

CLYDEBANK HOUSING ASSOCIATION LTD.

TO: Management Committee (28-Apr-2020) **DATE:** 23.04.2020

FROM: Chief Executive

SUBJECT: **Emergency Decisions since last Meeting (For Information)**

As well as Rule 55 of our Model Rules being relied upon for 7 decisions (27 March Weekly Update 2 and details contained within a separate Minute), the following decisions were agreed by the Management Committee under the terms of Section 1.24 of our Standing Orders, Sub-Committee Remits and Delegated Authorities which states: -

1.24. Emergency Decisions (e.g. HM court action cases, staffing decisions, etc.)

Where a staff member of the Association is of the opinion that an emergency decision is required to be made by 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/Sub- Committee meeting.

The decisions reached were as follows: -

Weekly Update 3 – 03 April 2020

Decision 1 Amendments to Finance Procedures - Finance Controls (No. 2 – Receipt and Payment of Invoices)

Six members of the Management Committee (4 required) confirmed acceptance to the undernoted change to financial controls: -

Maintenance supplier invoices are now being received in a dedicated email address named maintenanceinvoices@clydebank-ha.org.uk. All contractors are being notified of the change in procedure.

The following members confirmed their agreement to this proposal/ recommendation: -

John Hillhouse
Laura Breeze
John Calderwood
Catherine McGarrity
Joe O'Donnell
Paul Shiach

Weekly Update 4 – 10 April 2020

Decision 1 Decision to Furlough 3 members of staff

It was agreed that 3 members of staff (2 permanent and one temporary staff member) be furloughed under the terms of the Government Retention Scheme. Salaries for the 2 permanent staff are to be topped up by CHA to 100% with no top up for the temporary staff member who would receive 80% of their salary.

Decision 2 [REDACTED]



It was agreed that we should proceed with the purchase of the [REDACTED] housing software system [REDACTED]

[REDACTED]
[REDACTED].

The following members confirmed their agreement to both these proposals/ recommendations: -

- John Hillhouse
- Kimberley Tennant
- Laura Breeze
- Doris Smith
- John Calderwood
- Catherine McGarrity
- Cllr John Mooney
- Joe O'Donnell
- Paul Shiach