

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

**REPORT FROM: COMPANY SECRETARY**

**DATE OF MEETING: 11 AUGUST 2020**

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**SUBJECT: USE OF SEAL**

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**1. Introduction**

1.1 The purpose of this report is to advise of the circumstances in which the seal of Sanctuary Scotland Housing Association Limited (Sanctuary Scotland Housing Association) has been used in accordance with the current Standing Orders.

1.2 It also seeks authority for the application of the seal to appropriate documents during the next 12 months.

**2. Background**

2.1 In accordance with Sanctuary Scotland Housing Association's rule 63.1, the seal must only be used if approved by the Board of Management.

2.2 The Board of Management approved the use of the seal in line with Sanctuary Scotland Housing Association's revised Standing Orders on 11 April 2017, which details the process for the affixing of the seal on approved documents.

2.3 In accordance with clause 10.3 of the Standing Orders, the Company Secretary or Director - Governance and Legal shall maintain a register, in which every occasion on which the seal of Sanctuary Scotland Housing Association is applied to documents is recorded.

2.4 Attached at **Appendix 1** is a schedule of all documents to which Sanctuary Scotland Housing Association's seal has been applied within the last 12 months.

**3. Appraisal**

3.1 Risk management

3.1.1 RM 5 Governance; the use of the seal is an important aspect of Sanctuary Scotland Housing Association's governance structures and

controls around its use mitigate risk to Sanctuary Scotland Housing Association.

3.1.2 RM 10 Legislative / Regulatory; ensuring that authority for use of the seal is recorded and reported minimises the potential of fraudulent or improper use.

3.2 Impact on diversity

3.2.1 This report has no diversity implications.

3.3 Value for Money

3.3.1 This report has no value for money implications.

#### **4. Recommendations**

4.1 The Board of Management is asked to:

- note the content of this report and the documents to which the seal has been applied over the last 12 months attached at **Appendix 1**; and
- approve 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.