

PRIVATE AND CONFIDENTIAL

**SANCTUARY SCOTLAND HOUSING ASSOCIATION LIMITED
("SANCTUARY SCOTLAND HOUSING ASSOCIATION")**

**Minutes of a meeting of the Board of Management of Sanctuary
Scotland Housing Association Limited held via Microsoft Teams on 15
September 2020.**

Attendance record since AGM September 2020

Present

Alan West, Chairperson	1/1
j', Vice Chair	1/1
Alex Clark, Vice Chair	1/1
John Arthur	1/1
Peter Cowe	1/1
Michael McGrane	1/1
James Docherty	1/1
Suzanne McCallum	1/1
Sanctuary Housing Association (represented by Patricia Cahill, Director - Sanctuary Scotland)	1/1

In attendance

Gillian Lavety, Development Director - Scotland (Items 234/09/20 and
238/09/20)
Joyce McQuat, PA
Tony O'Neill, (Item 239/09/20)
Paul Smith, Head of Financial Reporting (Items 235/09/20 and 236/09/20)

Apologies

Gillian MacPhie

**Director - Sanctuary Scotland welcomed everyone to the first meeting
of the Board of Management following the Annual General Meeting.**

225/09/20

APOLOGIES

An apology for absence had been received from Gillian MacPhie.

Director - Sanctuary Scotland reported that the meeting had been duly
convened and that a quorum was present for the purposes of the business to
be considered and, if thought fit, resolutions to be passed at the meeting.

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226/09/20 APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON

Director - Sanctuary Scotland presented a report on the election process to appoint a Chairperson and Vice Chairperson for the period of 12 months. It was proposed that Alan West be re-appointed as Chairperson. There being no other nominations Alan West was duly appointed Chairperson of Sanctuary Scotland Housing Association.

Director - Sanctuary Scotland demitted the Chair in favour of Alan West.

Following discussion, it was agreed that the Board of Management would continue with two Vice Chairpersons, as these posts covered the geographical spread of Sanctuary Scotland Housing Association.

The Chairperson invited nominations for the two Vice Chairpersons' posts. It was proposed that Alex Clark be re-appointed as Vice Chairperson, it was also proposed that j' be re-appointed as Vice Chairperson. There being no other nominations j' and Alex Clark were re-appointed as Vice Chairpersons for a 12-month period.

227/09/20 DECLARATIONS OF INTEREST

The Chairperson reminded members of the need, in accordance with the provisions of Sanctuary Scotland Housing Association's Standing Orders, to disclose any personal interests in relation to matters under consideration at the meeting that were outwith the annual declarations made.

It was noted that such disclosures would be recorded under the relevant agenda items for ease of reference when producing 'extract minutes'.

228/09/20 APPROVAL OF MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 11 AUGUST 2020

The minutes of the meeting of the Board of Management held on 11 August 2020 were approved.

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**229/09/20 MATTERS ARISING FROM MINUTES OF THE BOARD OF
MANAGEMENT MEETING HELD ON 11 AUGUST 2020**

The Board of Management considered and noted the schedule of action points.

230/09/20 SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES

The Board of Management noted the contents of the Schedule of Actions and Decisions of Special Committees.

Decision: The Board of Management approved the Customer Contact, Complaints Handling and Compensation Policy.

231/09/20 DIRECTOR'S REPORT

The Board of Management considered and noted a report providing an update on issues relating to Sanctuary Scotland Housing Association and its activities.

Decision: The Board of Management agreed that temporary changes to the Allocations/Lettings Policy requested by Glasgow City Health and Social Care Partnership be remitted to operations and for consideration as to how the suggested changes be implemented where appropriate.

Decision: The Board of Management approved the sale of the lock-up garage subject to Group Director - Finance approval.

Decision: The Board of Management approved the publishing of a tendering process for procurement of a Choice Based Letting allocation system for Aberdeen.

