**Minutes of the Meeting between Management and the Accounts Clerk**

Date: 3rd May 2023

Time: 11:35 am

Location: Kaboswa Senior Manager's Office

**Present:**

Castro Koech, Senior Estate Manager (Chairman)

Tecla Jepkirui, Estate Accountant

Mary Ketter, Divisional Manager

Simeon Ng'etich, Divisional Manager Septon (Taking Notes)

Emmanuel Kiptoo, Accounts Clerk

**Agenda:**

To discuss Emmanuel Kiptoo's inability to work well with the Estate Accountant, both current and former, and determine a resolution.

**Minutes:**

The meeting commenced with the Chairman introducing the purpose of the meeting. He highlighted Emmanuel Kiptoo's inability to work well with the Estate Accountant and mentioned that some issues had reached him. These issues included the Estate Accountant's discomfort with Emmanuel's work style, inability to follow instructions and procedures, being away from the work area, and insubordination. The Chairman stressed that work should be harmonious, and Emmanuel should approach issues as a mature person without emotional undertones.

Emmanuel was asked if he had any problem with his current work area and he said he had none. he was given a chance to say which other area he would wish to work in. He expressed a wish to work in the Divisional Office as a Clerk or Field Supervisor, but these areas were not vacant. The only vacancy available was the Greenleaf Inspection Clerk position in Septon Division.

As a result of Emmanuel's history, a decision had been reached to change his work area, and he would be moved to the Greenleaf Inspection Clerk position. Emmanuel accepted the position and acknowledged that he could be misinterpreted as a fighter due to his determination. However, he promised to do a good job and not take work matters personally.

The Chairman advised Emmanuel to accept change and not to let his weakness hinder his progress. The meeting concluded on a positive note.

Action Points:

* Emmanuel Kiptoo to accept the new position as Greenleaf Inspection Clerk in Septon Division and promise to do a good job going forward.
* The Estate Accountant to communicate with Emmanuel in a constructive and professional manner.
* The Divisional Manager to monitor Emmanuel's progress and provide support where necessary.

**Conclusion:**

In conclusion, the meeting between Management and Emmanuel Kiptoo was successful in resolving the issue of his inability to work well with the Estate Accountant. Emmanuel accepted the new position as Greenleaf Inspection Clerk and promised to do a good job going forward. and all attendees agreed to the action points. It was emphasized that cooperation and respect for each other's roles and responsibilities were essential for a harmonious work environment. The Chairman thanked everyone for their attendance and participation, and the meeting was adjourned. The meeting ended at 12:15 pm.

**Chairman**