
Date/Time

Friday 31st January 2020
13:00 – 15:25

Venue:

Advance Northumberland, Wansbeck
Workspace, Rotary Parkway, Ashington,
Northumberland, NE63 8QZ

In attendance:

Richard Wearmouth
Jeff Reid
Malcolm Robinson
Christine Dunbar
John Woodman
Martin Knowles

Advance Northumberland Chair
Leader of Liberal Democrat Group

Present:

Ken Dunbar
Robin Earl

Advance Northumberland Managing Director
Advance Northumberland Chief Operating
Officer

Colin Dickson

Advance Northumberland Chief Finance
Officer

Daljit Lally
Andy Stewart

NCC Chief Executive

Kim Grant (Minutes)

NCC Finance Manger, Corporate Resources
Advance Northumberland Personal Assistant

Part:

Pam Robertson
Duncan Bowman

Advance Northumberland HR Manager
Advance Northumberland Development
Director

Apologies:

Peter Jackson
Susan Dungworth
Chris Sayers

Leader NCC

Pat Walker
Alison Elsdon
Chris Hand

Chair of Board of Governors, Northumbria
University
Advance Northumberland Governance &
Performance Manager
NCC Service Director Finance

1.0 Welcome and Introductions

1.1 The Chair welcomed the attendees and new Board member, Martin Knowles, and declared the meeting quorate.

2.0 Apologies for Absence

2.1 The Chair reported that there had been apologies for absence from Peter Jackson, Susan Dungworth, Chris Sayers, Allison Elsdon, Chris Hand and Pat Walker.

3.0 Declarations of Interest

3.1 The Chair confirmed that Martin Knowles would complete a declaration of interest form and only declare on individual items going forward.

4.0 Minutes of Previous Meetings

4.1 The minutes of the previous meeting held on the 6th December 2019 were **REVIEWED** and **AGREED** subject to the following amendment;

- Page 21 second bullet point to read "reporting to Board in the New Year rather than July.

4.2 The draft Audit Committee minutes of the 13th January 2020 were **REVIEWED**. The Chair of the Audit Committee, John Woodman, confirmed that it was the intention to hold the Audit Committee meeting quarterly 2 weeks before a Board meeting in order to present draft minutes to the Board for their review.

