

**CLYDEBANK HOUSING ASSOCIATION LTD.**

**TO:** Management Committee (15-Dec-2020) **DATE: 09.12.2020**

**FROM:** Chief Executive

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

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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 (**November 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 Chief Executive dated 30 November 2020 – Submission of Compliant Annual Assurance Statement to the Scottish Housing Regulator

Following information regarding the question of materiality regarding our one failed gas service and the submission of our Annual Assurance Statement, the Management Committee were asked whether the “Compliant” or Non-compliant” statement as agreed at the MC meeting on 24 November should be submitted.




Given that there was significant evidence of our attempts to carry out the final gas service and that the cause was wholly down to Covid-19, then the following members indicated their wish for the “Compliant” statement to be submitted.

Doris Smith (by email)  
Laura Breeze (by phone)  
Paul Shiach (by phone)

Joe O'Donnell (by phone)  
Kimberley Tennant (by phone)  
John Hillhouse (by phone)

**Decision 2** – Email from Chief Executive dated 01 December 2020 regarding Recruitment Sub-Committee/Panel for new Chief Executive. Management Committee members were asked to confirm their approval of the following: -



- 1) That the Recruitment Sub-Committee/interview panel comprises the Office Bearers (if acceptable to them) – Kimberley Tennant (Chairperson) , Catherine McGarrity (Vice Chairperson), Paul Shiach (Secretary) and John Hillhouse (Treasurer) who will have delegated authority to agree the appointment on behalf of the Management Committee.




2) That we appoint  to  assist us with the recruitment process per the attached proposal 

The following members confirmed their approval: -

Doris Smith  
Joe O'Donnell  
Kimberley Tennant  
Paul Shiach

Catherine McGarrity  
Laura Breeze  
Cllr. Marie McNair

**Decision 3** – Email from Chief Executive dated 01 December 2020 regarding  temporary staffing arrangements as a result of one of our  resignation. The employee's leaving date was brought forward as a result of outstanding annual leave entitlement which she wished to use during her notice period.



In order to facilitate both the annual leave and handover, the Management Committee were asked to consider that our remaining   
 as set out below. 

Week beginning 7 December  
Week beginning 8 December

The following members confirmed their approval: -

Doris Smith  
Joe O'Donnell  
Kimberley Tennant  
Paul Shiach

Catherine McGarrity  
Laura Breeze  
John Calderwood

**Decision 4** – Email from Chief Executive  dated 10 December 2020 appending email from SHR regarding the requirement to carry out an Options Appraisal due to the intended departure of the Chief Executive. The following members agreed that the Chief Executive should approach  to determine whether they were able to carry out this work and if so, the cost and timescales involved: -

Kimberley Tennant  
Paul Shiach  
Laura Breeze

Joe O'Donnell  
John Hillhouse  
Kathleen Brown (by phone)