

**REPORT TO: BOARD OF MANAGEMENT OF SANCTUARY  
SCOTLAND HOUSING ASSOCIATION LIMITED**

**REPORT FROM: DIRECTOR - SANCTUARY SCOTLAND**

**DATE OF MEETING: 9 JUNE 2020**

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**SUBJECT: SCHEDULE OF ACTIONS AND DECISIONS OF  
SPECIAL COMMITTEES**

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## **1. Introduction**

1.1 The purpose of this report is to submit the schedules of actions and decisions of the meetings listed below and to highlight particular items:

- the Central Area Committee (CAC) held on 20 May 2020 ); and
- the North East Area Committee (NEAC) held on 21 May 2020 .

## **2. Items highlighted for approval**

2.1 The Board of Management is recommended to approve the Mutual Exchange Policy. This is an existing policy that has been reviewed. Changes include clarifying the level of arrears that may be tolerated and additional detail on responsibilities for repairs.

2.2 The Board of Management is recommended to approve the Lodgers and Subletting Policy. This is an existing policy that has been reviewed. This includes an effective and timely response to applications and proposed tenancy checks.

2.3 The Board of Management is recommended to approve the Local Lettings Strategies for 2020/2021. These are reviewed and updated annually.

## **3. Appraisal**

3.1 Risk management

3.1.1 RM 1 Welfare Reform, RM 2 Maintenance long term investment, RM 10 Health and Safety and RM 11 Fraud; the role of special committees, in scrutinising various aspects of operational performance and in reviewing policy documents, contributes to the mitigation of a number of risks identified in the risk map.

3.2 Impact on diversity

3.2.1 Diversity impacts and implications are considered in the development

of all new or updated policies. The performance information submitted includes diversity analysis where appropriate.

**3.3 Value for Money**

3.3.1 The regular and effective monitoring of performance will have a positive impact on ensuring the delivery of value for money services.

**4. Recommendations**

4.1 The Board of Management is asked:

- that the schedules of actions and decisions of the CAC and the NEAC be noted;
- that the Mutual Exchange Policy is approved;
- that the Lodgers and Subletting Policy is approved; and
- that the Local Lettings Strategies are approved.