

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 at Sanctuary House, 7 Freeland
Drive, Glasgow on 11 February 2020.**

Attendance record since AGM September 2019

Present

Alan West, Chairperson	3/3
j', Vice Chairperson	3/3
Alex Clark, Vice Chairperson	2/3
John Arthur	3/3
Peter Cowe	3/3
Michael McGrane	3/3
James Docherty	2/2
Gillian MacPhie	1/1
Sanctuary Housing Association (represented by Patricia Cahill, Director - Sanctuary Scotland)	3/3

In attendance

Craig Moule, Group Chief Executive Officer
Campbell Kinloch, Head of Housing
Gillian Lavety, Development Director - Scotland
Tony O'Neill, Director - Asset Services
Victoria Maitland, Re-investment Manager
Nick Garner, Financial Controller

Apologies

Suzanne Phee

The Chairperson welcomed everyone to the third meeting of the Board of Management following the Annual General Meeting.

129/02/20

APOLOGIES

The Board of Management approved a leave of absence for Suzanne Phee for the meeting.

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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130/02/20 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.

131/02/20 BOARD OF MANAGEMENT MEMBERSHIP

It was confirmed that the Sanctuary Group Board had approved Gillian MacPhie as a Sanctuary Scotland Board of Management member at their meeting of 29 January 2020. Board members confirmed the membership. The Chairperson welcomed Gillian MacPhie and confirmed that she could participate in the meeting.

132/02/20 APPROVAL OF MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 10 DECEMBER 2019

Decision: The Board of Management approved the minutes of the meeting held on 10 December 2019.

133/02/20 MATTERS ARISING FROM MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 10 DECEMBER 2019

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

134/02/20 ACTIONS SINCE LAST MEETING REPORT

Decision: The Board of Management endorsed actions taken since the last meeting to approve revolving credit facilities and an additional property charging.

The Board of Management also endorsed an additional item that had taken place in relation to the update of the Standing Orders and Financial Regulations.

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135/02/20 DIRECTOR'S REPORT

The Board of Management considered a report providing an update on issues relating to Sanctuary Scotland Housing Association and its activities and to seek approval for items of an operational nature that lay within the Board of Management's remit.

Decision: The Board of Management approved the re-appointment of Arthur Bruce to the North East area committee.

**136/02/20 OUTCOME OF CONSULTATION ON PROPOSED RENT INCREASES
2020/2021**

Peter Cowe and j' declared an interest as each being a tenant of Sanctuary Scotland Housing Association.

The Board of Management considered a report detailing the outcome of the recent rent consultation exercise, the outcome of the increase options vote and affordability modelling. It was highlighted that there had been a significant increase in the volume of responses and that sixty per cent of respondents had voted for option two, a rent increase of no more than 3% capped for three years. The Board of Management commented on the comprehensive nature of the consultation and the increased engagement of residents in this process.

Decision: The Board of Management approved the recommendations detailed in the report.

**137/02/20 BUDGET 2020/2021 -- Exempt from publication under section 33(1)(b)
commercial interests and the economy.**

138/02/20 MID-MARKET ANNUAL RENT INCREASE

The Board of Management considered and discussed a report recommending the rent increase levels for the mid-market rent stock portfolio in Aberdeen, Glasgow and North Lanarkshire. Director - Sanctuary Scotland highlighted that the Board of Sanctuary Homes (Scotland) Limited will also be asked to approve the proposed increases prior to implementation.

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Decision: The Board of Management approved the recommendations detailed in the report.

139/02/2020 REVIEW OF FACTORING MANAGEMENT FEE

The Board of Management considered a report seeking approval to the increase in the Factoring Management Fee for the financial year 2020/2021.

Decision: The Board of Management approved increases in the Management Fee for the factored properties for the 2020/2021 financial year.

140/02/20 BOND ISSUE APPROVAL - Exempt from publication under section 33(1)(b) commercial interests and the economy.

141/02/20 FUTURE OPPORTUNITY - Exempt from publication under section 33(1)(b) commercial interests and the economy.

142/02/20 NORTH ANDERSON DRIVE, ABERDEEN - Exempt from publication under section 33(1)(b) commercial interests and the economy.

143/02/20 DONSIDE PHASE TWO DEVELOPMENT, ABERDEEN - Exempt from publication under section 33(1)(b) commercial interests and the economy.

144/02/20 BURNS ROAD, CUMBERNAULD - Exempt from publication under section 33(1)(b) commercial interests and the economy.

145/02/20 ASSURANCE STATEMENT

The Board of Management considered a report providing a timetable and approach for the self assessment process for 2020 and self assessment on organisational details and constitutional requirements to give Board members the assurance that Sanctuary Scotland Housing Association is compliant with Chapter Three of the Regulatory Framework.

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Decision: The Board of Management approved the proposed approach for the 2020 submission and that the evidence highlighted confirmed that Sanctuary Scotland Housing Association could be considered compliant in relation to organisational details and constitutional requirements.

146/02/20 OPERATIONAL PERFORMANCE

The Board of Management noted a report providing an update on operational performance to 31 December 2019.

147/02/20 FINANCIAL PERFORMANCE

The Board of Management considered the financial performance of Sanctuary Scotland Housing Association for the period ended 29 December 2019 (period nine).

148/02/20 DEVELOPMENT UPDATE

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

149/02/20 ASSET MANAGEMENT STRATEGY UPDATE

The Board of Management considered a report providing an update on the status of capital and cyclical investment projects for 2019/2020 and on the asset management strategy for Cumbernauld.

150/02/20 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.

151/02/20 COMMUNITY INVESTMENT UPDATE

The Board of Management noted a report providing an update on the Community Investment service to the end of December 2019.

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152/02/20 BOARD MINUTES

The Board of Management noted the content of the minutes of the Group Board meeting and Sanctuary Homes (Scotland) Board meeting.

153/02/20 RISKS REVIEW

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

154/02/20 OTHER COMPETENT BUSINESS

Electronic board papers

The Chairperson advised that he would be involved in trialling the new version of electronic board papers, BoardEffect. Director - Sanctuary Scotland confirmed that this would be rolled out to Sanctuary Scotland board members over the next few months.