

**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 17 September 2019.**

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Attendance record since AGM September 2019

**Present**

Alan West, Chairperson	1/1
Alex Clark, Vice Chairperson	1/1
j', Vice Chairperson	1/1
John Arthur	1/1
Peter Cowe	1/1
Michael McGrane	1/1
Sanctuary Housing Association (represented by Patricia Cahill, Director - Sanctuary Scotland)	1/1
Suzanne Phee	1/1

**In attendance**

Joyce McQuat, PA

**With the agreement of the Board of Management, Director - Sanctuary Scotland acted as Chairperson at the commencement of the meeting.**

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The Director - Sanctuary Scotland welcomed everyone to the first meeting of the Board of Management following the Annual General Meeting.

**85/09/19**

**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.

**86/09/19**

**APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

The Director - Sanctuary Scotland presented a report on the election process to appoint a Chairperson and Vice Chairperson for a period of 12 months.

Decision: It was proposed that Alex Clark be appointed as Chairperson, which was seconded. It was also proposed Alan West be appointed as Chairperson, which was seconded. The Director - Sanctuary Scotland invited both nominees

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to make a short statement to the Board of Management in support of their nominations. Following a vote by Board Members, Alan West was duly elected as Chairperson of Sanctuary Scotland Housing Association.

Director - Sanctuary Scotland demitted the position of Chairperson in favour of Alan West.

Following discussions, 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. It was proposed that Alex Clark be re-appointed as Vice Chairperson, which was seconded. It was also proposed that j' be re-appointed as Vice Chairperson, which was seconded. There being no other nominations for the posts, j' and Alex Clark were re-appointed as Vice Chairpersons for a 12 month term.

**87/09/19      DECLARATIONS OF INTEREST**

No declarations were recorded.

**88/09/19      APPROVAL OF MINUTES OF THE BOARD OF MANAGEMENT MEETING  
HELD ON 13 AUGUST 2019**

Decision: The minutes of the meeting of the Board of Management held on 13 August 2019 were approved.

**89/09/19      MATTERS ARISING FROM MINUTES OF THE BOARD OF MANAGEMENT  
MEETING HELD ON 13 AUGUST 2019**

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

**90/09/19      SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES**

The Board of Management considered a report submitting the schedule of actions and decisions of the meeting of the Central Area Committee (CAC) and the North East Area Committee (NEAC) held since the last meeting.

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Decision: After consideration, the Board of Management approved the Tenant Participation Strategy, the Tenancy Changes Policy and the Lodgers and Subletting Policy.

**91/09/19      DIRECTOR'S REPORT**

The Board of Management considered and discussed a report providing an update on issues relating to Sanctuary Scotland Housing Association and its activities.

**92/09/19      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 on 17 September 2019.

Decision: The Board of Management noted the membership of the Board of Management and approved re-appointment for a further three year term for Alex Clark, j', Peter Cowe, Suzanne Phee, Michael McGrane and Alan West; the membership of the CAC and the NEAC; approved that Alex Clark be appointed as the Board of Management representative on the CAC and that Peter Cowe be appointed as the representative on the NEAC; and appointed Alex Clark to the Board of Sanctuary Homes (Scotland) Limited.

The Board of Management also agreed that the Director - Sanctuary Scotland commence a recruitment process for additional Board Members and to interviewing a previous candidate.

**93/09/19      ANNUAL ASSURANCE STATEMENT**

The Board of Management considered a report providing further mapping work to give Board Members assurance that Sanctuary Scotland Housing Association was compliant with Chapter Three of the Regulatory Framework.

Decision: After consideration, the Board of Management approved that the evidence highlighted confirmed that Sanctuary Scotland Housing Association could be considered compliant and approved the content of the draft Assurance Statement and signature by the Chairperson for submission to the Scottish Housing Regulator.

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**94/09/19**      **REVOLVING CREDIT FACILITY** - Exempt from publication under section 33(1)(b) commercial interests and the economy.

**95/09/19**      **FINANCIAL PERFORMANCE**

The Board of Management considered and discussed the financial performance of Sanctuary Scotland Housing Association for the period ended 25 August 2019 (period five).

**96/09/19**      **DEVELOPMENT UPDATE**

The Board of Management considered and discussed a report providing an update on the Group's Affordable Housing Programme in Scotland.

**97/09/19**      **ASSET MANAGEMENT STRATEGY UPDATE**

The Board of Management considered and discussed a report providing an update on the Asset Management Strategy for Cumbernauld and the status of capital and cyclical investment projects for 2019/2020.

**98/09/19**      **ANNUAL SAFEGUARDING REPORT**

The Board of Management considered and noted a report providing information and analysis of safeguarding concerns reported, both across Sanctuary Group and within Sanctuary Scotland Housing Association.

**99/09/19**      **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.

**100/09/19**      **MEETING DATE SCHEDULE 2020**

The Board of Management considered and noted a schedule of meeting dates for 2020.

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**101/09/19 RISKS REVIEW**

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

The Board of Management noted that a full review of the risk map would be carried out for the meeting in December 2019.

**102/09/19 OTHER COMPETENT BUSINESS**

**a) Agenda for Strategic Away Day**

Key items for the Strategic Away Day were agreed.

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