Groups etc.

A seat on the LTACC is to be included for a representative on the HSPC as a specific link over and beyond the elected representatives nominated to the LTACC.

Minutes will be uploaded on the Dublin City Council Traveller Accommodation Unit website.

Confidentiality

All members of the LTACC should respect the confidentiality of the Committee members and its meetings. To that end, only approved minutes of the LTACC should be circulated. Communications between members of the Committee including emails, letters, memos etc. should be treated in confidence and in line with GDPR best practice guidelines.

Membership of the LTACC

The LTACC shall seek to have two Traveller representatives from each of the local areas: Ballyfermot, Ballymun, Clondalkin (covering St. Oliver's Park and Bridgeview), Coolock and Finglas (given that the Coolock and Finglas areas are so vast there may be two representatives from site groupings).

Nomination procedures need to be inclusive and transparent and Traveller representatives appointed should be positioned to represent the overall Traveller population in each area.

The LTACC shall seek to have one representative from each of the Local Traveller Representative Groups to ensure that the LTACC are informed of Local Traveller needs, to support Traveller representatives and to inform Traveller Accommodation policies.

The LTACC shall seek to have councillors/elected representatives from each of the relevant areas.

A seat is allocated for a representative from the Housing Strategic Policy Committee (HSPC) in addition to the elected representatives nominated by the council. This provides for a reporting mechanism to the HSPC.

The LTACC shall "decide on a quorum for its meetings having regard to the requirements in relation to membership of committees as set out in Section 22 of the Housing (Traveller Accommodation) Act, 1998;" Guidelines for the operation of the LTACC.

The Chief Executive of Dublin City Council will be invited to attend a meeting once a year.

The Director of Housing will be invited to attend meetings with emphasis given for attendance when setting down targets and reviewing these.

Attendance

All members should make every effort to attend all LTACC meetings. If a member is unable to attend a meeting contact should be made with the Chair tendering apologies. If a member does not attend two consecutive meetings, the Chair will contact them to invite them to return or step down from their position so that they can be replaced.

Guidelines for the Operation of the LTACC

Work-plan

The overall objective of Dublin City's LTACC will be to ensure that the Traveller Accommodation Programme is implemented.

A monitoring template will be used with the work-plan listing: Objectives and Target Dates for Delivery of measures contained in the Traveller Accommodation Plan

Annual Report

The annual report will be drawn together by a sub-structure of the committee which has at least one City Council representative, one Traveller representative and one elected representative. A photocopy of the executive summary will be made available to the Traveller community. The full report will be sent to the City Manager and forwarded to the Traveller Accommodation Unit of the Department of the Housing, Planning and Local Government.

Audit, monitoring and evaluating

The Traveller Accommodation Programme will be monitored through the use of the template listed above. An audit of delivery will be carried out half way through the programme.

The Chair

The chair will be selected from either the public or Traveller representatives. There will be a rotating chair on an annual basis. An independent Chairperson can be appointed by the Appointing Authority if deemed necessary to increase and focus the functionality of the LTACC.

The Role of the Chair

- Aim to advance the work of the LTACC
- Would not seek to use the position of Chair to forward own agenda
- Allow everyone to participate (speak at least once and monitoring how long people can speak at a time. In small groups will let people talk and will prevent people from talking over each other).
- The Chair is to be formally ratified annually.
- The Chair is to follow up on attendance and any recommendations made at the meeting.
- They are to check the links with the HSPC.
- They are to report into the different structures e.g. council meetings, HSPC representative, other committees and other LTACC elected representatives.
- The Chair will link with the administration in the Traveller Accommodation Unit and issue letters/memos when required.