

Cooke, Alison(City Development)

From: Jones, Michael
Sent: 22 August 2023 16:40
To: caroline.hunter@york.ac.uk
Cc: Violet Cannon
Subject: FW: Draft Job Description for accommodation officer role within City of York Council

Dear Caroline,

Many thanks for taking the time to consider the draft job description and for feeding back comments. This is much appreciated.

I agree with your interpretation that what the JD is for centres of two key workstreams. The first is about investing in current sites, this could include improving existing pitches and providing new ones. The second part of the role is about identifying new sites and seeking to deliver new pitches on these sites (if a council led scheme) or supporting the delivery of these pitches if being developed by a third party. We have discussed this internally in the development of the JD and acknowledge the challenge of a single person being able to lead on both aspects.

However, I do believe that we have plans in place to overcome this challenge. Firstly, this role will be supported by colleagues across Housing, Property Services, Legal, Procurement and Planning teams. Our priority for the role is that the person understands the needs of the communities and is able to represent these with the professional support of others across the council team. The role will be matrix managed within Housing and we have managers and officers across the service who have significant expertise in everything from land search and acquisition, procurement and contract management, design and planning, and development and handover. The appointee will not be left to do this on their own, quite the opposite.

With regards to funding for the post, I agree that the entirety of this role cannot be funded from S106 monies. We would apportion salary contributions from different areas depending on the work being undertaken by this person. This is planned for.

A big thank you for your offer to support the appointed individual. I think building that positive working relationship early on with the community is vital for the success of the role. I have been wondering what opportunities might be available for the successful candidate to spend time with YTT, receive training/support or supervision to better enable the individual to understand and represent views in all of our work? Perhaps someone from YTT could also be on the interview panel? Perhaps it would be good to discuss this further once the recruitment process is formally underway? I will be in touch again once the role is advertised and if you know anyone who is interested I would love to speak to them. Likewise, if you are able to promote the job opportunity that would be much appreciated.

Kind regards,
Michael

From: Caroline Hunter <caroline.hunter@york.ac.uk>

Sent: Thursday, August 17, 2023 3:21 PM

To: Jones, Michael <Michael.Jones@york.gov.uk>

Cc: Violet Cannon <violet@ytt.org.uk>

Subject: Re: Draft Job Description for accommodation officer role within City of York Council

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Dear Michael,

I am very sorry for the delay in our response to you. As well as the staff at YTT considering the job description, we also discussed it at the trustees meeting on 20 July 2023.

As I am sure you appreciate, YTT very much supports the Council's aim in providing sources to support gypsy and traveller accommodation in York. However we have some strong reservations in the job description as it is currently framed. In our view there are two very different roles in the description. The first is concerned in the improvement and expansion of the current council sites. This is very much an asset management role. The second is the role identifying new sites as part of the planning progress, whether owned or not by the council. For this you need someone expert in planning and land procurement.

Given the very different skills needed for the two different roles, realistically, it will be very difficult to recruit someone to the post. Further we have some reservations on the funding for this role. We are not clear if it is intended to fund all or some of it from s.106 monies. Clearly any such funding can only fund roles to support new sites and not any improvements or the like to the current council sites.

As the job description acknowledges working with the Gypsy and Traveller community will be crucial to ensuring the role is successful. However the council proceeds, YTT would be willing to support the appointee (although as a charity with limited income we can only do so much without funding).

All the best,

Caroline Hunter
Chair, York Travellers Trust

On Tue, 25 Jul 2023 at 09:59, Jones, Michael <Michael.Jones@york.gov.uk> wrote:

Hi Violet,

Thank you for the update and I look forward to hearing from the trustees soon.

Kind regards,

Michael

From: Violet Cannon <violet@ytt.org.uk>
Sent: 20 July 2023 16:45
To: Jones, Michael <Michael.Jones@york.gov.uk>
Cc: Caroline Hunter <caroline.hunter@york.ac.uk>
Subject: RE: Draft Job Description for accommodation officer role within City of York Council

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Good Afternoon, Michael,

Thank you for sending this to me, I wanted to wait until I've spoken to my trustees before I replied.

We have discussed it this evening and they will have a response in the near future.

I hope this finds you well

Violet Cannon

Chief Executive Officer

York Travellers Trust

I am sending this message now because it suits me, however I don't expect you to read, respond or action it outside your regular hours

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Tel [01904 630526](tel:01904630526)

YTT aim to enhance the vibrant and resourceful Gypsy and Traveller Communities in York and surrounding areas. We want to build a bridge between GTC and others to promote community cohesion and increase opportunities and life chances for all. YTT believes this is the most positive way to reduce inequalities and fight discrimination.

[Website](#)

Please update your contacts to my new email address

violet@ytt.org.uk



YORK TRAVELLERS TRUST
20 Falsgrave Crescent, York, YO307AZ
Charity Number 1084620



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From: Jones, Michael <Michael.Jones@york.gov.uk>

Sent: Thursday, July 13, 2023 11:41 AM

To: Violet Cannon <violet@ytt.org.uk>

Subject: Draft Job Description for accommodation officer role within City of York Council

Hi Violet,

I hope you are well.

Previously you were sent a draft copy of a job description in respect of the creation of a new post within the council to lead the delivery of additional pitches in the city. Having given this some further thought we have decided to expand the post to cover not only the creation of new pitches but also having responsibility for the condition of existing pitches. I have drafted a revised job description which now covers such things as understanding the condition of existing sites and pitches and the planning and delivery of investment programmes. This could cover a range of things from the replacement of building components to things like thermal efficiency and heating systems.

I wanted to share a draft of the JD with you to get your perspective. We would want the role to be attractive and accessible for people within the community and also other professionals who have a passion for, but not necessarily with vast experience, of working with the community.

I have financial approval to pursue recruitment into this post once the job description is finalised. I would very much welcome your thoughts either via or email or through a meeting (online or in person), just let me know.

Kind regards,

Michael

Michael Jones | Head of Housing Delivery and Asset Management

t: 01904 552598 | e: michael.jones@york.gov.uk

City of York Council | Directorate of Place

West Offices, Station Rise, York, YO1 6GA

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Professor Caroline Hunter

York Law School
University of York

Tel: +44 (0)1904 325806

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