5.0 Matters Arising

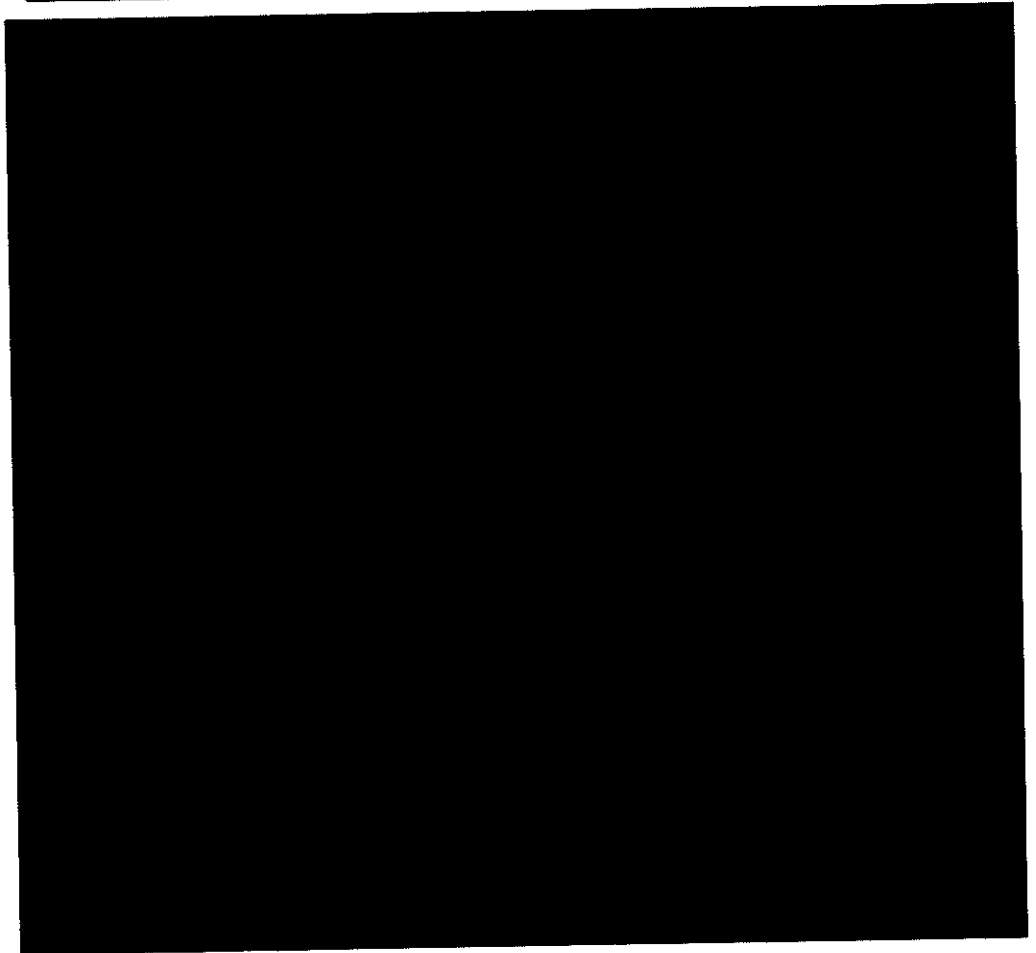
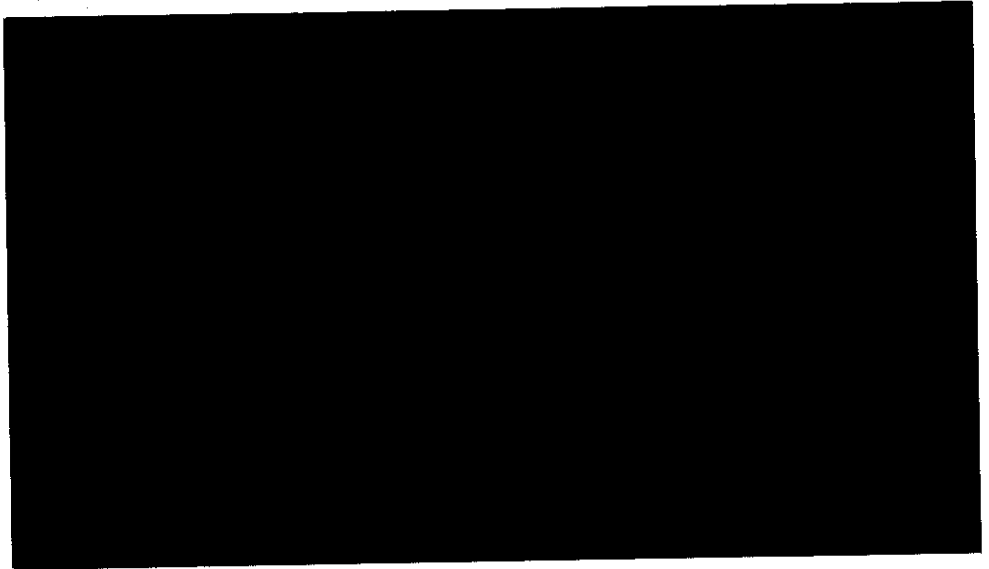
5.1 The Managing Director confirmed that the Corporate Scorecard and the revised Strategy would be brought back to a future Board meeting.

5.2 The Managing Director confirmed that a follow up meeting between the Advance Northumberland COO and the NCC Deputy Chief Executive with regards to any remaining issues around alignment of the Corporate Risk Register with NCC's Corporate Risk Register had taken place.

