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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 D Lally and J Willis.
2.2	The Chair informed the Board of the resignation of Lynn Grimshaw as a Director of the Company with immediate effect. The Chair went on to explain that the resignation was due to Lynn being requested by her Party leader to go onto the board of NCC's Audit Committee and it was felt that the two roles would clash.
2.3	The Chair expressed thanks on behalf of the Company to Lynn Grimshaw for her service to the Company.
3.0	Declarations of Interest
3.1	<p>The Company Secretary stated that the Board's written declarations were recorded as a general notice.</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>
4.0	Minutes of the Previous Meetings
4.1	<ul style="list-style-type: none"> The minutes of the previous meetings held on the 26th November 2021 were REVIEWED and AGREED.

4.2	Actions from the 26th November 2021 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	There were no items brought to the meeting under Matters Arising.
6.0	Ratification of Virtual Board Decisions
6.1	There were no virtual approvals requiring ratification by the Board at this meeting.
7.0	Policies for Approval
7.1	Colleague Recognition Policy
7.1.1	The HR Manager introduced the policy explaining that this had been written to link to the launch of our new values. The policy expanded on the previous process of nominations to the employee forum, to include nominations by the Senior Leadership Team for individuals and by Directors for teams. It was similar, but on a smaller scale, to the NCC policy.
7.1.2	The Policy was discussed by the Board and the following points were raised.
7.1.3	Following a question from the Chair the HR Manager confirmed that this policy was separate from the Remuneration Committee, it was more aligned to our values and recognising performance linked to those values. This recognition would come from colleagues rather than a line manager.
	The Board:
7.1.4	<ul style="list-style-type: none"> • APPROVED the Policy for adoption following Shareholder approval as a Reserved Matter.
7.2	Overtime Policy
7.2.1	The HR Manager presented the policy explaining to the Board that this update had been written based on a recommendation from the Internal Audit team. The Policy summarised the existing practice into one document for ease of reference.
7.2.2	The policy was discussed by the Board and the following points were raised.
7.2.3	<p>Following a question from K Gardner the HR Manager confirmed that Advance Northumberland did not have any staff working a shift pattern.</p> <p>K Gardner went on to ask, with regards to the rates, why were they quoted as time rather than time and a half, and there would normally be reference to the rates for a Bank Holiday. The HR Manager explained that the policy documented</p>

	established custom and practice in the Company and would amend the draft to clarify Bank Holiday working arrangements.
	The Board:
7.2.4	<ul style="list-style-type: none"> • APPROVED the Policy subject to the addition of a reference to the rates for Bank Holidays.
8.0	Non-Confidential Approvals
8.1	Remuneration Committee Terms of Reference
8.1.1	The Chief Operating Officer presented the paper confirming that, at its meeting in October 2021, the Board approved the creation of a Remuneration Committee (the "Committee") as a sub-committee of the Board. This paper sought Board approval for the Committee to adopt the terms of reference.
8.1.2	The paper was discussed by the Board and the following point was raised.
8.1.3	J Reid, as Chairman of the Remuneration Committee, confirmed that he was in agreement with the proposed Terms of Reference.
	The Board:
8.1.4	<ul style="list-style-type: none"> • NOTED the proposed draft Terms of Reference of the Remuneration Committee • APPROVED the draft Terms of Reference of the Remuneration Committee.
8.2	Audit Committee Terms of Reference
8.2.1	The Chief Operating Officer presented the paper to reflect the re-establishment of a Company Audit Committee for Advance Northumberland and its subsidiaries as agreed by Board on 1 st October 2021 and to agree its terms of reference.
8.2.2	The paper was discussed by the Board and the following point was raised.
8.2.3	K Gardner, as Chairman of the Audit Committee, confirmed that she was in agreement with the proposed Terms of Reference.
	The Board:
8.2.4	<ul style="list-style-type: none"> • NOTED the proposed draft Terms of Reference of the Audit Committee. • APPROVED the draft Terms of Reference of the Audit Committee.
8.3	Declaration of Interest Forms
8.3.1	The Chief Operating Office presented the paper explaining that, in the interests of transparency and good governance, the Directors of Advance Northumberland had been required to complete Declaration of Interest forms. This paper suggested a revised form which was clearer and consistent in format with the NCC 'NEL' group equivalent.

