

**PRIVATE AND CONFIDENTIAL**

**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 on Tuesday 12 April 2022  
via Microsoft Teams.**

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Attendance record since AGM September 2021

**Present**

Alan West, Chairperson	4/4
Alex Clark, Vice Chair	4/4
John Arthur	4/4
Peter Cowe	4/4
James Docherty	4/4
Michael McGrane	4/4
Gillian MacPhie	3/4
Sanctuary Housing Association (Represented by Patricia Cahill, Director - Sanctuary Scotland)	4/4

**Apologies**

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**In attendance**

Chris Kelly, PA

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

**23/04/22**

**BOARD MEMBERSHIP**

The Board of Management noted the resignation of Suzanne McCallum.

**24/04/22**

**APOLOGIES**

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.

**25/04/22**

**DECLARATIONS OF INTEREST**

The Chairperson reminded members of the need, in accordance with the provisions of Sanctuary Scotland Housing Association's Standing Orders, to

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disclose any personal interests in relation to matters under consideration at the meeting that were out with 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'.

**26/04/22 MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 8 FEBRUARY 2022**

The minutes of the meeting of the Board of Management held on 8 February 2022 were approved.

**30/04/22 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 provided an update on the position in relation to housing refugees from Ukraine and sought approval from the Board of Management for liaison with local authorities and for the provision of accommodation as appropriate.

Patricia Cahill also reported that the lodger application process had been updated to take account of tenants who sought permission to house refugees from Ukraine.

Patricia Cahill reported that due to the there would be a vacancy on the Ardler Village Trust Board and requested Board of Management approval for John Campbell to fill this position.

Patricia Cahill highlighted the recommendation to appoint two further members, Gemma Shields and Jennifer Whittaker, to the North East Area Committee, which would bring the membership to the maximum number of seven following the resignation of Suzanne McCallum.

Decision: The Board of Management approved the provision of accommodation to support the housing of individuals and families from

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Ukraine with discretion for the Director - Sanctuary Scotland to find the most suitable properties, including sheltered properties for general let if appropriate.

Decision: The Board of Management approved the appointment of John Campbell to the Ardler Village Trust Board.

Decision: The Board of Management approved the appointment of Gemma Shields and Jennifer Whittaker to the North East Area Committee.

Decision: The Board of Management approved the Director to work with the Governance and Company Secretarial team on a recruitment strategy for a Board of Management member.

**31/04/22**

#### **ANNUAL RETURN ON THE CHARTER 2021/2022**

The Board of Management considered a report on the process for the Annual Return on the Charter 2021/2022 to meet the requirement of the Scottish Housing Regulator (SHR) and ensure submission by the deadline of the end of May 2022.

Decision: The Board of Management noted and agreed the circulation of the Annual Return on the Charter 2021/2022 for approval between meetings to allow the deadline date of the end of May 2022 to be met.

**32/04/22**

#### **ANNUAL ASSURANCE STATEMENT**

The Board of Management considered a report presenting self-assessment work in relation to Assurance and Notification and Compliance with and submission of information to give Board Members the assurance that Sanctuary Scotland Housing Association was compliant with Chapter Three of the Regulatory Framework in these areas.

Patricia Cahill summarised the information contained in the report and highlighted that given the level of evidence against each of the headings it was recommended that the Board of Management consider Sanctuary Scotland Housing Association to be compliant, with no items of materiality requiring to be highlighted to the SHR.

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Decision: The Board of Management considered the self-assessment exercise and approved that the evidence highlighted confirmed that Sanctuary Scotland Housing Association was compliant.

**Date of next meeting: Tuesday 14 June 2022.**