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In attendance:	
Directors: Jeff Watson Jeff Reid Guy Renner-Thompson Kelly Gardner Maureen Taylor* Steven Bridgett* Rick O'Farrell*	Chair
Present: Robin Earl Jon Anderson Jan Willis* Kim Grant (Minutes)	Advance Northumberland Chief Operating Officer Advance Northumberland Head of Finance NCC Executive Director of Finance (s151 Officer) Advance Northumberland Personal Assistant
Part: Andrew Lovatt Duncan Bowman Gillian Bell Gary Hudson John Moran	Advance Northumberland Director of Developments (Commercial & Infrastructure) Advance Northumberland Director of Developments Advance Northumberland Head of Sales & Marketing Advance Northumberland Head of Economic Investments Homes Manager
Apologies: John Riddle Mary Murphy William Thompson [REDACTED]	Group Company Secretary NCC Chief Executive

1.0	Notice & Quorum
1.1	The Chair welcomed the attendees and declared the meeting quorate.
2.0	Apologies for Absence
2.1	The Chair reported that there had been apologies for absence from J Riddle, M Murphy, W Thompson and [REDACTED].
3.0	Declarations of Interest
3.1	The Company Secretary stated that the Board's written declarations were recorded as a general notice.
4.0	Minutes of the Previous Meetings
4.1	<ul style="list-style-type: none"> The minutes of the previous meetings held on the 27th May 2022 were REVIEWED and AGREED. The minutes of the Advance Northumberland Financial Limited Board meeting held on the 27th May 2022 were REVIEWED and AGREED.
4.2	Actions from the 27th May 2022 Board Meeting
4.2.1	All actions to report back on from the previous Board meeting would be picked up under Matters Arising or elsewhere on the agenda for this meeting.
5.0	Matters Arising
5.1	The following items were brought to the meeting under Matters Arising.
5.1.1	<ul style="list-style-type: none"> The Chief Operating Officer confirmed that the small tweak requested had been made to the Ascent Homes Commission Policy. A flow chart re vexatious claims had been requested to be added to the Customer Feedback Policy. This was underway and as soon as complete, the policy would be adopted. Corporate Risk Register – preliminary workshop with the Audit Committee set up which would be followed by a wider workshop. Policies – removal of references to “Arch” from the policies would be done as we go through and update the policies on their normal cycle.

	<ul style="list-style-type: none"> • NEP1 Update report re checking roadworks on the haulage route will be updated later on the agenda. • Allerburn Management Company – We were asked to explore whether NCC could take on the responsibilities of state management rather than a management company. The answer was unfortunately not; the only way this could be made to work was via the management company as proposed and approved at the last Board meeting. • The NCC Executive Director of Finance asked the Board to note that NCC Cabinet had agreed a role description for the Shareholder Representative which would clarify the role and how this would be exercised going forward. Action: Role description to be circulated to Board members and the Board to revert back with any questions. • [REDACTED]
6.0	Ratification of Virtual Board Decisions
6.1	There were no Virtual Board Decisions for ratification brought to this meeting.
7.0	Policies for Approval
7.1	<p>The Chief Operating Officer presented the following HR policies confirming that they were largely housekeeping and periodic reviews.</p> <ul style="list-style-type: none"> • Acceptable Standards of Appearance at Work Updated June 2022 • Adoption Leave Policy June 2022 • Annual Leave Policy Updated May 2022 • Code of Conduct Policy Updated June 2022 • Dress for your Day Manual Updated June 2022 • Maternity Leave Policy June 2022 • Paternity Leave Policy June 2022 • Performance Management Policy • Policy on Recruiting ex-offenders • Shared Parental Leave Policy June 2022 • Working Time Policy <p>The policies were discussed by the Board and the following points/actions were raised.</p>
7.1.1	M Taylor commented that these had involved a huge amount of work and asked whether, with regards to the Dress for Your Day Manual, support had been requested of the County Council's Equality & Diversity Team as she felt it would

