

**CLYDEBANK HOUSING ASSOCIATION LTD.**

**TO:** Management Committee (24-Nov-2020) **DATE: 18.11.2020**

**FROM:** Chief Executive

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

---

Both Rule 55 of our Model Rules and Section 1.24 of our Standing Orders, Sub-Committee Remits and Delegated Authorities can be relied upon for decisions out with Management Committee meetings. The following decisions were agreed by the Management Committee since the last meeting (**October 2020**) under the terms of our Standing Orders 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 decision reached was as follows: -

**Decision 1** - Email from the Head of Housing Services dated 06 November 2020 – Use of a void for decant

Permission was sought to use one of our current void properties to accommodate the tenant affected by a [REDACTED]. The tenant was utilising temporary accommodation through the Council's homeless service which was proving costly and not offering the best value for money in comparison to a standard rent.



The following members agreed by return email to use a current void for this purpose.

The following members approved the proposal: -.

Doris Smith  
Cllr. John Mooney  
Kimberley Tennant  
Tom McCormack

Joe O'Donnell  
Laura Breeze  
Paul Shiach  
John Calderwood

**Decision 2** – Emails from Head of Finance & Corporate Services dated 06 November 2020 and follow-up email from Head of Housing Services dated 09 November – Proposal to amend financial procedures to allow the use of credit cards for payment of rent in certain circumstances.

There were 2 members opposed to the proposal and the following members approved the use of credit cards in specific circumstances: -

Doris Smith  
Cllr. John Mooney  
Kimberley Tennant

Catherine McGarrity  
Laura Breeze

**Note**

Any credit card use would be strictly regulated and require approval from senior staff.

Further to this, it would only ever be in the scenario where the tenant was faced with homelessness, e.g. court action, eviction, heating cut off or similar. All other avenues would be pursued first and everything recorded and documented. Policy and procedures would include a clear statement to this effect.