

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 5 September 2023, at 26 Glenmore Avenue, Toryglen, Glasgow, G42 0EH, and via Microsoft Teams.

Attendance record since AGM September 2023

Present

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

In attendance

Marie Campbell, Personal Assistant

105/09/23 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.

It was proposed, and seconded that Alan West be re-appointed as Chairperson. 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.

The Chairperson invited nominations for the two Vice Chairpersons' posts.

it was proposed, and seconded that Alex Clark be re-appointed as Vice Chairperson.

it was proposed, and seconded that j' be re-appointed as Vice Chairperson.

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

106/09/23 APOLOGIES

There were no apologies received.

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.

107/09/23 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'.

108/09/23 MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 8 AUGUST 2023

The Chairperson asked if Board Members required any amendments to the minutes. No amendments were requested.

Decision: The minutes of the meeting of the Board of Management held on 8 August 2023 were approved.

110/09/23 SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES

The Board of Management considered and noted the Schedule of Actions and Decisions of the most recent meetings of the Central Area Committee held on 16 August 2023 and the North East Area Committee held on 17 August 2023.

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Decision: The Board of Management approved the Policy on Customer Contact, Complaints Handling and Compensation.

113/09/23

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 5 September 2023.

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.

114/09/23

ANNUAL ASSURANCE STATEMENT

The Board of Management received and considered a report detailing the self-assessment work undertaken, providing assurance that Sanctuary Scotland Housing Association was compliant with the outcomes of the Scottish Social Housing Charter.

It was agreed that reference to Covid-19 where it appeared in the appendices to the report, should be omitted.

Decision: The Board of Management approved the Annual Assurance Statement for 2023 for signature by the Chairperson and submission to the Scottish Housing Regulator by the end of October 2023.

Date of next meeting: Tuesday 12 December 2023