

**PRIVATE AND CONFIDENTIAL**

**SANCTUARY SCOTLAND HOUSING ASSOCIATION LIMITED  
("SANCTUARY SCOTLAND HOUSING ASSOCIATION")**

**Draft Minutes of a meeting of the Board of Management of Sanctuary Scotland Housing Association Limited held on Tuesday 13 September 2022 at 26 Glenmore Avenue, Glasgow G42 0EH and via Microsoft Teams.**

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Attendance record since AGM September 2022

**Present**

Alan West, Chairperson	1/1
Alex Clark, Vice Chair	1/1
John Arthur	1/1
Peter Cowe	1/1
James Docherty	1/1
Michael McGrane (MS Teams)	1/1
Gillian MacPhie (MS Teams)	1/1
Sanctuary Housing Association (Represented by Patricia Cahill, Director - Sanctuary Scotland)	1/1

**Apologies**

j' 0/1

**In attendance**

Lizzie Hieron, Group Director - Housing and Property  
Chris Kelly, PA

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**Patricia Cahill welcomed everyone to the first meeting of the Board of Management following the Annual General Meeting.**

**99/09/22**

**APOLOGIES**

Patricia Cahill 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.

**100/09/22**

**APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

Patricia Cahill presented a report on the election process to appoint a Chairperson and Vice Chairperson for the period of 12 months.

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Alex Clark proposed that Alan West be re-appointed as Chairperson, which Peter Cowe seconded. There being no other nominations Alan West, was duly appointed Chairperson of Sanctuary Scotland Housing Association.

#### **Patricia Cahill demitted the Chair in favour of Alan West.**

Following discussion, it was agreed that the Board of Management would continue with two Vice Chairpersons.

The Chairperson invited nominations for the two Vice Chairpersons' posts. John Arthur proposed that Alex Clark be re-appointed as Vice Chairperson, which James Docherty seconded.

Peter Cowe advised that j' had indicated her willingness to continue in the role of Vice Chairperson if re-appointed and proposed that j' be re-appointed as Vice Chairperson, which Alex Clark seconded.

There being no other nominations Alex Clark and j' were re-appointed as Vice Chairpersons for a 12-month period.

#### **101/09/22      DECLARATIONS OF INTEREST**

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

#### **102/09/22      MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 9 AUGUST 2022**

The minutes of the meeting of the Board of Management held on 9 August 2022 were approved.

#### **105/09/22      SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES**

The Board of Management considered a report submitting the schedules of

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actions and decisions of the Central Area Committee meeting held on 17 August 2022 and the North East Area Committee meeting held on 25 August 2022.

Decision: The Board of Management approved the renewal of the membership to the Central Area Committee

Decision: The Board of Management approved the Safeguarding Young Children and Young People Policy and the Safeguarding Adults Policy.

**107/09/22**

**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 13 September 2022.

The Board of Management noted that Patricia Cahill would continue to represent Sanctuary Housing Association on the Board.

The Board of Management also noted the membership of the Central Area Committee and the North East Area Committee.

Decision: The Board of Management approved that Alex Clark represent the Board of Management on the Central Area Committee and that Peter Cowe represent them on the North East Area Committee.

**108/09/22**

**ANNUAL ASSURANCE STATEMENT**

The Board of Management considered a report presenting self-assessment work in relation to Tenant and service users redress and compliance with the standards and outcomes of the Scottish Housing Charter to give Board Members the assurance that Sanctuary Scotland Housing Association was compliant with Chapter Three of the Regulatory Framework in these areas.

Decision: The Board of Management considered the self-assessment exercise provided at Appendix 1 and Appendix 2 of the report and approved

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that the evidence highlighted confirmed that Sanctuary Scotland Housing Association be considered to be compliant.

Decision: The Board of Management approved the proposed Annual Assurance Statement for 2022 contained at Appendix 3 of the report for signature by the Chairperson and for submission to the Scottish Housing Regulator by 31 October 2022.

**Date of next meeting: Tuesday 13 December 2022**