5.3 The Managing Director went on to confirm that the Operating Agreement between Advance Northumberland and NCC was now in place, however some discussions were still required regarding financial arrangements.

- 5.4 With regard to the resilience of IT testing, the Managing Director confirmed that this was in hand in conjunction with NCC's civil contingencies team.
- 5.5 Amendment to point 9.1.6 which should read "no statutory role" rather than "any statutory role". The NCC Chief Executive commented that whilst there may be no statutory role for Advance Northumberland there was for NCC and there was an expectation of working between businesses. The Managing Director highlighted that Advance Northumberland would need to meet the training requirements for NCC Business Continuity and and resilience requirements which will require a time and resource commitment from the company, though this would depend on the Council's stated Business continuity requirements.
- 5.6 The Chief Finance Officer confirmed that adjustment to the wording of point 9.2.5 to reflect J Woodman's comments had been done.
- 5.7 The Chair requested that a summary table be inserted at the end of the minutes to summarise the actions.
- 6.0 Ratification of Board Decisions Made Electronically**
- 6.1 The following electronic decision was ratified by Board;
- Commissioners' Quay Bulk Excavation
 - St Paul's, Cramlington - Groundworks
- 6.2 M Knowles asked whether there any issues relating to how Advance Northumberland were assessing groundworks.
- 7.0 Summary of use of Power of Attorney since last Board meeting**
- 7.1 The Chief Operating Officer introduced the summary paper which had been requested by Board at the previous meeting.
- 7.2 The Chief Operating Officer stated that the Power of Attorney, as approved by Board on the 6th December 2019, enabled the Managing Director and Chief Operating Officer to sign documents on behalf of the Company. The attorneys could only act where there had been appropriate approval in accordance with the Company's financial regulations and delegated authorities; the power of attorney does not change or extend the existing approved delegated approval limits.
- 7.3 The Chair requested that a value column be added to the summary report
- 8.0 Performance Updates**
- 8.1 Finance Update**
- 8.1.1 The Chief Finance Officer presented the report and gave the Board an update of the current position and key risks;

Company (Advance Northumberland)



The Board:

- 8.1.5 • **NOTED** the contents of the report.

- 8.2 **Human Resources**
- 8.2.1 The HR Manager presented the report to update the Board on current HR activities.
- 8.2.2 The HR Manager stated that the current headcount within Advance Northumberland at 31st December 2019 was 122 and labour turnover for the period 2019/20 was 11.61% (14 voluntary leavers – annualised data).
- 8.2.3 The HR Manager confirmed that the sickness absence rate for the 9 months ending 31st December 2019 was; short term 342 days, long term 937 days which equated to an average of 5.44% of working time. There were 5 people who were classed as being on long term sickness. All of were being managed through their line manager and occupational health.
- 8.2.4 The HR Manager stated that recruitment was ongoing with 6 live vacancies and 4 posts currently under offer.
- 8.2.5 The HR Manager confirmed that completion rates for mandatory training on the NCC portal were being monitored and at the end of December 2019 were 91.6%.
- 8.2.6 The HR Manager stated that 18 / 21 of the health surveillance appointments had been completed. The remainder were booked in. Four people had been referred for a Tier 4 HAVS assessment with an occupational health physician which were scheduled for March.
- 8.2.7 The HR Manager informed Board that 18 managers had completed training with Ward Hadaway on managing investigations and hearings.
- Customer Care training had been commissioned with Footprint learning and development, research was underway and a full programme would launch in March / April.
- Lone Worker training through the Suzy Lamplough Trust had been arranged with 32 people currently booked to attend.
- Dignity at Work training sessions had been arranged with 88 people booked to attend.
- A leadership development programme was planned as part of the business planning process.
- Advance Northumberland were currently investigating the potential of the IIP standard being introduced across the business. A paper would be brought to the March Board to explore further.
- 8.2.8 The HR Manager confirmed that 10 people were currently undertaking career pathways with four more to be developed / approved.

