

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		

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	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	

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	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		

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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	

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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 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

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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. 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	

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Requirement		What to check	Assessment	Action	Met Partly Not	1994 MMA	2005 MMA
EMPLOYMENT							
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	

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EMPLOYMENT							
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	

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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.....