

**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 9 September  
2025 at Sanctuary Scotland, 26 Glenmore Avenue, Glasgow, G2 0EH  
and via Microsoft Teams.**

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Attendance record since AGM September 2025

**Present**

Nigel Wilcock, Chairperson	1/1
j', Vice Chairperson	1/1
John Arthur, Vice Chairperson	1/1
Alex Clark	1/1
James Docherty	1/1
Sanctuary Housing Association	1/1
Peter Cowe	1/1
Michael McGrane	1/1
Steve Loomes	1/1
Pooja Joglekar	1/1

**In attendance**

Marie Campbell, Personal Assistant

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**94/09/25**

**APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

Sanctuary Housing Association presented a report on the election process to appoint a Chairperson and Vice Chairperson for the period of 12 months.

Alex Clark proposed, and Peter Cowe seconded that Nigel Wilcock be appointed as Chairperson. There being no other nominations, Nigel Wilcock was duly appointed Chairperson of Sanctuary Scotland Housing Association.

Sanctuary Housing Association demitted the Chairperson in favour of Nigel Wilcock.

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

Nigel Wilcock proposed, and Michael McGrane seconded that j' be re-appointed as Vice Chairperson.

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Alex Clark proposed, and Nigel Wilcock seconded that John Arthur be appointed as Vice Chairperson.

Decision: There being no other nominations j’ and John Arthur were duly appointed as Vice Chairpersons for a 12 month period.

The Board of Management expressed its thanks to Alex Clark for all his work as Vice Chairperson and for his continuing support as a Board Member.

Pooja Joglekar confirmed her willingness to be considered at the next rotation for a position of Vice Chairperson.

**95/09/25**

**APOLOGIES**

There were no apologies received; all Board 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.

**96/09/25**

**DECLARATION 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.

**Nigel Wilcock advised that he had taken up an unpaid position on the Scottish Funding Council, details of which have been submitted to the Governance Team.**

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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**97/09/25 MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON 5 AUGUST 2025**

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

Decision: Subject to amending the wording at Minute Reference 76/08/25, last paragraph, to read “... Scottish Borders Housing Association.”, the Board of Management approved the Minutes.

**99/09/25 SCHEDULE OF ACTIONS AND DECISIONS OF SPECIAL COMMITTEES**

The Board of Management noted the schedule of actions and decisions of the Central Area Committee meeting on 13 August 2025, and the North East Area Committee meeting on 14 August 2025.

**100/09/25 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 proposed consultation for change to the National Residents Review Panel, creating a new Community of Interest.

**101/09/25 CHAIR’S UPDATE**

The Board of Management noted the update provided by the Chairperson.

**102/09/25 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.

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

**103/09/25 MEMBERSHIP OF BOARD OF MANAGEMENT AND SPECIAL COMMITTEES**

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

Decision: The Board of Management agreed that Pat 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 2026.

Decision: The Board of Management approved Peter Cowe as the appointee for the North East Area Committee for the year to September 2026.

**113/09/25 OTHER COMPETENT BUSINESS**

**Disposal of properties at AB11 8SE and DD2 4DD**

The Board of Management agreed to proceed with disposal as undernoted.

Decision: The Board of Management of Sanctuary Scotland Housing Association approved the disposal of a property at AB11 8SE.

Decision: The Board of Management of Sanctuary Scotland Housing Association approved the disposal of a property at DD2 4DD.

**Date of next meeting: Tuesday 16 December 2025**