

MINUTES TO RECORD MANAGEMENT COMMITTEE DECISIONS CONTAINED WITHIN EMAIL UPDATE NUMBER 2 SENT ON 27 MARCH 2020 DURING CORONAVIRUS PANDEMIC

ACTION

Decisions agreed via email by:

Mrs K. Tennant	Chairperson	Elected Member
Miss C. McGarrity	Vice Chairperson	Elected Member
Mr P. Shiach	Secretary	Elected Member
Mr J. Hillhouse	Treasurer	Elected Member
Mr J. Calderwood		Elected Member
Mr J. O'Donnell		Elected Member
Ms D. Smith		Elected Member
Mrs L. Breeze		Casual Vacancy

1. Use of Rule 55 in CHA Model Rules – 27 March 2020

Rule 55 of our SFHA Charitable Model Rules (Scotland) 2013 provides that “a written resolution signed by not fewer than three quarters of the Committee Members or three quarters of the members of a sub-committee will be as valid as if it had been passed at a Committee Meeting or sub-committee meeting duly called and constituted.”

Per these rules, we required 8 out of our 11 Management Committee members to confirm their agreement to the recommendations/proposals below. 8 confirmations were received from the above members.

Decision 1 Deviation from Policy and Procedures – Housing Management (Item 1a)

The Management Committee accepted that: -

- Accompanied viewings will not take place. Keys will be delivered and collected.
- Application checks will be limited to paper evidence only, no offer visits to homes will take place.
- Signups will not be face to face, but via phone and email of documents. Missives will be taken to door left for signing and then collected. Keys will then be given.
- Proactive Estate management inspections limited to external, or large space internal common areas only.
- No evictions/legal action will be carried out/instructed where Corona Virus has impacted ability to pay. Court actions unlikely to be instructed/go ahead due to court restrictions.
- Reduced/no action will be taken against tenants unable to clean close/common areas due to lockdown/illness/self isolation

Decision 2 Procurement – Maintenance - Repairs and Maintenance and Legionella (Item 1b)

The Management Committee agreed:

- Repairs & Maintenance reactive works Framework – to continue using existing contractors until current procurement position can be resolved.
- Legionella contract –that all the contractors on the SPA framework (not just the preferred one in Belfast) to be contacted, to ascertain

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availability and appoint a suitable contractor as soon as possible as an interim measure.

Decision 3 Deviation from Policy and Procedures – Maintenance (Item 1b)

The Management Committee accepted the following in regards to categories of repairs: -

Routine	These have a 10 days target and tenants being advised will have to be delayed unless they turn into an emergency
Right to Repair	Heating/hot water breakdowns, loss of power and choked toilets will need to be classed as emergencies. We will be recording all RTR's to ensure statutory timescales met.
Medical adaptations	Unable to complete so on hold till normal service resumes

Decision 4 Deviation from Policy and Procedures – Finance & Corporate Service (Item 1c)

The Management Committee accepted the following: -

Amendment to Finance Controls (Number 2 – Receipt and Payment of Invoices) Approved

- Supplier invoices now saved as a pdf and internally approved and marked up through various folders on the network. No invoices are being printed out. Invoices and remittance advices are now saved together to allow approving budget holders to review before submitting for payment.
- CHA Power payments – Payments will be sent online by one staff member after the approval of another finance budget holder. All documentation will be saved alongside the bank report showing the payment to the supplier. Dual approval will be set up for this task on our return to the office.

Amendment to Finance Controls (Number 5 – Chip & Pin Receipts)

Credit card payments are now being taken remotely and a register of payments held on the finance folder. All staff members are emailing the customer copies and retaining the merchant copies safely until our return. All end of day banking reports are sent to the finance inbox daily.

Decision 5 Staffing Position – Request to re-employ 2 x temporary workers when office reopens if required (Item 2)

It was agreed by the Management Committee that both temporary workers are re-employed (if available) once we eventually open our offices to the public again and should the cover still be required.

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Decision 6 Proposed change to Standing Orders (Item 7)

The Management Committee agreed to the following amendment to our standing orders: -

Meetings of the full Management Committee of Clydebank Housing Association Limited, hereafter referred to the “Committee” shall usually be held monthly (except July), the meeting commencing at 7.00 p.m. and ending at 9.00 p.m. at the latest.

The Management noted that we can also still rely on Standing Order 1.24 – Emergency Decisions where it states:-

“Where a staff member of the Association is of the opinion than emergency decision is required to be made by the Committee, then he/she should contact at least four elected Committee members for their authorisation of any action to be taken. A written report thereafter will be submitted to the next Management Committee/Sub-committee meeting.”

It was agreed that this approach continues to be used on an ad-hoc basis and not for approval of full Management Committee or sub-committee papers or for multiple decisions contained within weekly updates.

Decision 7 Management Committee Application – Decision Required

The Management Committee approved the application from Tom McCormack [REDACTED] to join the Association’s Management Committee.



28. Signing of Minutes

The minutes were distributed to members present and were duly signed at the end of the meeting.

29. Date and Time of Next Meeting/Training Session

As per schedule.

Meeting closed.

Checked by: _____

Date: _____

APPROVED

PROPOSED

SECONDED

SK/