	<p>be good to have a 3rd party look at it to ensure we weren't contravening any quality issues with regards to the way they were written.</p> <p>K Gardner commented that it was about the language used within the manual.</p> <p>The Chief Operating Officer replied that Advance Northumberland had not faced any internal criticism of the policy which had been running for a couple of years but would be happy to work with MT/KG.</p> <p>Action: Dress for Your Day Manual to be discussed/amended by the COO in conjunction with MT/KG then approved by Chair/COO/MT.</p>
	The Board:
7.1.2	<ul style="list-style-type: none"> APPROVED the HR policies listed above with the caveat that the Dress for Your Day Manual be modified as suggested then agreed by COO/M Taylor/Chair.
7.2	<p>The Chief Operating Officer presented the following Business Operations policies:</p> <ul style="list-style-type: none"> Driving Safely for Work Policy Version 2 June 2022 Keeping Customers Safe Policy Version 2 <p>The policies were discussed by the Board and no questions were raised.</p>
	The Board:
7.2.1	<ul style="list-style-type: none"> APPROVED the Driving Safely for Work Policy Version 2 and the Keeping Customers Safe Policy Version 2.
8.0	Non-Confidential Approvals
8.1	There were no approvals brought to the Board under this section.
	CONFIDENTIAL ITEMS
9.0	Reports for Information
	
	 
	
	  

Working on behalf of

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
[REDACTED]	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
[REDACTED]	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
[REDACTED]	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

10.0	Reports for Approval/Decision
10.1	
10.1.1	<p>The Development Director (Commercial & Infrastructure) presented the report the purpose of which was for Advance Northumberland to seek Board approval to</p> <p></p> <p></p> <p></p> <p></p> <p>The report was discussed by the Board and no points/actions were raised.</p>
	The Board:
10.1.2	<ul style="list-style-type: none"> • APPROVED issuing to • APPROVED for the • DELEGATED final approval of the detailed contracts to one Board Director and one of either Advance's COO or Development Director.
10.2	
10.2.1	<p>The Head of Economic Investments presented the report which provided an update to Board on the progress being made in respect of ,</p> <p>. This scheme was being delivered by</p> <p>. The report also sought approval to with the to formalise for the development.</p> <p>The report was discussed by the Board and no points/actions were raised.</p>
	The Board:
10.2.2	<ul style="list-style-type: none"> • NOTED the contents of this report • APPROVED • AUTHORISED the use of the Company's existing Power of Attorney to sign all necessary documents, including any required Land Registry documents, to • This was a Reserved Matter requiring Shareholder Approval.

10.3	██████████ Sale
10.3.1	<p>The Director of Economic Growth & Investments presented the report the purpose of which was to seek Board approval for the ██████████ of ██████████ as shown edged red on the plan in Appendix 1 for ██████████</p> <p>The report was discussed by the Board and no points/actions were raised.</p>
	The Board:
10.3.2	<ul style="list-style-type: none"> • APPROVED the ██████████ • This was a Reserved Matter requiring Shareholder Approval. • NOTED the sale ██████████ • NOTED the sale is subject to ██████████ and ██████████ for the ██████████
10.4	██████████ Grant Funding Agreement Variation
10.4.1	<p>The Chief Operating Officer presented the report the purpose of which was to request the approval for Advance Northumberland to enter into a variation of Grant Funding Agreement (GFA) with the North East Local Enterprise Partnership (NELEP) in relation to the ██████████ site remediation and dock works project.</p> <p>The variation requested was to undertake ██████████ of North East Local Enterprise Partnership (NELEP) Infrastructure Investment Funding to be replaced by ██████████ from Getting Building Funding from NELEP as approved by NELEP investment Board in June 2022.</p> <p>The change in funding would be completed through a deed of variation to the original Grant Funding Agreement between Advance Northumberland and Northumberland County Council dated October 2021.</p> <p>The report was discussed by the Board and no points/actions were raised.</p>
	The Board:
10.4.2	<ul style="list-style-type: none"> • NOTED the contents of the report. • APPROVED Advance Northumberland agreeing the deed of variation to the existing NELEP funding agreement to reflect the funding swap of ██████████ of Getting Building Fund.

