

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 February
2024 via Microsoft Teams.**

Attendance record since AGM September 2023

Present

Alan West, Chairperson	3/3
Alex Clark, Vice Chair	3/3
'J', Vice Chair	3/3
John Arthur	3/3
James Docherty	3/3
Gillian MacPhie	3/3
Sanctuary Housing Association	3/3
Peter Cowe	3/3
Michael McGrane	3/3
Nigel Wilcock	3/3

In attendance

John Campbell, Head of Housing (for item 09/02/24 only)
Marie Campbell, Personal Assistant

01/02/24

APOLOGIES

There were no apologies, all Board of Management 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.

02/02/24

DECLARATIONS OF INTEREST

The Chairperson reminded Board of Management 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.

PRIVATE AND CONFIDENTIAL

**SANCTUARY SCOTLAND HOUSING ASSOCIATION LIMITED
(“SANCTUARY SCOTLAND HOUSING ASSOCIATION”)**

It was noted that such disclosures would be recorded under the relevant agenda items for ease of reference when producing ‘extract minutes’.

03/02/24 MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 12 DECEMBER 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 12 December 2023 were approved.

09/02/24 OUTCOME OF CONSULTATION ON PROPOSED RENT INCREASES

John Campbell joined the meeting.

Peter Cowe and j’ declared an interest as tenants of Sanctuary Scotland Housing Association.

The Board of Management considered a report on the consultation exercise held on the proposed rent increases, noting the responses thereto. A lengthy discussion ensued as to the concerns raised in the feedback, noting that all responses would be followed up with support provided where appropriate.

The Board of Management noted the analysis on affordability measuring rent against the Scottish Federation of Housing Associations model and rent survey outcome, noting that the proposed rent increase was in line with and indeed lower than the average across the sector.

In noting the difficulty of the consultation process and the detailed work involved, the Board of Management conveyed thanks to John Campbell and his team.

Decision: The Board of Management approved:

PRIVATE AND CONFIDENTIAL

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

- that rent levels for residential properties would be increased by 5.8 per cent for properties where there was no restriction due to a rent guarantee, and RPI flat where there was a restriction, from the relevant increase dates in July 2024.
- that service charges, including supported housing developments, would be set at levels which ensured that the projected service charge costs for these properties were recovered.

14/02/24 ANNUAL ASSURANCE STATEMENT

The Board of Management considered the proposed timetable and approach to self-assessment for the Annual Assurance Statement for 2024, and the self-assessment in relation to constitutional requirements for Chapter Three of the Regulatory Framework.

Decision: The Board of Management approved the proposed timetable and approach to self-assessment for 2024, and that the evidence highlighted confirmed that Sanctuary Scotland Housing Association can be considered compliant with regulatory requirements for Chapter Three.