

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 10 September
2024 in 26 Glenmore Avenue, Toryglen, Glasgow, G42 0EH and via
Microsoft Teams at 5pm.**

Attendance record since AGM September 2024

Present

Nigel Wilcock, Chairperson	1/1
Alex Clark, Vice Chair	1/1
'J', Vice Chair	1/1
James Docherty	1/1
Gillian MacPhie (via Microsoft Teams from item 107/09/24)	1/1
Sanctuary Housing Association	1/1
Peter Cowe	1/1
Alan West	1/1
Michael McGrane (via Microsoft Teams)	1/1

Apologies

John Arthur	0/1
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In attendance

Central Area Committee Member
Marie Campbell, Personal Assistant

94/09/24

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.

Alan West proposed, and 'J' seconded that Nigel Wilcock be appointed as Chairperson. There being no other nominations Nigel Wilcock, was duly appointed Chairperson of Sanctuary Scotland Housing Association.

Patricia Cahill demitted the Chair in favour of Nigel Wilcock.

Nigel Wilcock on behalf of all Board Members, conveyed thanks and appreciation to Alan West for all the work and assistance provided to

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Sanctuary Housing Association over the years. Patricia Cahill also conveyed her personal thanks to Alan West for all the support provided.

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

'J' proposed, and the Chairperson seconded that Alex Clark be re-appointed as Vice Chairperson.

Alex Clark proposed, and the Chairperson seconded that 'J' be re-appointed as Vice Chairperson.

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

95/09/24 APOLOGIES

Apologies were received from John Arthur, 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.

96/09/24 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'.

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**97/09/24 MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 6
AUGUST 2024**

The Chairperson asked if Board members required any amendments to the minutes.

Decision: The minutes of the Board of Management meeting held on 6 August 2024 were approved.

**98/09/24 MATTERS ARISING FROM THE MINUTES OF THE BOARD OF
MANAGEMENT MEETING HELD ON 6 AUGUST 2024**

There were no matters arising.

99/09/24 SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES

The Board of Management noted the schedules and actions and decisions of the Central Area Committee meeting on 14 August 2024, and the North East Area Committee meeting on 15 August 2024.

**101/09/24 MEMBERSHIP OF BOARD OF MANAGEMENT AND SPECIAL
COMMITTEES**

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

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

Decision: The Board of Management approved Alex Clark as the appointee for the Central Area Committee for the year to September 2025.

Decision: The Board of Management approved Peter Cowe as the appointee for the North East Area Committee for the year to September 2025.

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102/09/24 ANNUAL ASSURANCE STATEMENT

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

Decision: The Board of Management approved the Annual Assurance Statement at for submission to the Scottish Housing Regulator, following signature by the Chairperson.

It was noted that the Regulator would be in attendance at the December meeting with the annual meeting set with senior staff for January 2025.