There were currently 3 apprentices within the group studying AAT, Team Leading and IT Practitioner. The HR Advisor was undertaking her CIPD Level 5.

- 8.2.9 The HR Manager confirmed that one member of staff was currently suspended following a failure of the D&A test. A disciplinary hearing had been scheduled for the 21st January.
- A further member of staff was under investigation for failure to follow the absence reporting procedure including non-attendance at occupational health appointments and failure to provide fit notes.
- 8.2.10 The HR Manager stated that a programme of retrospective DBS checks would be introduced for existing staff from February 2020. This would then form part of our recruitment for specific posts going forward.
- 8.2.11 The HR Manager went on to state that, from February 2020, staff would be consulted about changes to mileage / expenses.
- 8.2.12 The HR Manager confirmed pension scheme presentation and surgeries had been booked for the 10th March. Presentations for the new cash plan providers would take place on the 29th January.
- 8.2.13 The HR Manager confirmed that, following a review of staffing levels and inbound calls and client requirements over the Christmas 2019 period, the business will close for 3 days between Christmas and New Year 2020, with staff utilising annual leave and / or flexitime within the scheme rules.
- 8.2.14 The HR Manager stated that Advance Northumberland's current Leave from Work Policy gave 1 working week bereavement leave for the death of a child up to the age of 18. The policy would be updated to reflect legislative changes from April 2020 to allow two weeks bereavement leave.
- 8.2.15 The HR Manager confirmed that Advance Northumberland would be working on the introduction of more formalised salary grades / bands / review process in the first quarter of the new financial year. This would replace the system of broad band salary grades that were in place currently and give clarity to staff on salary progression opportunities.
- 8.2.16 The HR Manager confirmed that the performance management cycle was April to March. Mid year reviews were due to be completed in October. Training had been delivered to managers to ensure effective use of the system.

Mid-year reviews completion rates:

- Number due – 87
- Number completed – 47

- This equated to 54%

8.2.17 J Woodman asked whether the 54% completion rate was a cause for concern. The Managing Director stated that the majority of the reviews had been completed but there was a backlog associated with logging them onto the HR Portal which was being tackled.

The Board:

8.2.18

- **NOTED** the contents of the report.

8.3 **H&S Update & Data Report**

8.3.1 The Managing Director presented the Health & Safety update report and the dashboard which gave an update on current Health & Safety (H&S) issues confirming that there had been no Riddor reportable accidents within the period.

8.3.2 The Health & Safety Manager continued to promote a positive safety culture throughout the business through direct support and advice as well as site visits and investigations. Site audits and inspections within Ascent Homes, Commercial and Business Development areas had been undertaken. These site visits continued to show evidence of high standards and best practice. Any issues of areas of weakness were rectified immediately or were escalated to a Director. Additional support on health and safety queries was also delivered when requested.

8.3.3 The Managing Director stated that a programme of all staff workshops on accident and incident reporting was completed. Lone Worker training had been confirmed for March 2020 with the Suzy Lamplugh Trust, to be delivered to those posts identified as higher risk. All staff were due to attend a workshop delivered by the Health & Safety Manager.

8.3.4 The Managing Director confirmed that a total of five incidents and one accident had occurred over the December time period. Four of these incidents had occurred at the NEP 1 development site over five days in and around the barge and piling area. These incidents were investigated comprehensively by the contractor, Farrans Construction, who had overall responsibility for managing health and safety on site and control of operatives and sub-contractors. Incidents they report back to Advance Northumberland via weekly or monthly reports were part of that process to give transparency and complete oversight of safety matters on this project.

8.3.5 The NCC Chief Executive queried the issue of a contractor and their responsibilities, with the liability remaining with the organisation. The report needed to include if there were any actions taken or clearly express if there were no actions required.