**232/09/20 MEMBERSHIP OF BOARD OF MANAGEMENT AND SPECIAL
COMMITTEES**

The Board of Management considered a report confirming the current composition of the Board of Management and its Special Committees following Sanctuary Scotland Housing Association's Annual General Meeting on 15 September 2020.

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Decision: In accordance with Rule 37.2 of Sanctuary Scotland Housing Association's Rules, the Board of Management approved a further three year appointment for Suzanne McCallum.

The Board of Management noted that Director - Sanctuary Scotland would continue to represent Sanctuary Housing Association on the Board.

The Board of Management also noted the membership of the Central Area Committee and the North East Area Committee.

Decision: The Board of Management approved that Alex Clark represent the Board of Management on the Central Area Committee and that Peter Cowe represent them on the North East Area Committee.

233/09/20 ANNUAL ASSURANCE STATEMENT

The Board of Management considered a report providing further mapping work to give Board members the assurance that Sanctuary Scotland Housing Association was compliant with Chapter Three of the Regulatory Framework. This would then allow the signing and submitting of the Annual Assurance Statement to the Scottish Housing Regulator (SHR) by the end of October 2020 deadline.

Decision: The Board of Management considered the mapping exercises provided and approved that the evidence highlighted confirmed that Sanctuary Scotland Housing Association can be considered to be compliance.

Decision: The Board of Management approved the content of the draft Assurance Statement and signature by the Chairperson for submission to the SHR.

234/09/20 SKYE CRESCENT DEVELOPMENT AGREEMENT

The Board of Management considered a report seeking approval to enter into a legal agreement with Paisley Housing Association (PHA) for the disposal of 30 new build units for social rent at the development at Skye Crescent, Paisley, Renfrewshire.

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Decision: The Board of Management approved the disposal of 30 new build units for social rent to PHA at the development at Skye Crescent, Paisley, Renfrewshire.

235/09/20 REVISED BUDGET 2020/2021

The Board of Management considered the report for approval presenting amendments to the Sanctuary Scotland Housing Association budget for the financial year 2020/2021.

Decision: The Board of Management approved the revised Sanctuary Scotland Housing Association budget for the financial year 2020/2021.

236/09/20 FINANCIAL PERFORMANCE

The Board of Management considered and noted a report presenting Sanctuary Scotland Housing Association's financial performance.

237/09/20 TRANSFER OF ENGAGEMENTS - Exempt from publication under Section 33(1)(b) (Commercial interests and the economy) of the Act.

238/09/20 DEVELOPMENT PROGRAMME UPDATE

The Board of Management considered and noted a report providing an update on the Group's Affordable Housing Programme in Scotland.

239/09/20 ASSET MANAGEMENT STRATEGY UPDATE

The Board of Management considered and noted a report providing an update on the Cumbernauld regeneration project and the status of capital and cyclical investment projects for 2020/2021.

240/09/20 HEALTH, SAFETY AND COMPLIANCE

The Board of Management considered and noted a report providing an update on the development, promotion and implementation of health and safety matters across Sanctuary Scotland Housing Association.

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241/09/20 ANNUAL SAFEGUARDING REPORT

The Board of Management considered and noted a report providing information and analysis of safeguarding concerns reported, both across the Group and within Sanctuary Scotland Housing Association.

242/09/20 BOARD MINUTES

The Board of Management considered and noted a report submitting the minutes of the Sanctuary Housing Association Group Board.

243/09/20 MEETING DATE SCHEDULE FOR 2021

The Board of Management considered and noted a schedule of meeting dates for 2021.

244/09/20 RISKS REVIEW

The Board of Management agreed that no changes were required to the risk map as a result of discussions at the meeting.

Following a query from a board member regarding the current risk to maintenance, it was agreed that there would be a clearer idea of the effects of Covid-19 presented at the December 2020 meeting.

245/09/20 OTHER COMPETENT BUSINESS

No other items of competent business were raised.

Date of next meeting: Tuesday 8 December 2020.