

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
Tuesday 14 September 2021.**

Attendance record since AGM September 2021

Present

Alan West, Chairperson	1/1
Alex Clark, Vice Chair	1/1
John Arthur	1/1
Peter Cowe	1/1
James Docherty	1/1
Suzanne McCallum	1/1
Gillian MacPhie (from 5.45pm)	1/1
Michael McGrane	1/1
Sanctuary Housing Association (Represented by Patricia Cahill, Director – Sanctuary Scotland)	1/1

Apologies

j'	0/1
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In attendance

Paul Smith, Head of Financial Reporting (Item 105/09/21)
Gillian Lavety, Development Director - Scotland (Item 106/09/21 and
107/09/21)
Joyce McQuat, PA

**Patricia Cahill welcomed everyone to the first meeting of the Board of
Management following the Annual General Meeting.**

94/09/21

APOLOGIES

An apology for absence had been received from j'.

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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95/09/21 APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON

Patricia Cahill presented a report on the election process to appoint a Chairperson and Vice Chairperson for the period of 12 months.

Alex Clark proposed that Alan West be re-appointed as Chairperson, which Peter Cowe seconded. There being no other nominations, Alan West was duly appointed Chairperson of Sanctuary Scotland Housing Association.

Patricia Cahill demitted the Chair in favour of Alan West.

Following a 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. Peter Cowe proposed that Alex Clark be re-appointed as Vice Chairperson, which Michael McGrane seconded. Peter Cowe proposed that j' be re-appointed as Vice Chairperson, which Michael McGrane seconded. There being no other nominations j' and Alex Clark were re-appointed as Vice Chairpersons for a 12-month period.

96/09/21 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'.

97/09/21 MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 10 AUGUST 2021

The minutes of the meeting of the Board of Management held on 10 August 2021 were approved.

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99/09/21 SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES

The Board of Management considered a report submitting the schedules of actions and decisions of the Central Area Committee meeting held on 18 August 2021 and the North East Area Committee which had been scheduled to take place on 26 August 2021.

Decision: The Board of Management approved the Lettings Standard.

Decision: The Board of Management approved the appointment of Stephen Grant to the Central Committee Area Committee for a further three-year term.

101/09/21 ANNUAL ASSURANCE STATEMENT

The Board of Management considered a report presenting self-assessment work in relation to tenant and service users redress and compliance with the standards and outcomes of the Scottish Social Housing Charter to give Board members the assurance that Sanctuary Scotland Housing Association was compliant with Chapter Three of the Regulatory Framework in these areas.
Decision: The Board of Management approved that the evidence highlighted confirmed that Sanctuary Scotland Housing Association could be considered to be compliant with regulatory requirements.

Decision: The Board of Management approved the proposed Annual Assurance Statement for 2021 for signature by the Chairperson and for submission to the Scottish Housing Regulator by 31 October 2021.

102/09/21 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 held on 14 September 2021.

Decision: The Board of Management appointed Alex Clark as representative of the Board of Management on the Central Area Committee for a period of 12 months.

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Decision: The Board of Management appointed Peter Cowe as representative of the Board of Management on the North East Area Committee for a period of 12 months.

Date of next meeting: Tuesday 14 December 2021