

Date/Time 28 h January 2022 13:00 – 17:00	Venue Via Teams/Telephone Link	
In attendance:		
Directors: Jeff Watson Jeff Reid	Chair	
Guy Renner-Thompson Kelly Gardner Maureen Taylor Steven Bridgett John Riddle Rick O'Farrell		
Present:		
Robin Earl	Advance Northumberland Chief Operating Officer	
Jon Anderson	Advance Northumberland Head of Finance	
William Thompson	Group Company Secretary	
Kim Grant (Minutes)	Advance Northumberland Personal Assistant	
Part:		
Andrew Lovatt	Advance Northumberland Director of Developments (Commercial & Infrastructure)	
Michael Black	Advance Northumberland Director of	
Duncan Bowman	Economic Growth & Investments Advance Northumberland Director of Developments	
Kathryn Hutchinson	Advance Northumberland Senior Investment Manager	
Gary Hudson	Advance Northumberland Head of Investments	
Andrew Mowbray	Advance Northumberland Head of Project Management	
Neil Turnbull	Advance Northumberland Head of Land Acquisition	
Pam Robertson	Advance Northumberland HR Manager	
Apologies:		
Daljit Lally	NCC Chief Executive	
Jan Willis	NCC Executive Director of Finance (s151 Officer)	



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				
	recorded as a general notice.				
4.0	Minutes of the Previous Meetings				



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	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	Following a question from K Gardner the HR Manager confirmed that Advance Northumberland did not have any staff working a shift pattern.			
	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			

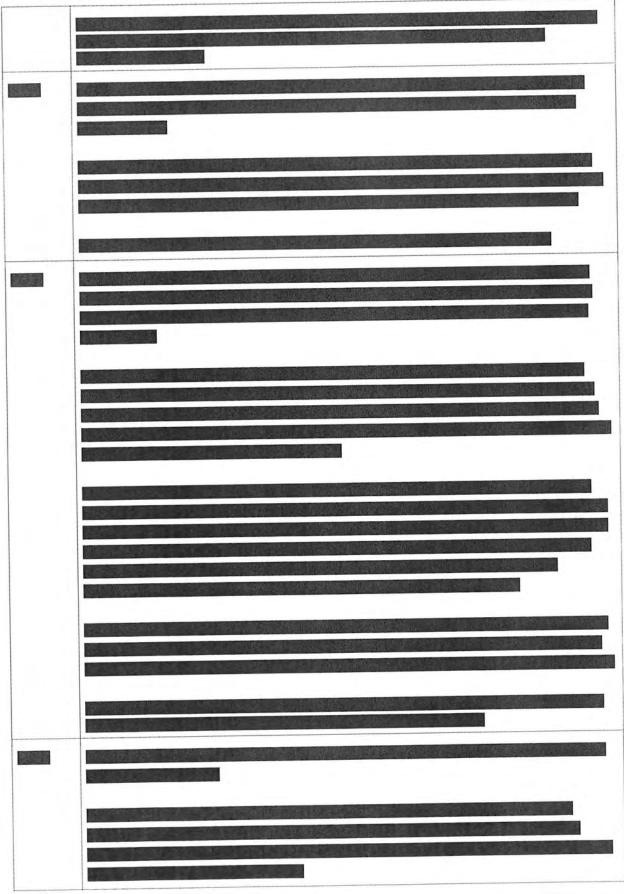


	established custom and practice in the Company and would amend the draft to clarify Bank Holiday working arrangements.
	The Board:
7.2.4	APPROVED the Policy subject to the addition of a reference to the rates for Bank Holidays.
8.0	Non-Confidential Approvals
8.1	Remuneration Committee Terms of Reference
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	 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 1st 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	 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.

