

CLYDEBANK HOUSING ASSOCIATION LTD.

TO: Management Committee (30-Mar-2021)

DATE: 26.03.2021

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 Management Committee agreed the following decisions since the last meeting (**February 2021**) 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 Housing Services Manager dated 4 March 2021- Appointment of Contract Administrator for Radnor Park Windows and Doors Contract.

The Management Committee was provided with details of two quotes to provide contract administrator duties and produce tender documentation for Radnor Park Windows and Doors contract. Based on the information it was requested that [REDACTED] be appointed to carry out this role and the following members approved this:-

John Calderwood
Paul Shiach

John Hillhouse
Joe O'Donnell