

**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 held via Microsoft Teams on 9 June  
2020.**

Attendance record since AGM September 2019

**Present**

Alan West, Chairperson	5/5
j', Vice Chair	5/5
Alex Clark, Vice Chair	4/5
John Arthur	5/5
Peter Cowe	5/5
Michael McGrane	5/5
James Docherty	4/4
Gillian MacPhie	3/3
Sanctuary Housing Association (represented by Patricia Cahill, Director - Sanctuary Scotland)	5/5

**In attendance**

Nick Garner, Sanctuary Group, Financial Controller (Items 185/06/20, 189/06/20 and 190/06/20).  
Gillian Lavety, Development Director - Scotland (Item 191/06/20)  
Joyce McQuat, PA  
Tony O'Neill, Director - Asset Services (Item 192/06/20)  
Jamie Whitmore, Director - Financial Planning and Analysis (Item 184/06/20)

**Apologies**

Suzanne Phee

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**The Chairperson welcomed everyone to the fifth meeting of the Board of Management following the Annual General Meeting and the first Microsoft Teams meeting.**

174/06/20

**APOLOGIES**

An apology for absence had been received from Suzanne Phee who could not connect to the meeting due to technical difficulties.

The Chairperson 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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**175/06/20 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'.

**176/06/20 APPROVAL OF MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 14 APRIL 2020**

The minutes of the meeting of the Board of Management held on 14 April 2020 were unanimously agreed.

**177/06/20 MATTERS ARISING FROM MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 14 APRIL 2020**

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

**178/06/20 SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES**

The Board of Management considered a report submitting the schedule of actions and decisions of the meeting of the Central Area Committee (CAC) and the North East Area Committee (NEAC) held since the last meeting.

Director - Sanctuary Scotland summarised the information contained in the report, the policy items and Local Lettings Strategies for 2020/2021 recommended for approval were discussed.

The Board queried the process for approving mutual exchanges and the Director - Sanctuary Scotland confirmed that in all cases the tenant had the right to appeal any decision made.

After consideration, the Board of Management noted the schedule of actions and decisions of the CAC and NEAC meetings.

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Decision: The Board of Management approved the Mutual Exchange Policy, the Lodgers and Subletting Policy and the Local Lettings Strategies for 2020/2021.

**179/06/20 ACTIONS SINCE LAST MEETING REPORT**

The Board of Management endorsed actions taken since the last meeting.

**180/06/20 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.

**181/06/20 SANCTUARY SCOTLAND OPERATIONS PLAN 2020/2021**

The Board of Management considered a report submitting the draft Operations Plan (the Plan) for Sanctuary Scotland Housing Association for 2020/2021.

Director - Sanctuary Scotland summarised the background to the report highlighting that the Plan linked directly to the Sanctuary Affordable Housing Operations Plan 2020/2021 and to the Sanctuary Group Corporate Strategy 2020-2023.

The approved plan, along with the Sanctuary Group Corporate Strategy 2020-2023, was required to be submitted to the Scottish Housing Regulator (SHR) as part of the Sanctuary Scotland Housing Association's regulatory requirements.

Decision: The Board of Management approved the Operations Plan for 2020/2021 for Sanctuary Scotland Housing Association.

**182/06/20 STANDING ORDERS AND FINANCIAL REGULATIONS**

The Board of Management considered a report seeking approval for changes to the Standing Orders and Financial Regulations for Sanctuary Scotland Housing Association.

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Decision: The Board of Management approved the changes to the Standing Orders and Financial Regulations for Sanctuary Scotland Housing Association.

**183/06/20 ANNUAL RETURN ON THE CHARTER 2019/2020**

The Board of Management considered a report submitting the Annual Return on the Charter (ARC) for 2019/2020 and seeking approval to the submission of the ARC to the Scottish Housing Regulator (SHR).

Decision: The Board of Management approved the terms of the Annual Return on the Charter for 2019/2020 and authorised the Director to submit it to the Scottish Housing Regulator.

**184/06/20 SCOTTISH HOUSING REGULATOR FINANCIAL PROJECTIONS**

The Board of Management considered a report seeking approval for the latest financial projections which were required to be submitted to the Scottish Housing Regulator.

Director - Financial Planning and Analysis presented the five-year financial projections of Sanctuary Scotland Housing Association. It was noted that under the terms of its Regulatory Plan, Sanctuary Scotland Housing Association was also required to submit its 30-year financial projections, along with details of sensitivity analysis to the Scottish Housing Regulator.

Director - Financial Planning and Analysis summarised the assumptions on which the financial projections had been based and the various sensitivities which had been applied, and confirmed that the impact of Covid-19 had been taken into account.

Decision: The Board of Management approved the updated financial projections and accompanying sensitivities for submission to the SHR and it was noted that the projections would not be submitted immediately (given the new deadline of end of September 2020) but monitored to consider if an updated version would be required to be provided at the meeting in August 2020.

**185/06/20 LOAN PORTFOLIO RETURNS 2019/2020**

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The Board of Management considered a report seeking approval for the annual loan portfolio return for Sanctuary Scotland Housing Association.

Sanctuary Group, Financial Controller summarised the information regarding Sanctuary Scotland Housing Association's borrowing contained within the portfolio report.

Decision: The Board of Management approved the loan portfolio.

**186/06/20 ANNUAL ASSURANCE STATEMENT**

The Board of Management considered a report presenting self-assessment work in relation to the Standards of Financial Management and Governance to give board members the assurance that Sanctuary Scotland Housing Association was compliant with Chapter Three of the Regulatory Framework.

Director - Sanctuary Scotland summarised the information contained in the report and highlighted that this would 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 approved that the evidence highlighted confirms that Sanctuary Scotland Housing Association could be considered to be compliant, with no issues of materiality requiring to be highlighted to the SHR.

**187/06/20 REVIEW OF SCOTLAND RISK MAP**

The Board of Management considered a report providing an update on the risk map, the assurance map and the heat map for Sanctuary Scotland Housing Association.

Decision: The Board of Management approved the Risk, Assurance and Heat Maps.

**188/06/20 TRANSFER OF ENGAGEMENTS - Exempt from publication under Section 33(1)(b) (Commercial interests and the economy) of the Act.**

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**189/06/20 INTERNAL CONTROLS**

The Board of Management considered and noted a report commenting on the internal controls and audit arrangements together with the Annual Report on Internal Controls from the Group Financial Director.

**190/06/20 FINANCIAL PERFORMANCE**

The Board of Management considered and noted a report providing an update on financial performance.

**191/06/20 DEVELOPMENT PROGRAMME UPDATE**

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

**192/06/20 ASSET MANAGEMENT STRATEGY UPDATE**

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

**193/06/20 BAD DEBT WRITE OFFS**

The Board of Management considered and noted a report informing of all bad debt write offs and write backs made during the financial year ending 31 March 2020 in compliance with section 102 of the Financial Regulations (Scotland).

**194/06/20 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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**195/06/20 BOARD MINUTES**

The Board of Management noted the content of the minutes of the Group Board meeting.

**196/06/20 RISKS REVIEW**

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

**197/06/20 OTHER COMPETENT BUSINESS**

**a) Disposal of 8 Ashiestiel Place**

The Board of Management considered and approved a report previously circulated requesting permission to dispose of the property at 8 Ashiestiel Place.

**Date of next meeting: Tuesday 11 August 2020.**