

Local Housing Companies' Urgent Board Decision Making Policy

Reference:	Version 1	Author:	Tracy Garner
Scope:	Loddon Homes Berry Brook Homes	Approved by:	LHL Board
		Date of approval:	19 May 2021
		Date of next review:	May 2024

1. **Policy Statement**

This policy applies to Loddon Homes and Berry Brook Homes which collectively will be referred to as the Local Housing Companies (the LHC).

2. **Scope**

To set out our approach where the LHC needs to make an urgent decision in between Board meetings.

3. **The process**

- 3.1 If the matter cannot wait until the next LHC Board meeting, then a Board member may call an urgent meeting. The meeting will need the Chair or Vice-Chair present, be quorate and have the Managing Director or Finance Director present.
- 3.2 If the Chair's approval is sought outside the above mechanism, then liaison between the Chair (or Vice-Chair in their absence) and two board members, one of which will be independent of WBC, will be undertaken to discuss and ratify the Chair's proposed decision. Liaison and approval regarding an urgent decision can take place by phone or email.
- 3.3 In the unlikely event of mechanisms 1 or 2 not being possible, the Chair (or Vice-Chair in their absence) has authority to make an urgent decision if no decision being made would have a major detrimental impact on the business. In the event of this step being taken the deciding person must notify the remaining Board members of the action taken within one working week of the decision being taken.

4. Decisions made under the urgent decision-making process will be formally reported and minuted at the next available formal Board meeting.

5. **Policy review**

This policy will be reviewed on a three-yearly basis, or more frequently in response to changes in legislation, regulatory guidance, good practice or changes in other relevant LHC policies.

APPROVED

DOCUMENT CONTROL

Issue date	Approval date	Planned review date	Actual review date
May 2021	May 2021	May 2024	