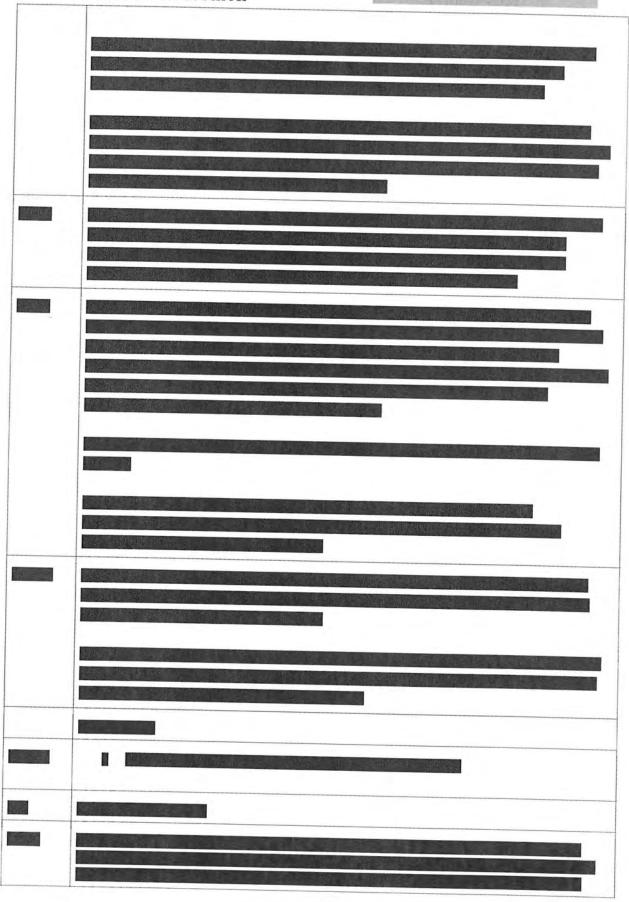


8.3.2	The paper was discussed by the Board and no questions were raised.
	The Board:
8.3.3	 APPROVED the draft Declaration of Interest Form APPROVED the requirement for all Board members and sub-committee members to complete this form annually, starting immediately. APPROVED the requirement for all Board members and sub-committee members to give written notice in a timely manner of any material changes to the information submitted on the Declaration of Interest form.
	CONFIDENTIAL ITEMS
8-44	

