

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 13 June 2023
in Aberdeen.**

Attendance record since AGM September 2022

Present

Alan West, Chairperson	6/6
Alex Clark, Vice Chair	6/6
j', Vice Chair	1/6
John Arthur (via Microsoft Teams)	6/6
James Docherty (via Microsoft Teams)	6/6
Gillian MacPhie (via Microsoft Teams) (from item 66/06/23)	5/6
Sanctuary Housing Association (Represented by Patricia Cahill, Director – Sanctuary Scotland)	6/6
Peter Cowe	5/6
Michael McGrane (via Microsoft Teams)	5/6
Nigel Wilcock	1/1

In attendance

Craig Moule, Group Chief Executive
Gillian Lavety, Development Director - Scotland
John Campbell, Head of Housing
Jane Fullerton, North East Area Committee Member
Martin McCabe, North East Area Committee Member
Marie Campbell, Personal Assistant
Ella Houghton, Governance Officer

The Chairperson welcomed everyone to the meeting and asked each attendee to introduce themselves and the reason for their attendance at the meeting.

56/06/23

APOLOGIES

There were no apologies noted, all Members were present.

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.

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57/06/23 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'.

**58/06/23 MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 11
APRIL 2023**

The minutes of the meeting of the Board of Management held on 11 April 2023 were approved and, seconded, and arrangements made for the Chairperson to sign via DocuSign.

61/06/23 DIRECTOR'S REPORT

It was noted that the consultation with Scheme Managers had concluded, following the withdrawal of funding by Aberdeenshire Council and that the service would end as anticipated on 30 June 2023.

Patricia Cahill asked the Board of Management for its approval of the recruitment of two additional members for the Central Area Committee, bringing the total membership up to the maximum of seven.

Decision: The Board of Management approved the recruitment of two additional Central Area Committee members.

62/06/23 SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES

Members considered and noted the Schedule of Actions and Decisions of the most recent meetings of the Central Area Committee held on 17 May 2023 and the North East Area Committee held on 18 May 2023.

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The Board of Management then considered the 2023/2024 Lettings Strategies for North Lanarkshire and Edinburgh, Glasgow and the West of Scotland, Aberdeen, Ardler and Arbroath and Beechwood.

Following this, Members received the Tenancy Changes Policy and the Housing Management of Estates Policy.

Decision: The regional 2023/2024 Lettings Strategies, the Tenancy Changes Policy and the Housing Management of Estates Policy were respectively approved.

68/06/23 SCOTLAND OPERATIONS PLAN 2023/2024

John Campbell and Patricia Cahill presented the Board of Management with the draft Operations Plan for Sanctuary Scotland Housing Association for 2023/2024.

John Campbell informed Members that the plan for 2023/2024 had been made a living document centred around customer service, with the views of the teams taken into consideration.

The Chairperson offered his praise to John Campbell and the teams for the draft Operations Plan for 2023/2024.

Decision: The Board of Management approved the Sanctuary Scotland Housing Association Operations Plan for 2023/2024.

70/06/23 ANNUAL ASSURANCE STATEMENT

The Board of Management received a report detailing the self-assessment work in relation to the standards of Governance and Financial Management, to give assurance that Sanctuary Scotland Housing Association was compliant.

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

Date of next meeting: Tuesday 8 August 2023