

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

**Minutes of a meeting of the Board of Management of Sanctuary Scotland
Housing Association held at 2 Donside, Village Square, Aberdeen on
Tuesday 9 April 2019.**

Attendance record since AGM September 2018

Present

Kenneth Gibb, Chairperson	5/5
Alex Clark, Vice Chairperson	5/5
j', Vice Chairperson	5/5
John Arthur	2/2
Peter Cowe	5/5
Michael McGrane	5/5
Suzanne Phee	3/5
Sanctuary Housing Association (represented by Patricia Cahill, Director Sanctuary - Scotland)	5/5
Alan West	5/5

Apologies

Arthur Bruce	3/5
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In attendance

Craig Moule, Group Chief Executive
Nick Garner, Sanctuary Group, Financial Controller

19/04/19

APOLOGIES

An apology for absence had been received from Arthur Bruce.

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

20/04/19

DECLARATIONS OF INTEREST

No declarations of interest were raised.

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**21/04/19 APPROVAL OF MINUTES OF THE BOARD OF MANAGEMENT MEETING
HELD ON 12 FEBRUARY 2019**

Decision: The Board of Management approved the minutes of the meeting held on 12 February 2019.

**22/04/19 MATTERS ARISING FROM MINUTES OF THE BOARD OF MANAGEMENT
MEETING HELD ON 12 FEBRUARY 2019**

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

23/04/19 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.

Decision: The Board of Management approved the Antisocial Behaviour and Harassment Policy, the changes to the Lettings Policy and the changes to the Inverclyde Common Housing Register Allocation Policy.

24/04/19 ACTIONS SINCE LAST MEETING

Decision: The Board of Management endorsed the action taken between meetings to acquire a development site at Paisley.

25/04/19 DIRECTOR'S REPORT

Alex Clark declared an interest in the tabled item relating to approval of sponsorship for Cumbernauld Gala Day. Whilst he stayed in the room, he took no part in the discussion and decision of this item.

Decision: The Board of Management approved sponsorship for the Cumbernauld Gala Day in the sum of £1,250.

The Board of Management approved leave of absence for a member of the CAC for the meeting of 22 May 2019.

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26/04/19 SANCTUARY SCOTLAND OPERATIONS PLAN 2019/2020

The Board of Management considered a report submitting the draft Sanctuary Scotland Housing Association Operations Plan (the Plan) for 2019/2020 across Scotland, which linked directly to the Sanctuary Affordable Housing Operations Plan 2019/2020 and the Sanctuary Group (the Group) Business Plan 2017-2021. The Director - Sanctuary Scotland advised that the approved plan, along with the Group Business Plan 2017-2021, would be submitted to the Scottish Housing Regulator (SHR) as part of Sanctuary Scotland Housing Association's regulatory requirements by the end of June 2019.

The Director - Sanctuary Scotland agreed to add an action to Appendix 2 of the Plan to investigate the potential take up and funding of a digital inclusion project, delivered directly by Sanctuary Scotland Housing Association to its tenants.

Decision: Subject to the addition of an action for the digital inclusion project, the Board of Management approved the Operations Plan for 2019/2020 for Sanctuary Scotland Housing Association.

27/04/19 AUDIT PLAN FOR THE YEAR ENDED 2019

The Board of Management considered a report presenting the audit plan for the year ended 31 March 2019 and the audit fee recharge for approval.

Decision: The Board of Management noted the audit plan for the statutory audit for the year ended 31 March 2019 and approved the audit fee recharge of £30,000.

28/04/19 ANNUAL RETURN ON THE CHARTER AND THE ENERGY EFFICIENCY STANDARDS FOR SOCIAL HOUSING 2018/2019 - APPROVAL PROCESS

The Board of Management were asked to agree the approval process for the Annual Return on the Charter (ARC) and the Energy Efficiency Standards for Social Housing (EESH) Returns for 2018/2019. This was to meet the SHR requirements and to ensure submission by the end of May 2019.

Decision: The Board of Management agreed to receive the ARC and EESH returns for approval by email in between meetings with comments being returned to the Director - Sanctuary Scotland.

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29/04/19 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.

The Board of Management queried if the extension of the Freedom of Information Act was likely to impact adversely on operations. The Director advised that this was currently unknown and referred to the experience of the introduction of the General Data Protection Regulations in May 2018. Drawing on from that, it was noted that whilst there had been an increase of Data Subject Access Requests, a working group had been set up to look at policy, procedure, process and training to ensure staff were prepared. The Director - Sanctuary Scotland confirmed that this would be the case for the Freedom of Information Act, assuring the Board of Management that staff would be suitably prepared and trained.

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

30/04/19 FINANCIAL PERFORMANCE

The Board of Management considered and discussed the financial performance of Sanctuary Scotland Housing Association for period 11, ended 24 February 2019.

The Board of Management noted the contents of the report.

31/04/19 COMMUNITY INVESTMENT UPDATE

The Board of Management considered a report providing an update on the progress and outcomes achieved by the Community Investment team. This included an update on the Sanctuary Scotland Housing Association projects which had been awarded funding from the Group community investment fund during the period April 2018 to March 2019.

The Board of Management noted the contents of the report.

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32/04/19 DEVELOPMENT UPDATE

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

The Board of Management noted the contents of the report.

33/04/19 HEALTH, SAFETY AND COMPLIANCE

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

34/04/19 BOARD MINUTES

The Board of Management noted a report submitting an extract of the minutes of the Group Board held on 23 January 2019.

35/04/19 RISKS REVIEW

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

36/04/19 OTHER COMPETENT BUSINESS

There being no items of competent business, the Chairperson declared the meeting closed.