

GOVERNANCE

| Annual Monitoring and Development Meeting GOVERNANCE | | | | | | | | |
|---|----|---|--|--------|----------------------|---|-------------|-------------|
| Requirement | | What to check | Assessment | Action | Met Partly Not | | 1994 MMA | 2005 MMA |
| Committee | G1 | Are there sufficient members of the committee as required by the rules? | Yes – they had 11 members elected at AGM – 1 were co-opted at subsequent meetings and 1 has left leaving 11 members on the committee,. | | Met | H | | |
| | G2 | Are all officer roles filled? | Yes – now have a Vice Chair in case Chair not available for meetings | | Met | M | | |
| | G3 | Have at least 75% of committee meetings in the last 12 months been quorate? | Yes – all their meetings have been quorate | | Met | H | | |
| | G4 | Has the committee held meetings as required by its rules or at least 6 times in the last 12 months? | Yes | | Met | H | | |
| | G5 | Does the committee receive at each meeting in writing: A performance information report? A financial information report? Reports for other key decisions? | Yes | | Met | H | | |
| | G6 | Are decisions taken by the committee properly recorded in the minutes? | The TMO have recently employed the services of a professional minute taker – started March 2018 – Francis proof read before sending out to MC. | | Met | H | | |

GOVERNANCE

| Annual Monitoring and Development Meeting GOVERNANCE | | | | | | | |
|---|--|---|--------|----------------------|---|-------------|-------------|
| Requirement | What to check | Assessment | Action | Met Partly Not | | 1994 MMA | 2005 MMA |
| | G7 Are committee meetings run effectively so members can participate and decisions are clearly made? | Yes | | Met | M | | |
| | G8 Have you been provided with contact details of officers and committee members? | Yes | | Met | M | | |
| AGM | G9 Was an AGM held within the time limit in the TMO's rules? | Yes – held on Sept 27th 2017 | | Met | H | | |
| | G10 Was the AGM properly advertised to all TMO members and sufficient notice given? | Yes | | Met | H | | |
| | G11 Were elections held according to the TMO's rules? | Yes | | Met | H | | |
| | G12 Was a decision to continue the TMO taken at the AGM? | Yes – vote was carried to continue. | | Met | M | | 1/17 |
| Training | G13 What training has the Committee had in the last 12 months? | The TMOs held a joint training course in the borough, which helped boost more members attendance. TMOs plan to hold further courses in the new year. 11 x Finance 5 x NFTMO Annual Conference | | Met | M | 1/10 | 1/11 |

GOVERNANCE

Annual Monitoring and Development Meeting GOVERNANCE

| Requirement | | What to check | Assessment | Action | Met Partly Not | | 1994 MMA | 2005 MMA |
|-------------------------------------|-----|--|---|--------|----------------------|---|-------------|-------------|
| | G14 | Has the TMO given you their training plan for the next 12 months? | Yes – Francis showed me the training plan last year and plans to update. 6 committee members agreed to attend NFTMO conference. Once move offices in December 2018 plan to organise some in house training – Governance, resident participation | | Met | M | | 1/11 |
| Data Protection Registration | G15 | Does the TMO have valid Data Protection registration? Check on-line or ask the TMO to provide evidence | Yes – renewed and seeking advice from solicitors on the new GDPR regulations. | | Met | H | 1/8 | 1/9.3 |
| Register of Interests | G16 | Ask TMO to provide it. Check that it has been updated in the last 12 months | Yes – it has been updated – Committee and Staff have signed declarations | | Met | H | 1/11 | 1/13.2 |
| Register of Interests | G17 | Are you aware of any conflicts interests not declared? | No | | Met | H | | |
| Changes to TMO rules (constitution) | G18 | Has the TMO made any changes to its rules without permission in writing from Camden Council? | No | | Met | H | | 1/3.2 |
| Code of confidentiality | G19 | Check to see the code of confidentiality | Seen | | Met | M | | 1/9.4 |

GOVERNANCE

| Annual Monitoring and Development Meeting GOVERNANCE | | | | | | | | |
|---|-----|-------------------------------------|----------------|--------|----------------------|---|-------------|-------------|
| Requirement | | What to check | Assessment | Action | Met Partly Not | | 1994 MMA | 2005 MMA |
| Code of governance | G20 | Check to see the code of governance | In the new MMA | | Met | L | | 1/16.3 |
| Code of conduct | G21 | Check to see the code of conduct | In the new MMA | | Met | M | | |

