

**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 13 August 2019.

Attendance record since AGM September 2018

Present

Kenneth Gibb, Chairperson	7/7
Alex Clark, Vice Chairperson	6/7
j', Vice Chairperson	7/7
John Arthur	4/4
Arthur Bruce	5/7
Peter Cowe	6/7
Michael McGrane	7/7
Sanctuary Housing Association (represented by Patricia Cahill, Director - Sanctuary Scotland) from 66/08/19	7/7
Alan West	7/7

Apologies

Suzanne Phee	3/7
--------------	-----

In attendance

Campbell Kinloch, Head of Housing
Joyce McQuat, PA to Director
Lindsay Forrest, Head of Development (68/08/19 and 69/08/19)
Nick Garner, Sanctuary Group, Financial Controller (70/08/19, 71/08/19 and 76/08/19)
Tony O'Neill, Sanctuary Group, Director - Asset Management (67/08/19)

62/08/19

APOLOGIES

An apology for absence had been received from Suzanne Phee.

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.

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

63/08/19 DECLARATIONS OF INTEREST

No declarations were recorded.

**64/08/19 APPROVAL OF MINUTES OF THE BOARD OF MANAGEMENT MEETING
HELD ON 11 JUNE 2019**

Decision: The Board of Management approved on the minutes of the meeting held on 9 April 2019.

**65/08/19 MATTERS ARISING FROM MINUTES OF THE BOARD OF MANAGEMENT
MEETING HELD ON 11 JUNE 2019**

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

66/08/19 DIRECTOR'S REPORT

The Board of Management received an update on operational and governance matters, in particular, planning for the introduction of the Freedom of Information requirements due to take effect in November 2019.

67/08/19 ASSET MANAGEMENT IN SCOTLAND

The Board of Management considered a report providing an update on the status of capital and cyclical investment projects for 2019/2020 and stock condition surveys.

After consideration, the Board of Management noted the report.

**68/08/19 SUTHERLAND STREET AND UNDERWOOD LANE, PAISLEY - Exempt from
publication under section 33(1)(b) commercial interests and the economy.**

69/08/19 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.

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

**70/08/19 ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2019**

The Financial Controller presented the Annual Report and Financial Statements for the year ended 31 March 2019. He highlighted some minor changes to the order of notes to the previously circulated report.

The Financial Controller advised that the independent auditor's report concluded that the Financial Statements gave a true and fair view of the state of affairs of Sanctuary Scotland Housing Association as at 31 March 2019 and had been completed in accordance with all the relevant statutory and regulatory requirements.

The Financial Controller circulated a Letter of Support to the Board of Management from the Group Finance Director, confirming that Sanctuary Housing Association would continue to provide Sanctuary Scotland Housing Association with financial support, for a period of at least one year from the date of signing of the financial statements for the year ended 31 March 2019.

Decision: The Board of Management approved the Annual Report and Financial Statements for the year ended 31 March 2019 to be signed by the Chairperson and the two Vice Chairs.

71/08/19 FINANCIAL STATEMENTS - REGULATOR'S RETURN

The Board of Management considered a report seeking approval for the restatement of the primary statements and notes three and four from the Annual Report and Financial Statement for the year ended 31 March 2019, under FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) for the annual return to the Scottish Housing Regulator (SHR).

Decision: The Board of Management approved the FRS 102 restatement to permit submission to the SHR.

72/08/19 ANNUAL ASSURANCE STATEMENT

The Board of Management considered a report providing further mapping work to give the board members the assurance that Sanctuary Scotland Housing Association was compliant with Chapter Three of the Regulatory Framework. This related to the Scottish Social Housing Charter, Whistleblowing and Tenant and Service Users redress.

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

Decision: The Board of Management approved that the evidence highlighted in the report confirmed that Sanctuary Scotland Housing Association be considered to be compliant.

73/08/19 FREEDOM OF INFORMATION POLICY

The Board of Management considered a report seeking approval of Sanctuary Group's (the Group) new policy in relation to the Freedom of Information (Scotland) Act 2002.

Decision: The Board of Management approved the draft Freedom of Information Policy. The draft policy would now be presented to the Sanctuary Group Executive Committee for final approval.

74/08/19 ADOPTION OF MODEL PUBLICATION SCHEME

The Board of Management considered a report seeking approval to adopt the Scottish Information Commissioner's Model Publication Agreement (MPA).

Decision: The Board of Management approved the adoption of the Scottish Information Commissioner's MPA without amendment.

75/08/19 USE OF SEAL

The Board of Management considered a report advising of the circumstances in which the seal of Sanctuary Scotland Housing Association had been used in accordance with the current Standing Orders.

Decision: The Board of Management noted the content of the report and approved the application of the seal in line with the approved Standing Orders of Sanctuary Scotland Housing Association to appropriate documents over the next 12 months.

76/08/19 FINANCIAL PERFORMANCE

The Board of Management considered and discussed the financial performance of Sanctuary Scotland Housing Association for the period ended 30 June 2019 (period three).

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

77/08/19 OPERATIONAL PERFORMANCE

The Board of Management considered a report providing an update on operational performance to 30 June 2019.

78/08/19 COMMUNITY INVESTMENT UPDATE

The Board of Management noted a report providing information on the progress and outcomes achieved by the Community Investment Team, including an update on Sanctuary Scotland Housing Association's projects which has been awarded funding from the Group's Community Investment Fund during the period April 2019 to June 2019.

79/08/19 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.

80/08/19 VALUE FOR MONEY STRATEGY

The Board of Management considered and discussed a report detailing Sanctuary Scotland Housing Association's Value for Money (VfM) Strategy for 2019/2020.

After discussion, the Board of Management noted the VfM Strategy and progress around current VfM indicators.

81/08/19 BOARD OF MANAGEMENT AND SPECIAL COMMITTEE SELF-APPRAISAL

The Board of Management considered a report detailing the outcome of the Board of Management and special committee self-appraisal process.

82/08/19 BOARD MINUTES

The Board of Management noted a report submitting an extract of the minutes of the Group Board meeting held in May 2019. The Board of Management also noted the draft minutes of the Sanctuary Homes (Scotland) Limited board

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

meeting held in June 2019 and the papers in relation to operational performance.

83/08/19 RISKS REVIEW

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

84/08/19 OTHER COMPETENT BUSINESS

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