

**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 9 February 2021.**

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Attendance record since AGM September 2020

**Present**

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

**In attendance**

Gillian Lavety, Development Director - Scotland (Items 12/02/21, 15/02/21  
and 19/02/21)  
Joyce McQuat, PA  
Paul Smith, Head of Financial Reporting (Items 06/02/21 and 13/02/21)  
Tony O'Neill, Director - Asset Management (Item 16/02/21)

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**The Chairperson welcomed everyone to the meeting.**

**01/02/21**

**APOLOGIES**

No apologies for absence had been received.

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.

**02/02/21**

**DECLARATIONS OF INTEREST**

The Chairperson reminded members of the need, in accordance with the provisions of Sanctuary Scotland Housing Association Limited's (Sanctuary Scotland Housing Association) Standing Orders, to disclose any personal

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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'.

**03/02/21 MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 8  
DECEMBER 2020**

The minutes of the meeting of the Board of Management held on 8 December 2020 were approved.

**05/02/21 DIRECTOR'S REPORT**

The Board of Management considered a report providing an update on issues relating to Sanctuary Scotland Housing Association and its activities which were not reported under other items on the agenda and to seek approval for items of an operational nature that lay within the Board of Management's remit.

Patricia Cahill then referred to the current position with repairs and that there was currently no backlog of repairs, as all repairs were scheduled with customers. However, the repair dates would change where lockdown extensions arise. Any repairs scheduled for February 2021, would be rescheduled for after 1 March 2021. Customers were having to wait longer periods of time for repairs to be carried out but there were no repairs sitting on a list, that still had to be scheduled for appointments. Urgent and emergency repairs were all being carried out at the time of the report. External and communal repairs were also being carried out where it was safe to do so and repairs continued to be carried out on void properties. There was currently a little backlog with some inspection work. Most repairs were carried out without inspection work and where there was some complexity a surveyor had to inspect them. Maintenance surveyors were carrying out telephone inspections. In general, customers were accepting of the current situation both for their own safety and for the safety of staff.

Patricia Cahill referenced the request to approve the addition of Laura Wallace to the Central Area Committee.

Patricia Cahill referred to the request to note and endorse the approval of the Choice Based Lettings tender process which had been completed, with

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Housing Online being selected as preferred partners. Work had commenced on system testing and training and it was hoped Go Live would be in April 2021. There would be a formal Partnership Agreement and Data Sharing Agreement for approval in due course.

Patricia Cahill then asked the Board of Management to endorse the proposal that Alan West, Chairperson, be nominated for membership of the Group Board of Sanctuary Housing Association at their meeting on 10 February 2021. This appointment would be in his capacity as the Chairperson of Sanctuary Scotland Housing Association Board of Management. Michael McGrane commented that it would be very good for Sanctuary Scotland Housing Association to have a Board Member sitting at Group level.

After discussion, the Board of Management noted the contents of the report.

Decision: The Board of Management endorsed the appointment of Alan West to the Group Board.

Decision: The Board of Management approved the appointment of Laura Wallace to the Central Area Committee.

Decision: The Board of Management approved renewal of membership of Scottish Federation of Housing Associations for 2021/2022.

Decision: The Board of Management noted and endorsed the approval of the Choice Based Lettings tender process as set out in the report.

**10/02/21**

**PROPOSED RENT INCREASE 2021/2022**

The Board of Management considered a report seeking approval for the proposed rent increase for 2021/2022 and this was intended to support the report on the Budget and Rent Review for 2021/2022 which would be submitted separately.

Campbell Kinloch summarised the background to the report and commented on the analysis provided on affordability in relation to the proposed annual rent increase, measuring rent against the SFHA model.

After consideration, the Board of Management noted the report on the proposed rent increase for 2021/2022 and agreed the following:

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Decision: The Board of Management agreed that rent levels for residential properties be increased by 1.4 per cent from the relevant increase dates in July 2021.

Decision: The Board of Management agreed that those properties with a contractual guarantee of rent increases limited to RPI only be increased by 0.9 per cent.

Decision: The Board of Management agreed that rent levels for garage lock ups be frozen for 2021/2022 in order to stimulate demand for garages.

Decision: The Board of Management agreed that rent harmonisation process continued for affected properties in Cumbernauld, however as we near the end of the project this can no longer be cost neutral.

Decision: The Board of Management agreed that service charges, including supported housing developments, be set at levels which ensure that the projected service charge costs for these properties are recovered; and

Decision: The Board of Management agreed that the monetary multiplier for HAG funded and other similar developments be increased by 1.4 per cent per point per annum.

**20/02/21 BOARD MINUTES**

The Board of Management considered and noted a report submitting the minutes of the Sanctuary Homes (Scotland) Limited Board meeting.

**21/02/21 RISKS REVIEW**

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

**22/02/21 OTHER COMPETENT BUSINESS**

No other items of competent business were raised.

**Date of next meeting: Tuesday 13 April 2021**