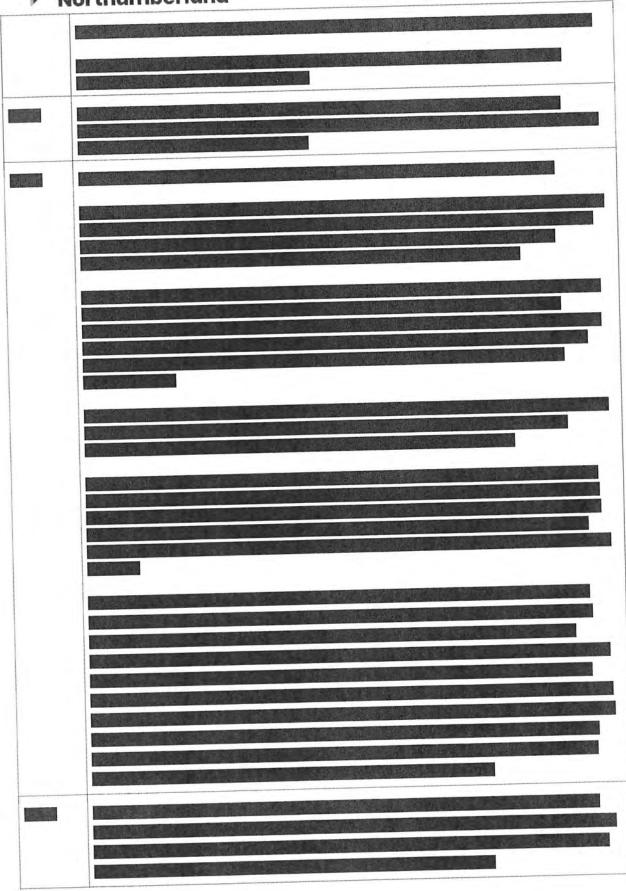




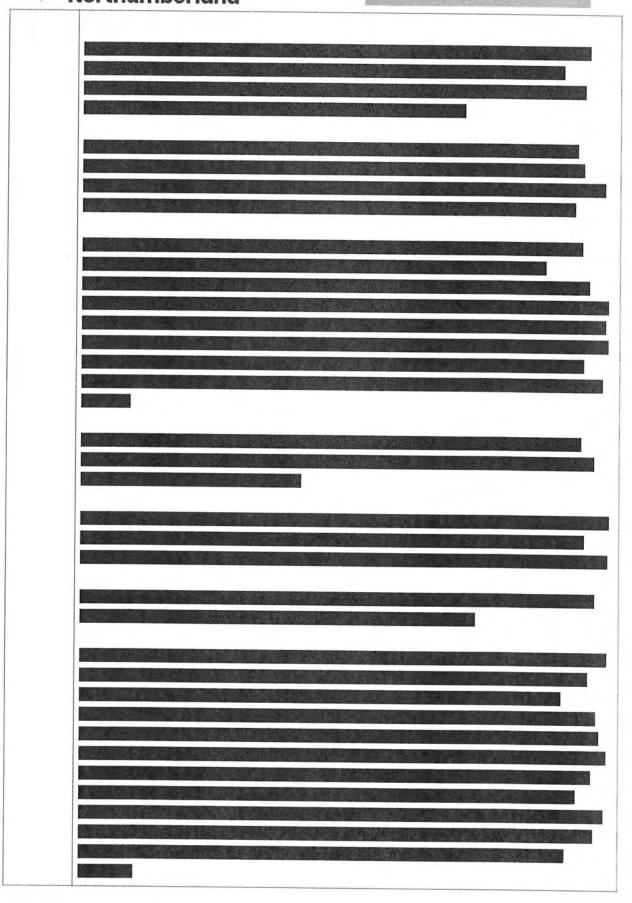
Advance Northumberland



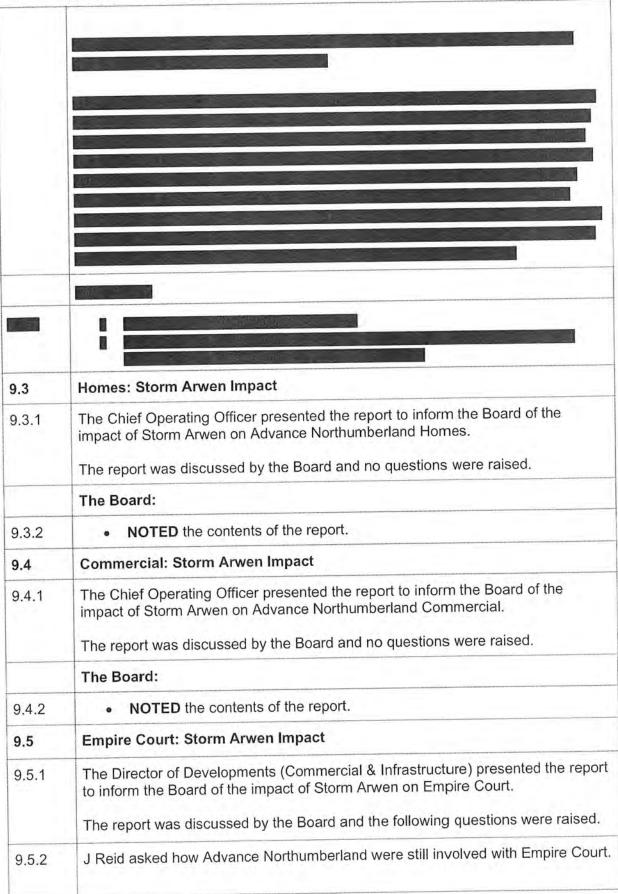








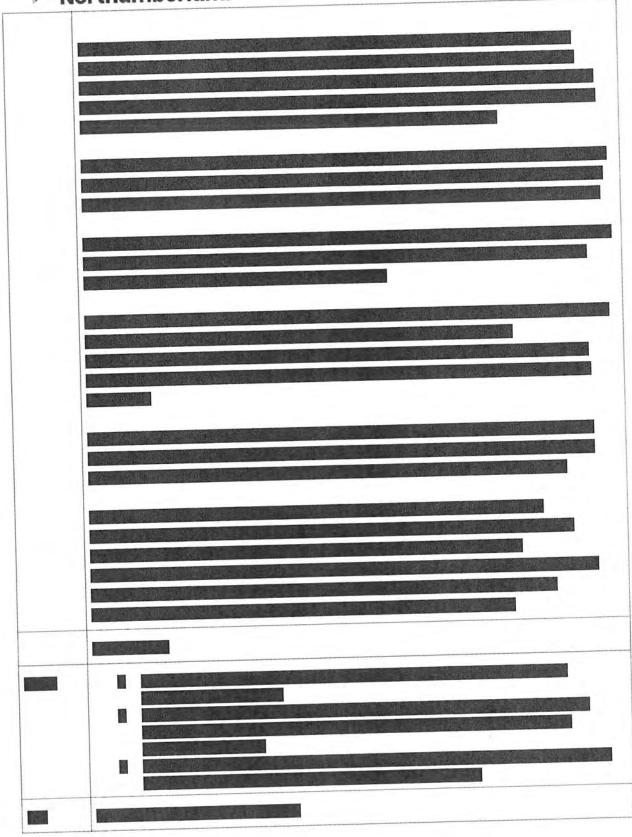






,	To that he had
	The Chief Operating Officer confirmed that the properties had been sold but there was a two-year warranty period plus an insurance backed equivalent to NHBC thereafter which covered construction issues.
	J Reid stated that NCC were holding a public enquiry regarding how they reacted to the Storm and if Advance Northumberland felt that they could contribute to that they could contact the team. The Chief Operating Officer confirmed that he would make contact and share any of our learning. We would also be doing an internal review.
	Action: Chief Operating Officer to contact S Nicholson at NCC.
***************************************	The Board:
9.5.3	 NOTED the contents of the report. NOTED that a monetary provision would need to be set aside from the Ascent Homes budget to resolve the structural / safety issues which had occurred
9.6	Update
9.6.1	The report, presented by the Senior Investment Manager, was discussed by the Board and the following points/actions were raised.
9.6.2	







