

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 11 April 2023
via Microsoft Teams.**

Attendance record since AGM September 2022

Present

Alan West, Chairperson	5/5
Alex Clark, Vice Chair	5/5
John Arthur	5/5
James Docherty	5/5
Gillian MacPhie	4/5
Sanctuary Housing Association (Represented by Patricia Cahill, Director - Sanctuary Scotland)	5/5
Peter Cowe	4/5

Apologies

j'	0/5
Michael McGrane	4/5

In attendance

Claire Griffiths, Senior Governance Manager

32/04/23

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.

33/04/23

DECLARATIONS OF INTEREST

The Chairperson reminded Board Members of the need, in accordance with the provisions of Sanctuary Scotland Housing Association's Standing Orders, to disclose any personal 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'.

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34/04/23 MINUTES OF THE BOARD OF MANAGEMENT MEETINGS HELD ON 1 MARCH 2023 AND 16 MARCH 2023

The Chairperson asked if Board members required any amendments to the minutes.

Patricia Cahill noted that the minutes of 1 March 2023, minute 08/03/23 had omitted to reference that approval had been given for the other items requested within the report. It was agreed that the minute be amended to reflect approvals as stated in the report.

Decision: the Board of Management approved the changes to be made to the minutes of 1 March 2023.

Subject to those amendments, the minutes of the meetings of the Board of Management held on 1 March 2023 and 16 March 2023 were approved.

35/04/23 SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES

The Board considered and noted the Schedule of Actions and Decisions of the most recent meetings of the Central Area Committee held on 15 February 2023 and the North East Area Committee held on 23 February 2023.

Patricia Cahill informed the Board of Management that the Antisocial Behaviour and Harassment - Scotland Policy and the Income Management - Scotland Policy had both undergone recent review, and no material changes had been made to either policy. The Board was invited to comment and approval was sought for both policies.

Decision: The Antisocial Behaviour and Harassment Policy - Scotland, and Income Management - Scotland Policy were both approved.

39/04/23 ANNUAL RETURN ON THE CHARTER 2022/2023

Patricia Cahill reminded the Board that the Annual Return on the Charter for 2022/2023 was due for submission to the Regulator by the end of May 2023. As there were no further Board of Management meetings scheduled to take place before this date, Patricia Cahill proposed to provide the completed

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Annual Return to the Board of Management in between meetings for its approval, in readiness for its submission to the Regulator.

Decision: the Board approved the proposal to receive the Annual Return on the Charter 2022/2023 in between meetings, for Board approval prior to submission to the Regulator.

40/04/23 ANNUAL ASSURANCE STATEMENT

The Board noted the report setting out the process for evidencing compliance with Chapter Three of the Regulatory Framework, and considered the Annual Assurance Statement for 2023.

Decision: the Board considered the self-assessment exercises provided and approved that the evidence highlighted confirmed that Sanctuary Scotland Housing Association could be considered to be compliant.

42/04/23 SANCTUARY SCOTLAND STANDING ORDERS AND FINANCIAL REGULATIONS

Patricia Cahill presented proposed updates to the Scottish Standing Orders and Financial Regulations, and sought approval for the changes, which were noted by the Board.

Decision: the Board of Management approved the revised Standing Orders and Financial Regulations for Scotland.

Date of next meeting: Tuesday 13 June 2023