GOVERNANCE

| Requirement | | What to check | Assessment | Action | Met Partly Not | | 1994 MMA | 2005 MMA |
|----------------------------|-----|--|--|--------|----------------------|---|-------------|-------------|
| EQAULTY | AND | DIVERSITY | | | | | | |
| Equal opportunities policy | ED1 | What information does the TMO have on the diversity and needs of its customers? e.g. age, ethnicity, disability, languages spoken | The TMO has an up to date diversity monitoring spreadsheet of their residents on their shared drive which is updated when a new tenant moves in or out, also if they are informed of any change of circs | | Met | M | | |
| | ED2 | The TMO is required to monitor and review the implementation of its equal opportunities policy and procedure in all aspects of its work including <ul style="list-style-type: none"> • Allocations • Employment of staff • Committee membership • Appointment and employment of contractors • Delivery of services What records does the TMO have? Are they adequate? Has it reviewed its compliance with its EOP? | Francis advised they have now set up systems to record this information for future. | | Met | M | | 1/10.4 |

GOVERNANCE

Annual Monitoring and Development Meeting GOVERNANCE

| | | Assessment | Action | Met Partly Not | 1994 MMA | 2005 MMA |
|-------------|---------------|---|--|----------------------|-------------|-------------|
| Requirement | What to check | | | | | |
| | ED3 | What has the TMO done to ensure that its services are accessible, available and appropriate to all? e.g. those who don't speak English, older/younger people, and people with disabilities etc. | Francis continues to ask if residents who do not have English have younger family members who can translate. The caretakers are continuing to check the residents listed on the Vulnerability List twice a week to check they are okay. There is only a record of a visit if there is something to report. | Met | M | |
| | ED4 | What has the TMO done to promote a community spirit and combat prejudice and discrimination? | The TMO held a trip to Legoland and a big fun day to celebrate their 25 th Anniversary. . | Met | L | |
| | ED5 | What training have staff and committee members received on equality and diversity? | The majority of committee members are trained but the newly elected members need to have this training – Francis is planning to do a joint training with Agar in next 2 months | Met | L | |

GOVERNANCE

| Requirement EMPLOYMENT | | What to check | Assessment | Action | Met Partly Not | 1994 MMA | 2005 MMA |
|---------------------------|----|---|--|--------|----------------------|-------------|-------------|
| Recruitment | E1 | Has the TMO done any recruitment in the last year? | Yes – handyman – wasn't very successful advertised on Indeed website obtained 15 applications short-listed 4 employed on and they didn't start – went back to the list and 2 nd candidate employed 3 months but didn't pass probation. Currently using a contractor who provides self-employed handyman service for 12 hours service per week. Also recruited Caretaker for a 2 year contract – advertised with Indeed – interview 22 nd December and start day 1 st Feb 18 – so far very good. | | Met | | |
| | E2 | Have those involved in recruitment attended training? | Yes | | Met | M | |
| | E3 | Were DBS checks done where necessary? | Yes – caretakers and waiting on handyman to come through | | Met | H | |
| Contracts of employment | E4 | Do all staff have written contracts and job descriptions? | Yes | | Met | H | |
| Conditions of employment | E5 | Is there a system for determining annual pay rises and reviewing terms and conditions | Yes - Francis advised that he had conducted end of year appraisals for all the staff and the Chair has completed his. | | Met | M | |

GOVERNANCE

| Requirement EMPLOYMENT | | What to check | Assessment | Action | Met Partly Not | | 1994 MMA | 2005 MMA |
|---------------------------|-----|--|--|--------|----------------------|---|-------------|-------------|
| Health and safety | E6 | Has the TMO done a health and safety risk assessment in the last year? | Yes | | Met | H | | |
| | E7 | Does the TMO have an accident book? | Yes | | Met | H | | |
| Pensions | E8 | Does the TMO operate a pension scheme for employees? | Yes – two staff members are in of the council's pension scheme and the other employed staff are included in a Work Place Pension. | | Met | | | |
| | E9 | Has the TMO paid all its contributions as required? | Yes – this is paid every month to the council and NEST | | Met | L | | |
| Training | E10 | Have staff training needs been identified and a training plan drawn up to meet them? | Francis reported that staffs training needs are identified during appraisal and on-going one to one supervisions meetings and training courses are offered accordingly. He also ensure that staff attend council training courses on Housing issues so they are up to date on legislative issues. Currently looking at Safeguarding, Fire safety and Asbestos awareness for caretakers and the Housing Asst. | | Met | M | | |

GOVERNANCE


| GOVERNANCE REVIEW MEETING (Governance, Equality & Diversity, Employment) | | | | | |
|--|--------|-----|------------|---------|----------------|
| Summary | | | | | |
| Risk | Number | Met | Partly Met | Not Met | Actions Agreed |
| High | 16 | 16 | 0 | 0 | |
| Medium | 16 | 16 | 0 | 0 | |
| Low | 4 | 4 | 0 | 0 | |

Date of meeting: 1st May 2018

Present at meeting:

| Name | Organisation | Role |
|-----------------------|--------------------|----------------------------|
| Kim Thompson | L B Camden | Tenant Empowerment Officer |
| Francis Owusu-Sekyere | Abbey Road TMC Ltd | Estate Manager |
| Carol O'Shea | Abbey Road TMC Ltd | Housing Officer |

Completed by: Kim Thompson

Signature  **Date**2nd May 2018.....