

Special MC Meeting	Minutes
Date	16 September 2015
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Distribution Date	15th October 2015
Distribution	Management Committee* L.B. Camden** Auditors

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Attendance: Lorraine Isaac (LI) (Chair), Elizabeth Henderson-Sambell (EHS), Robina Fellows (RF) Malcolm Bush (MB) Chenjerai Shire (CS) Joan Clay (JC)

Apologies: Claire Winceza (CW), Peter Humble (PH).

Absent: Silva Kirk (SK) Darren Roderick (DR).

Present: Francis Owusu-Sekyere (FOS) (Minutes) Estate Manager.

Meeting Started at 7.05 pm

1. LI introduced the meeting and reminded members present that this is a special meeting to discuss and vote on acceptance of the 2014-15 financial year audited accounts.

1a. LI advised members some discussions at MC meetings are confidential and should be treated as such. She informed the meeting that an unidentified committee member passed on some confidential information regarding an issue between Francis and Kim from last MC meeting to the Resident Caretaker. This she stressed is unacceptable.

2. Audited accounts: The following observation/comments were made;

2.1 LI pointed out increased in bookkeeping fee of more than 1K compared with the previous year. It was agreed for FOS to investigate the reason for the increase and go ahead to negotiate a fixed fee of 2.5K per year with the Bookkeeper.

2.2. The accountancy fee was noted to be £900 same as previous year. Members however asked FOS to try if it can be negotiated down to £800.

2.3. Page 6: EHS noted her initial has been represented as L instead of E. FOS to contact the Auditors to make correction.

2.4. Page 8: Fixed Assets – EHS (Treasurer) offered explanation on cost, depreciation and net book values following a question raised earlier by CW who could not attend the meeting due to work commitments. The meeting agreed for EHS to offer the explanation to CW when convenient. LI advised FOS to check with our insurance company whether our policy is new for old given the depreciation level of our office equipment.

2.5 Page 8: 3rd Paragraph - A question was raised as to what the exceptional income in 2014 means. FOS explained this is the money retained when rents collection and management was passed on to Camden.

2.6. Page 9: Last paragraph – Payment into Council superannuation fund is on behalf of two employees but not one as represented. FOS advised to contact Auditors for correction.

2.5. Page 11: Query on Rent figure – FOS explained office rent is paid at source to Camden Council (Deducted from Allowance) and that is the figure represented in the account. He added that though the Lease Agreement has expired, we still occupy the office building and that needs to be paid. LI suggested the need to negotiate both the rent charges and length of Lease for the new estate office in advance.

2.6 LI at this point asked for any further questions/queries and none was raised. Members affirmed they understand the accounts when asked. LI asked for a vote on whether to agree or reject the accounts by raising hands, members unanimously voted to agree and accept the accounts with no abstentions.

3.0 Organisational restructure update: EHS gave update on the group and individual consultation meetings she and MB held with staff as part of the restructuring exercise. She told members all affected staff with the exception of the Housing Administrator has accepted their new roles following the meetings. Meanwhile, the Union Representative who attended the meeting with the Resident Caretaker has requested for short-term salary protection since his salary is reduced in the new role. The panel (EHS & MB) has subsequently met to discuss the request and recommend committee agree to the following protection;

1 Month current salary plus rent and 2 subsequent months' new salary plus rent payment. New role starts from 1st October 2015. Members after deliberation agreed to the recommendation.

3.1 Housing Administrator: EHS advised members) the post holder is yet to give her decision on whether to accept the new role with reduced hours or be made redundant. She has five days deadline to make her decision. She further explained that though it was established during the individual consultation meeting with the post holder that she does not qualify for redundancy payment given the length of time she has worked for ARHC she insisted that MC make her a parting offer to

enable here make an informed decision on whether to take the new role or leave our employment. FOS at this point asked the meeting to consider a goodwill gesture payment if possible. After an extensive deliberation, members unanimously agreed the post holder's persistence for MC to make an offer ahead of her decision whilst not entitled to redundancy payment could be misinterpreted. The request was therefore rejected.

4.0 AOB:

- a) It was noted Mike Forde's resignation has prompted the need to replace him on the HR Sub-Committee. LI suggested MB be co-opted to the sub-committee and members unanimously agreed. MB accepted and thanked members.
- b) FOS told members the office will be closed on Thursday, 17th September 2015 due to staff shortage.

Meeting finished at 8.35 pm.

Dated of next normal MC meeting: 8th September 2015

Signed: _____

Signed: _____

Print Name _____
Management Committee Member

Print Name _____
Management Committee Member

Dated _____

Dated _____