

**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 6 August 2024  
in 26 Glenmore Avenue, Toryglen, Glasgow, G42 OEH and via  
Microsoft Teams.**

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Attendance record since AGM September 2023

**Present**

Alan West, Chairperson	6/6
Alex Clark, Vice Chair	6/6
j', Vice Chair	6/6
John Arthur	6/6
James Docherty	6/6
Gillian MacPhie (via MS Teams)	6/6
Sanctuary Housing Association (Represented by Patricia Cahill, Director - Sanctuary Scotland)	6/6
Peter Cowe	6/6
Nigel Wilcock	6/6

**Apologies**

Michael McGrane	5/6
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**In attendance**

Craig Moule, Group Chief Executive  
Marie Campbell, Personal Assistant

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**72/08/24**

**APOLOGIES**

Apologies were received from Michael McGrane; all other 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.

The Chairperson welcomed Craig Moule to the meeting.

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**73/08/24      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.

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

**74/08/24      MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 18  
JUNE 2024**

The Chairperson asked if Board members required any amendments to the minutes. It was agreed that the minute should be amended to reflect that 'J' attended in person.

Decision: Subject to amending the attendance to note that 'J' attended in person, the minutes of the Board of Management Meeting held on 18 June 2024 were approved.

**77/08/24      DIRECTOR'S REPORT**

The Board of Management noted the detailed report on operational matters relating to Sanctuary Scotland Housing Association

Decision: The Board of Management approved the reappointment of two members to the North East Area Committee for a further three-year term, effective from July 2024.

Decision: The Board of Management approved the reappointment of a member to the North East Area Committee for a further one-year term, effective from September 2024.

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Decision: The Board of Management approved the reappointment of a member to the Central Area Committee for a further one-year term, effective from September 2024.

**79/08/24**

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

The Board of Management was presented with the detailed Annual Report and Financial Statements to 31 March 2024, noting the updated version circulated to the Board of Management to reflect some minor, non-material, changes. It was further noted that the Management Representation Letter, would be signed on behalf of the Group by the Chief Financial Officer.

Decision: The Annual Report and Financial Statements to 31 March 2024 were approved with delegated authority provided to Director - Sanctuary Scotland to agree any minor changes required resulting from the final audit comments.

**82/08/24**

**ANNUAL ASSURANCE STATEMENT**

The Board of Management noted the report setting out the process and work for evidencing compliance with Chapter Three of the Regulatory Framework.

In response to a question raised by the Chairperson, it was noted that the Scottish Housing Regulator had not yet reported outcomes of the visits to landlords in Scotland.

Decision: The Board of Management considered the self assessment exercises provided and approved that the evidence highlighted confirmed that Sanctuary Scotland could be considered to be compliant.

**Date of next meeting: Tuesday 10 September 2024**