

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 15 following their AGM however 2 members have dropped off.		Met	H		
	G2	Are all officer roles filled?	Yes		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 – Committee decided in January 2014 to hold full committee meetings every month instead of six weekly.		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 – Francis has agreed to send a copy of the book-keeper's monthly report to MC members prior to monthly committee meetings to ensure all members know what has been received and spent for the previous month.		Met	H		

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	G6	Are decisions taken by the committee properly recorded in the minutes?	Mostly – The TMO have recently employed a new Administrator who has started to take the minutes. The minutes are improved but Francis agreed they did not record the committee’s actual decisions. Francis agreed to carry out some in-house training and check the minutes before they are distributed.	Administrator to receive training in taking Minutes and Estate Manager to check the minutes until Administrator is more confident. Action Agreed YES/NO Responsible Officer Target Date.....	Partly Met	H		
	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		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		

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	G12	Was a decision to continue the TMO taken at the AGM?	Yes – overwhelmingly in favour	Met	M		1/17	
Training	G13	What training has the Committee had in the last 12 months?	<p>2 Members attended 3 courses over the year. Francis had arranged for an in-house Business Planning training course but had to cancel – he is hoping to re-arrange for this year</p> <p>MC need to ensure they undertake the relevant training in order to obtain the relevant skills to manage the Estate and Staff</p> <p>Action Agreed YES/NO</p> <p>Responsible Officer</p> <p>Target date</p>	Partly Met	M	1/10	1/11	

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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?	No – the MC don't have a Training Plan in place for coming year. Francis sent out a self -assessment Skills Analysis form to each of the MC to complete which would help them draw up a training plan for committee members but did not receive any completed forms back from committee members.	Committee to complete Assessment forms and set up a working group to draw up a Training Plan for the Committee for next 12 months Action Agreed YES/NO Responsible Officer Target date	Not 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	No –Francis advised that he has been advised by the Data Protection Commissioning Organisation that they don't need to register as only a small organisation.		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		Met	H	1/11	1/13.2
Register of Interests	G17	Are you aware of any conflicts interests not declared?	No		Met	H		

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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 and members have signed.		Met	M		1/9.4
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		

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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 captures all relevant details including Camden rent payment reference, name, post code , address line 1, date of birth, ethnicity, gender, disability and language spoken. Francis advised that they update the spread-sheet when a new tenant moves in or if one moves out.		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. Francis also showed me a new Equal Opp Policy that their new HR Advisor had provided.		Met	M		1/10.4

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Requirement		What to check	Assessment	Action	Met Partly Not	1994 MMA	2005 MMA
	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. He has recently reviewed and updated their Vulnerability List and the Caretakers are instructed to visit these residents twice a week to check they are okay.		Met	M	
	ED4	What has the TMO done to promote a community spirit and combat prejudice and discrimination?	Abbey held two social events one being a Social Gathering in June and a Fun Day held at end of August. They are also planning to have day trip to Southend and hold a BBQ for this coming year.		Met	L	
	ED5	What training have staff and committee members received on equality and diversity?	Francis advised at the previous review that he was going to contact Agar Grove to check if they would like to have joint training for staff and committee members but this is still outstanding .		Not Met	L	

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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 – they have recently employed a new Administration Assistant, Cleaner and Caretaker/Handyman.		Met		
	E2	Have those involved in recruitment attended training?	3 committee members sat on all three recruitment panels and Francis carried out in-house training with them on Short-listing and Interview skills. All three were very pleased with the training.		Met	M	
	E3	Were CRB checks done where necessary?	Yes – for the Caretaker/Handyman		Met	H	
Contracts of employment	E4	Do all staff have written contracts and job descriptions?	Yes		Met	H	

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Conditions of employment	E5	Is there a system for determining annual pay rises and reviewing terms and conditions	Francis showed me the revised Conditions of Employment which was undertaken by their new HR Advisor – they went through the requisite consultation process and now all staff have signed up to these conditions which include pay related clauses. Francis advised that they have adapted Agar Grove's Appraisal procedure to suit their needs and is currently appraising his staff.	The MC need to set targets for the coming year for the Estate Manager so these can be incorporated into staffs appraisals which are then monitored and evaluated throughout the year performance. Action Agreed YES/NO Responsible Officer Target Date	Partly Met	M	
Health and safety	E6	Has the TMO done a health and safety risk assessment in the last year?	Yes – they conduct quarterly and annual health and safety audits each year. Francis said the Risk Assessment was drawn up 5 years ago and is reviewed each year.		Met	H	
	E7	Does the TMO have an accident book?	Yes		Met	H	

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Requirement EMPLOYMENT		What to check	Assessment	Action	Met Partly Not	1994 MMA	2005 MMA
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 3 new employees once completing a successful probation period will be included into a Work Place Pension where the TMO will pay 3% and staff will pay 3%		Met		
	E9	Has the TMO paid all its contributions as required?	Yes – this is paid every month to the council		Met	L	
Training	E10	Have staff training needs been identified and a training plan drawn up to meet them?	Francis said that now the new Appraisal system is in place this will help to identify each of the staff member's training and development needs which can then be put into an overall training plan.	<p>The Manager needs to draw up a training plan for the staff including costs as this will help the management committee assess if they will have funds to cover and whether the training is suitable for the staff members needs.</p> <p>Action Agreed YES</p> <p>Responsible Officer Estate Manager.</p> <p>Target date...July 2014</p>	Partly Met	M	

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GOVERNANCE REVIEW MEETING (Governance, Equality & Diversity, Employment)					
Summary					
Risk	Number	Met	Partly Met	Not Met	Actions Agreed
High	16	15	1	0	
Medium	16	12	3	1	
Low	4	3	0	1	

Date of meeting: 3rd June 2014

Present at meeting:

Name

Kim Thompson
Francis Owusu-Sekyere
Carol O'Shea

Organisation

L B Camden
Abbey Road TMC Ltd
Abbey Road TMC Ltd

Role

Tenant Empowerment Officer
Estate Manager
Housing Officer

Completed by: Kim Thompson



Signature **Date** 3rd June 2014.....

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