

**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 Fleming House, 2 Tryst Road, Cumbernauld on 10 December 2019.

Attendance record since AGM September 2019

Present

Alan West, Chairperson	2/2
j', Vice Chairperson	2/2
John Arthur	2/2
Peter Cowe	2/2
Michael McGrane	2/2
James Docherty	1/2
Sanctuary Housing Association (represented by Patricia Cahill, Director - Sanctuary Scotland)	2/2

In attendance

Simon Clark, Group Director - Housing
Peter Martin, Group Director - Development
Gillian Lavety, Development Director - Scotland
Tony O'Neill, Director - Asset Services
Nick Garner, Financial Controller

The Chairperson welcomed everyone to the second meeting of the Board of Management following the Annual General Meeting.

103/12/19 APOLOGIES

The Board of Management approved a leave of absence for Alex Clark. It was noted that Suzanne Phee was not in attendance.

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.

104/12/19 ANNUAL DECLARATIONS OF INTEREST

The Board of Management noted the report in respect of the annual declaration of interest made by the Board Members.

**SANCTUARY SCOTLAND HOUSING ASSOCIATION LIMITED
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105/12/19 BOARD OF MANAGEMENT MEMBERSHIP

It was confirmed that the Sanctuary Group Board had approved James Docherty as a Sanctuary Scotland Board of Management member at their meeting of 20 November 2019. Board members confirmed the membership. The Chairperson welcomed James Docherty and confirmed that he could participate in the meeting.

It was also confirmed that an interview had been carried out on 6 December 2019 with an applicant as agreed by the Board of Management. The Chairperson confirmed that he was happy to recommend that Sanctuary Group (the Group) Board be asked to approve board membership for this candidate.

Decision: The Board of Management agreed to recommend that Sanctuary Group Board be asked to approve board membership for this candidate.

106/12/19 APPROVAL OF MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 17 SEPTEMBER 2019

Decision: The Board of Management approved the minutes of the meeting held on 17 September 2019.

107/12/19 MATTERS ARISING FROM MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 17 SEPTEMBER 2019

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

108/12/19 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.

Decision: The Board of Management approved the Housing Management of Estates Policy.

109/12/19 ACTIONS SINCE LAST MEETING REPORT

Decision: The Board of Management endorsed actions taken since the last meeting to approve a new private funding placement, the acquisition and

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development of a new site in Inverurie and the interview of the prospective Board of Management member.

The Board of Management also endorsed an additional item that had taken place in relation to a revolving credit facility.

110/12/19 DIRECTOR'S REPORT

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

Decision: The Board of Management approved the Scottish Federation of Housing Associations membership renewal fee for 2020/2021.

110/12/19 PERSLEY DEN, PERSLEY, ABERDEEN - Exempt from publication under section 33(1)(b) commercial interests and the economy.

111/12/19 THE VICTORIA INFIRMARY, LANGSIDE, GLASGOW - Exempt from publication under section 33(1)(b) commercial interests and the economy.

112/12/19 SKYE CRESCENT, GLENBURN, PAISLEY - Exempt from publication under section 33(1)(b) commercial interests and the economy.

113/12/19 NORTH ANDERSON DRIVE, ABERDEEN - Exempt from publication under section 33(1)(b) commercial interests and the economy.

114/12/19 SCOTLAND RISK MAP

The Board of Management considered a report providing an update on the risk map, the assurance map and the heat map for Sanctuary Scotland Housing Association.

Decision: The Board of Management approved the risk, assurance and heat maps.

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115/12/19 STANDING ORDERS AND FINANCIAL REGULATIONS

The Board of Management considered a report seeking approval for changes to the Standing Orders and Financial Regulations for Sanctuary Scotland Housing Association. An overview of the report was provided and the key amendments to the documents as stated in the report highlighted.

Decision: The Board of Management approved the changes to the Standing Orders and Financial Regulations for Sanctuary Scotland Housing Association.

116/12/19 CONSULTATION ON PROPOSED RENT INCREASES FOR 2020/2021

Peter Cowe and j' declared an interest as each being a tenant of Sanctuary Scotland Housing Association.

The Board of Management considered a report recommending the basis on which tenants should be consulted in respect of proposed rent increases for 2020/2021.

A summary of the requirements in terms of consultation with tenants and the current position regarding the various rent guarantees and contractual commitments in place across Sanctuary Scotland Housing Association's stock was provided. The Board of Management were reminded that the Retail Price Index (RPI) rate for November in each year was the reference month to which rent increases were linked. The RPI rate for November 2019 would be available on 18 December 2019.

Decision: The Board of Management agreed that Sanctuary Scotland Housing Association should carry out a consultation exercise regarding proposed rent increases for 2020/2021 and agreed the continued rent harmonisation of properties in Cumbernauld.

117/12/2019 OSCR ANNUAL RETURN 2019

The Board of Management considered a report seeking approval to authorise the submission of the Annual Return (the Return) to the Office of the Scottish Charity Regulator (OSCR).

Decision: The Board of Management approved the contents of the Return and authorised its submission to OSCR.

**SANCTUARY SCOTLAND HOUSING ASSOCIATION LIMITED
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118/12/19 **REVOLVING CREDIT FACILITY** - Exempt from publication under section 33(1)(b) commercial interests and the economy.

119/12/19 **FINANCIAL PERFORMANCE**

The Board of Management considered and discussed the financial performance of Sanctuary Scotland Housing Association for the period ended 27 October 2019 (period seven).

120/12/19 **OPERATIONAL PERFORMANCE**

The Board of Management noted a report providing an update on operational performance to 30 September 2019 and a comparison of performance to those of other providers.

121/12/19 **DEVELOPMENT UPDATE**

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

122/12/19 **REINVESTMENT AND CYCLICAL MAINTENANCE**

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

123/12/19 **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.

124/12/19 **COMMUNITY INVESTMENT UPDATE**

The Board of Management noted a report providing an update on the Community Investment service to the end of September 2019.

**SANCTUARY SCOTLAND HOUSING ASSOCIATION LIMITED
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125/12/19 YOUR SAY SURVEY

The Board of Management noted a report providing a summary of the Your Say staff survey approach and next steps.

126/12/19 BOARD MINUTES

The Board of Management noted the content of the minutes of the Group Board and Sanctuary Homes (Scotland) Limited board meetings held in September 2019.

127/09/19 RISKS REVIEW

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

128/09/19 OTHER COMPETENT BUSINESS

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