

Unauthorised Encampment Procedures - These procedures are minimum standards for Managing Unauthorised Encampments. Key staff for 2009/2010 are named in the Service Contacts section of this procedure.

Complaint received regarding encampment

- Contact Housing & Property to advise – see 'Lead Council Contact' for area in which encampment located

Housing & Property advised of encampment

- H&P 'lead contact' notifies all 'other council contacts' for area **plus** Northern Constabulary of encampment location and confirms arrangements for initial visit.
- Initial visit within 2 working days.
- Where possible initial joint visit by H&P and TECs, **or** 2 H&P staff.

Purpose of Initial Joint Visit

- consider encampment in relation to procedures
- provide advice & information
- establish any special needs or vulnerability
- establish intended length of stay
- advise of procedures and time limits
- assess refuse needs & makes arrangements
- completes confidential record of visit.

Housing & Property provides information update following initial visit

- H&P 'lead contact' notifies all 'other council contacts' for area **plus** Northern Constabulary of the general outcomes of the visit:-
- Description of encampment and general conditions
- what is the residents expected date of departure
- where expected date of departure is considered unreasonable in circumstances, or no date of departure was given, H&P 'lead contact' proposes and seeks agreement to a reasonable timescale in the circumstances of the specific encampment and its location.
- Confirms details of land ownership where known, requests confirmation where not.

Date of Departure

- visit by landowning service to establish whether encampment has moved on
- where encampment has moved on, then arrangements made for quick & efficient clearance of any debris
- where not moved on, decision required by landowner/landowning service of need for further action depending on the circumstances & the location

Housing & Property provides information update following second visit

- H&P 'lead contact' notifies all 'other council contacts' for area **plus** Northern Constabulary that the date of departure has been confirmed with encampment residents
- In addition, provide updated description of the encampment and general conditions
- Confirm which landowner/landowning service has responsibility for any further

Visit to encampment to confirm agreed date of departure

- confirm either that original proposed date is acceptable **OR**
- confirm revised date, with reasons
- provide further advice as necessary
- second visit within 2 working days of initial visit
- Where possible joint visit by H&P and TECs, **or** 2 H&P staff

Landowning Service provides information update following date of departure

- Landowning Service 'contact' notifies all 'council contacts' for area **plus** Northern Constabulary of the outcome of the visit and whether further liaison with Legal Services will be required for an eviction action

Eviction Date confirmed

- Landowning Service 'contact' notifies all 'council contacts' for area **plus** Northern Constabulary of date of court action and anticipated eviction date.
- Other agencies notified if required
- H&P maintains welfare visits to encampment if required, and follows up on any accommodation needs if household has no permanent residence