

**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 17 December  
2024 via Microsoft Teams at 5pm.**

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Attendance record since AGM September 2024

**Present**

Nigel Wilcock, Chairperson	2/2
Alex Clark, Vice Chair	2/2
‘J’, Vice Chair	2/2
John Arthur	1/2
James Docherty	2/2
Gillian MacPhie (from item 125/12/24)	2/2
Sanctuary Housing Association	2/2
Peter Cowe	2/2
Alan West	2/2
Michael McGrane	2/2

**In attendance**

Kirsty Porter, Scottish Housing Regulator, Regulation Manager  
Simone Stone, Scottish Housing Regulator, Regulation Manager  
Rebecca Gibb, Scottish Housing Regulator, Regulation Analyst  
Marie Campbell, Personal Assistant

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**114/12/24 APOLOGIES**

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.

**115/12/24 ANNUAL DECLARATIONS OF INTEREST**

**In addition to those interests listed for Nigel Wilcock, membership of Sanctuary Housing Association’s (the Association) Group Audit & Risk Committee was noted.**

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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'.

**116/12/24 MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 10 SEPTEMBER 2024**

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

Decision: The minutes of the Board of Management Meeting held on 10 September 2024 were approved.

**118/12/24 SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES**

The Board of Management noted the schedules and actions and decisions of the Central Area Committee, and the North East Area Committee.

Decision: The Board of Management approved the appointment of the Chair of the Central Area Committee.

Decision: The Board of Management approved the appointment of the Chair of the North East Area Committee.

Decision: The Board of Management approved the re-election of a Committee Member on the North East Area Committee for a further three year term.

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**122/12/24 CONSULTATION ON PROPOSED RENT INCREASES FOR 2025**

The Board of Management noted and reaffirmed the robust discussion on affordability and comparability undertaken at the Strategy Day in November 2024 and updated in the current report.

The Board of Management reaffirmed the need to balance business needs, maintain services and quality of housing against a climate of rising costs and affordability.

In response to suggestions raised regarding the content of the consultation document, it was agreed that Board Members should be provided with a copy of the document for consideration and comment.

A Board Member commented that rent rises had been particularly modest over recent years and given the impact of the financial challenges being faced, consideration should be given to a higher increase than that proposed. In response thereto, it was agreed that details of any rent promises made during transfer of engagements should be confirmed alongside information on what other Registered Social Landlords rent increases were for 2024/2025.

Decision: The Board of Management agreed that a consultation exercise is carried out on a rent increase of November RPI + 0.5 per cent for properties where there is no restriction due to a rent guarantee, and RPI flat where there is a restriction.

**123/12/24 OSCR ANNUAL RETURN 2024**

The Board of Management considered a report containing the details of the Annual Return that was due to be submitted to the Office of the Scottish Charity Regulator (OSCR) by the end of December 2024.

Decision: The Board of Management approved authority to submit the Annual Return to the OSCR.

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**124/12/24**

**SANCTUARY SCOTLAND STANDING ORDERS AND FINANCIAL  
REGULATIONS**

Decision: The Board of Management approved the changes to the Scotland Standing Orders and Financial Regulations.

Gillian McPhee joined the meeting.