	<ul style="list-style-type: none"> • This was a Reserved Matter requiring Shareholder Approval
10.5	Ashington High Street Innovation Project
10.5.1	<p>The Director of Economic Growth & Investments presented the report, the purpose of which was to seek Board approval for Advance Northumberland to work in partnership with Northumberland County Council in the delivery of the Ashington High Street Innovation Project. The project would be fully financed by the North of Tyne Town and High Streets Innovation Programme and Northumberland County Council would be the Accountable Body.</p> <p>No financial contribution was needed from Advance Northumberland or Northumberland County Council to deliver this project. However Advance Northumberland would be responsible and accountable for the delivery of [REDACTED] and delivery of outputs and KPI's under a Partnership Agreement with Northumberland County Council.</p> <p>The report was discussed by the Board and the following points/actions raised.</p>
10.5.2	G Renner-Thompson commented that when Advance Northumberland gave help to a business or project it should be written in the terms of the contract that Advance Northumberland should be recognised for that help e.g. via a plaque stating "This project is supported by Advance Northumberland".
	The Board:
10.5.3	<ul style="list-style-type: none"> • NOTED the contents of the report. • APPROVED Advance Northumberland's role as delivery partner in the delivery of the Ashington High Street Innovation Project. • This was a Reserved Matter requiring Shareholder Approval.
10.6	[REDACTED]
10.6.1	<p>The Chief Operating Officer presented the report reminding the Board that Arch had delivered [REDACTED] on behalf of Northumberland County Council. [REDACTED]</p> <p>The report was discussed by the Board and no points/actions were raised.</p>
	The Board:
10.6.2	<ul style="list-style-type: none"> • NOTED the contents of this paper. • NOTED the advice from [REDACTED]. • APPROVED [REDACTED]. • APPROVED the company [REDACTED] based on the draft template (Appendix B).

	<ul style="list-style-type: none"> This was a Reserved Matter requiring Shareholder Approval.
10.7	<p>[REDACTED]</p>
10.7.1	<p>The Homes Manager presented the report explaining that the focus of this report would be the [REDACTED] specifically the financial impact of the hold strategy, and a proposal to reintroduce [REDACTED] for rent.</p> <p>The following points/actions were raised.</p>
10.7.2	<p>Action: J Reid asked that the Board have sight of a plan [REDACTED]</p>
	<p>The Board:</p>
10.7.3	<ul style="list-style-type: none"> NOTED the [REDACTED], [REDACTED] APPROVED [REDACTED] This was a Reserved Matter requiring Shareholder Approval.
10.9	<p>Confidential Performance Reports for Information</p>
10.9.1	<p>The Chief Operating Officer confirmed to the Board that the usual performance reports had been circulated via the Board portal and invited questions.</p>
	<p>No questions were raised.</p>
11.0	<p>Any Other Business</p>
11.1	<p>[REDACTED]</p> <p>Action: [REDACTED]</p>
11.2	<p>The Chief Operating Officer asked whether the date of the next scheduled Board meeting, Friday 26th August 2022, worked for everyone due to annual leave/bank holiday etc.</p>

	The Board AGREED for the next Board meeting to take place on Friday 30 th September at 10:00am with the caveat that if any urgent approvals were required before that date they could be dealt with by written resolution.
11.3	The Chair thanked the Board for their attendance and closed the meeting at 16:45. ... [REDACTED] CHAIR

Summary of Actions		Action
Matters Arising	<ul style="list-style-type: none"> Shareholder Representative role description to be circulated to Board members and the Board to revert back with any questions. 	Jan Willis
HR Policies	<ul style="list-style-type: none"> Dress for Your Day Manual to be discussed/amended by the COO in conjunction with MT/KG then approved by Chair/COO/MT. 	RE
[REDACTED]	<ul style="list-style-type: none"> R O'Farrell to discuss with the NCC Housing Team and the Shareholder. Development Director to circulate the Heads of Terms to Board members. 	RO'F DB
[REDACTED]	<ul style="list-style-type: none"> [REDACTED] 	RE/JM
AOB	<ul style="list-style-type: none"> [REDACTED] Next Board meeting scheduled for Friday 30th September at 10:00am with the caveat that if any urgent approvals were required before that date they could be dealt with by written resolution. 	RE RE/KG