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

[illegible]

[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>
	[REDACTED]
[REDACTED]	<ul style="list-style-type: none"> [REDACTED] [REDACTED] [REDACTED]
9.3	Homes: Storm Arwen Impact
9.3.1	<p>The Chief Operating Officer presented the report to inform the Board of the impact of Storm Arwen on Advance Northumberland Homes.</p> <p>The report was discussed by the Board and no questions were raised.</p>
	The Board:
9.3.2	<ul style="list-style-type: none"> NOTED the contents of the report.
9.4	Commercial: Storm Arwen Impact
9.4.1	<p>The Chief Operating Officer presented the report to inform the Board of the impact of Storm Arwen on Advance Northumberland Commercial.</p> <p>The report was discussed by the Board and no questions were raised.</p>
	The Board:
9.4.2	<ul style="list-style-type: none"> NOTED the contents of the report.
9.5	Empire Court: Storm Arwen Impact
9.5.1	<p>The Director of Developments (Commercial & Infrastructure) presented the report to inform the Board of the impact of Storm Arwen on Empire Court.</p> <p>The report was discussed by the Board and the following questions were raised.</p>
9.5.2	J Reid asked how Advance Northumberland were still involved with Empire Court.

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[REDACTED]
[REDACTED]

The Head of Land Acquisition confirmed that he was asking the Board to be able to [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

J Reid asked whether [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

J Reid asked [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

J Riddle stated that his view was that [REDACTED]

[REDACTED] and we should go back to them to see who

[REDACTED]
[REDACTED]

R O'Farrell confirmed his agreement to [REDACTED]

The Director of Developments stated [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

J Reid commented that he would [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

J Reid asked whether, [REDACTED], [REDACTED]

[REDACTED]
[REDACTED] The Head of Land Acquisition

	<p>confirmed that, [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> <p>Action: [REDACTED] [REDACTED]</p>
	The Board:
10.1.3	<ul style="list-style-type: none"> • NOTED the contents of the report and presentation. • [REDACTED] [REDACTED] [REDACTED] • This is a Reserved Matter requiring Shareholder Approval.
10.2	Allerburn House
10.2.1	The Director of Developments presented the report which was discussed by the Board and no questions were raised.
	The Board:
10.2.2	<ul style="list-style-type: none"> • NOTED the contents of the report. • APPROVED the proposed way forward on the development of the Allerburn House scheme.
	G Renner-Thompson left the meeting.
10.3	NEP1
10.3.1	NEP1 Regeneration Works Update
10.3.1.1	The Director of Developments (Commercial & Infrastructure) presented the report which was discussed by the Board and the following point was raised.
10.3.1.2	<p>Following a question from J Reid regarding [REDACTED] [REDACTED] the Director of Development (Commercial & Infrastructure) confirmed that one of the items on the following paper was the [REDACTED] which would touch on that issue.</p>
	The Board:
10.3.1.3	<ul style="list-style-type: none"> • NOTED the contents of the report.

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	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The report was discussed by the Board and the following points/actions were raised.</p>
10.4.2	K Gardner confirmed that she was comfortable with the approach based on the NEP1 update given to the Board by the Director of Developments (Commercial & Infrastructure) earlier in the meeting.
	The Board:
10.4.3	<ul style="list-style-type: none"> • NOTED the contents of this report • APPROVED [REDACTED]
10.5	Confidential Performance Reports for Information
10.5.1	The Chief Operating Officer confirmed to the Board that the usual performance reports had been circulated via the Board portal and invited questions.
	No questions were raised.
11.0	Any Other Business
11.1	The Head of Finance informed the Board that Advance Northumberland were proceeding with an online payment portal, WorldPay, which would provide an overhead saving to the business. As part of that process the supplier required details from the Board Directors. The Head of Finance went on to confirm that he would request these details via an email which would be sent out following this meeting.
11.2	R O'Farrell gave the Board a progress update on the [REDACTED] being carried out by NCC's [REDACTED].
11.3	<p>The Chair commented that he would like to proceed with a Board training and strategic planning session. A date would be explored for late April/May 2022.</p> <p>Action: K Grant to work with diaries.</p>
11.4	<p>The Chair thanked the Board for their attendance and closed the meeting at 17:00.</p> <p>[REDACTED] CHAIR</p>

Summary of Actions		Action
Finance Update	<ul style="list-style-type: none"> Summary of the relationship between all the Advance Northumberland to be presented at the next Board meeting. Hirst update report to be presented at the next Board meeting. M Taylor/J Moran to discuss vulnerable tenant referrals which could be passed through to NCC (Northumberland Communities Together) 	<p>JA</p> <p>JA/JM</p> <p>MT/JM</p>
Storm Arwen Impact	<ul style="list-style-type: none"> Contact to be made with S Nicholson at NCC to share any learnings. 	RE
██████████ Update	<ul style="list-style-type: none"> ████████████████████ ████████████████████ ████████████████████ ████████████████████ ██████████. 	MB
██████████ Update	<ul style="list-style-type: none"> Figures to be provided to R O'Farrell to take to Informal Cabinet for a discussion before the next Board. 	MB
Sale of Land at ██████████	<ul style="list-style-type: none"> Details to be provided regarding rental income versus selling price. 	NT
AOB	<ul style="list-style-type: none"> Date to explored for a Board training session. 	KG