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The Board:
NOTED the contents of the report.
Reports for Approval/Decision
Sale of Sale o
The Head of Land Acquisition presented the report which was discussed by the Board and the following points/actions were raised.
A more detailed report on the general strategy for will be presented to Board at a later date, this report covers the land that was marketed at the end of last year and there are some potential purchasers awaiting our Board approval
The Head of Land Acquisition confirmed that This land was originally
marketed in October last year as leisure land.
The Head of Land Acquisition informed the Board that he was seeking to gain
approval to
The Chair asked what the legal position was The Head of Land Acquisition stated that it was marketed through Strutt & Parker in
October 2021 with



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J Reid ask	ed whether		Quadra office	
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J Riddle sta	ted that his view v		ve should go ba	ck to them to s
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The Director	of Developments	stated		
J Reid comm	nented that he wo	uld		
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	confirmed that,			
	Action:			
	The Board:			
0.1.3	NOTED the contents of the report and presentation. 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.			
11.01	The Board:			
10.2.2	 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 rep which was discussed by the Board and the following point was raised.			
10.3.1.2	Following a question from J Reid regarding the Director of Development (Commercial & Infrastructure) confirmed that one of the items on the following paper was the which would touch on that issue.			
	The Board:			
	NOTED the contents of the report.			

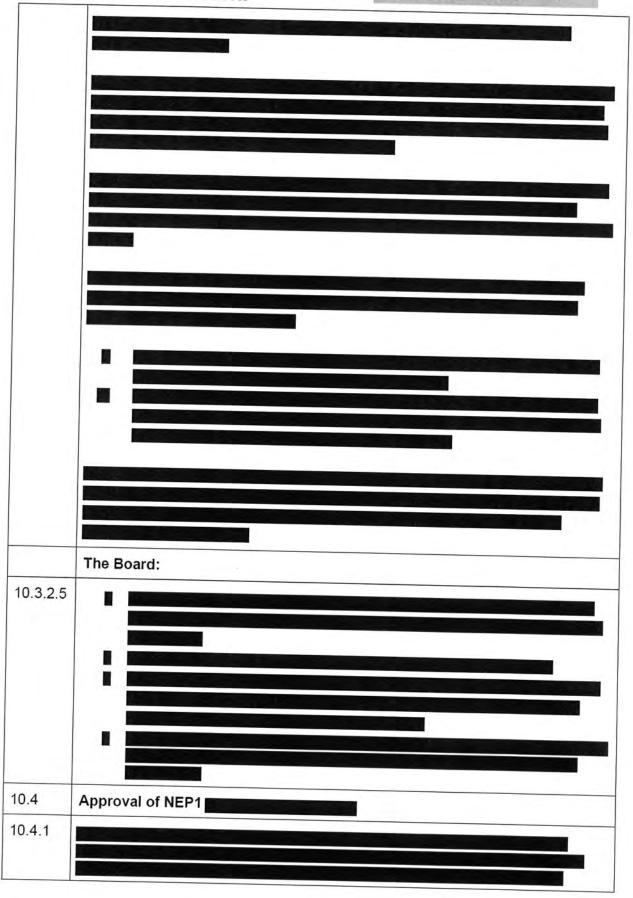


10.3.2	Approval of NEP1 Contractual Arrangements
10.3.2.1	The Director of Developments (Commercial & Infrastructure) presented the report which was discussed at length by the Board and the following points/actions were raised.
10.3.2.2	The Director of Development (Commercial & Infrastructure) stated that the original request to the Board
	The Group Company Secretary stated that our relationship with
	ollowing a question by the Chair on whether it was more
	he Director of Development (Commercial & Infrastructure) informed the Board nat,, he was sking the Board's consent to explore the best option for Advance



Northumberland from a time and cost point of view rather than procuring a construction contract immediately. We would then move forward when we had arrived at the right solution for us. R O'Farrell confirmed that Advance Northumberland should continue to explore the options to make sure we got the optimum solution in terms of time and delivery The Director of Developments (Commercial & Infrastructure) informed that Board 10.3.2.4

Advance Northumberland







	The report was discussed by the Board and the following points/actions were raised.
0.4.2	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	NOTED the contents of this report APPROVED
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 carried out by NCC's
11.3	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. Action: K Grant to work with diaries.
11.4	The Chair thanked the Board for their attendance and closed the meeting at 17:00.



Summary of Actions		Action
Finance Update	 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) 	JA/JM MT/JM
Storm Arwen Impact	 Contact to be made with S Nicholson at NCC to share any learnings. 	RE
Update		МВ
Update	Figures to be provided to R O'Farrell to take to Informal Cabinet for a discussion before the next Board.	МВ
Sale of Land at	Details to be provided regarding rental income versus selling price.	NT
АОВ	Date to explored for a Board training session.	KG

