

Arrangements for making Urgent Decisions between Committee Meetings Policy

Customer
Focus

Respect

Communication

Integrity

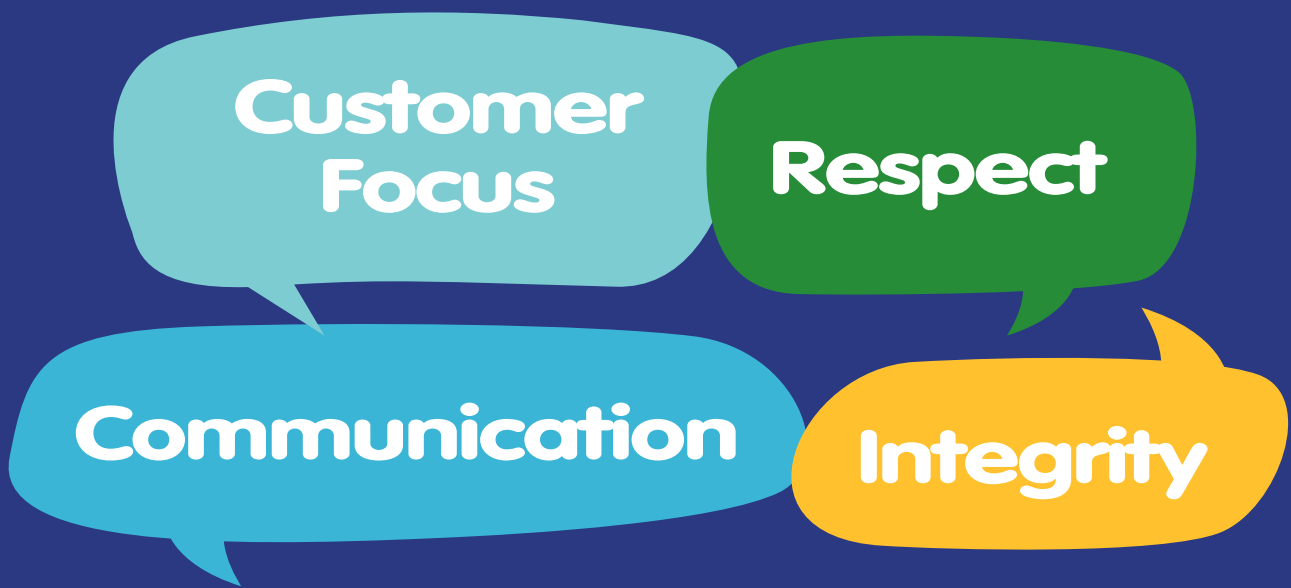


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1.0 REMIT

- 1.1 The situation may arise where an urgent decision has to be made which cannot wait until the next Committee meeting and for which staff do not have delegated authority. Such instances are expected to be rare.
- 1.2 Given that this procedure should be used only for true emergencies, it needs to be invoked quickly. The Group Directorate/General Manager Cloch or other senior member of staff will prepare a written proposal and recommendation to address the urgent situation, for approval and signature by the Chairperson – (failing whom the Vice Chairperson or Secretary), setting out the reason for the urgency, and for the proposed course of action. This signed agreement will be submitted to the next meeting of the Management Committee for ratification, and recorded in the “Decisions Between Meetings” register.
- 1.3 If the Association has at least a week to deal with the urgent situation, and the matter involves issues of policy, sensitivity or significant financial risk, then either a Special Committee of Management meeting will be called or a letter sent to all committee members seeking their approval in writing for the proposed course of action.



CLOCH HOUSING ASSOCIATION LTD	
Policy Name	Arrangements for making Urgent Decisions between Committee Meetings
Policy Category	GOV
Policy Number	005
Date Adopted	01/11/2012
This Review	01/11/2013
Next Review	November 2019
Equalities Impact Assessment Required	
Link to other policies	
Consultation	
Need for Procedure	