8.3.6 The Managing Director confirmed that two Health & Safety audits were undertaken at Ellington and St Pauls. No yellow or red cards were issued on Ascent Homes during December.

- 8.3.7 The Managing Director stated that the HSE visited the Commissioners Quay site during December. Their main focus of attention related to the hoarding around the site and they requested a copy of the design. This was submitted and no further action had been received.

The Board:

- 8.3.8
- **NOTED** the contents of the report.

8.4 **Information Governance**

- 8.4.1 The Chief Operating Officer presented the report to inform Board of the Freedom of Information and Subject Access Requests dealt with by Advance Northumberland over the preceding month.

- 8.4.2 The Chief Operating Officer stated that this report had been included for the first time as the penalties for incorrect treatment of data were large and Advance Northumberland wanted to make Board aware that they were taking this subject very seriously.

- 8.4.3 The Chief Operating Officer stated that Advance Northumberland would normally have 20 working days to reponse to a request. There are certain circumstances where a request can be refused which include:

- It would cost too much or take too much staff time to deal with the request
- The request was vexatious
- The request repeats a previous request from the same person

Other exemptions relate to particular types of information, for example information relating to government policy, where harm would arise from disclosure or where disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interest.

The grounds for refusing a request are tightly regulated and before a refusal can be agreed, consideration must be given to the public interest test and the prejudice test.

- 8.4.4 The Chief Operating Officer confirmed that Advance Northumberland had not received a request for information via the Freedom of Information Act since February 2019.

- 8.4.5 The Chief Operaring Officer confirmed that the Data Protection Act 2018 provided a comprehensive and modern framework for data protection in the UK and sets new standards for protecting general data in accordance with the General Data Protection Regulation (GDPR). The right of access, commonly referred to as subject access, gave individuals the right to obtain a copy of their personal data as well as other supplementary information. Individuals have the right to obtain the following information:

- Confirmation that you are processing their personal data
- A copy of their personal data

- Other supplementary information – this largely corresponds to the information that you should provide in a privacy notice.

- 8.4.6 The Chief Operating Officer stated that Advance Northumberland were required to comply with a request without undue delay and at the latest within one month of receipt of the request or (if later) within one month of receipt of:
- Any information requested to confirm the requester's identity
 - A fee (in certain circumstances)
- 8.4.7 The Chief Operating Officer confirmed that Advance Northumberland had received one subject access request in the last six months, which was dealt with within the required timescales.
- 8.4.8 The Chief Operating Officer stated that the GDPR introduced a duty on all organisations to report certain types of personal data breach to the relevant supervisory authority. This must be done within 72 hours of becoming aware of the breach where feasible. Advance Northumberland have had no reportable data breaches to date.
- 8.4.9 The Chief Operating Officer confirmed that there had been a near miss data breach relating to email communication. The implications were risk assessed using the NCC Breach Severity Tool, which concluded that the issue would not impact negatively on the data subjects and therefore did not need to be reported to the ICO.
- 8.4.10 M Knowles asked how confident we were in our systems to report this and were there any outstanding audit reports in connection with this? The Chief Operating Officer stated that this was an extremely important area and we would be driving any improvement where we could. Broader systems were being explored which would include data governance particularly concerning communication. J Woodman commented that this was one of the areas that had been raised for next year's audit.

The Board:

- 8.4.11
- **NOTED** the contents of the report.
- 9.0 **Board and Remuneration & Nominations Committee Terms of Reference**
- 9.1 The Managing Director presented the report to enable Board to consider the proposed Board and Nominations & Remuneration Committee Terms of Reference.
- 9.2 The Managing Director reminded the Board that the Terms of Reference (ToR) for Board and Nominations and Remuneration Committee remained an outstanding action from the Arch to Advance Northumberland transition plan and was highlighted as a weakness of controls in the Audit Annual opinion in October 2019. The primary reason for the delay was down to a

need to complete the Operating Agreement as this was a necessary precursor to the completion of the Terms of Reference.

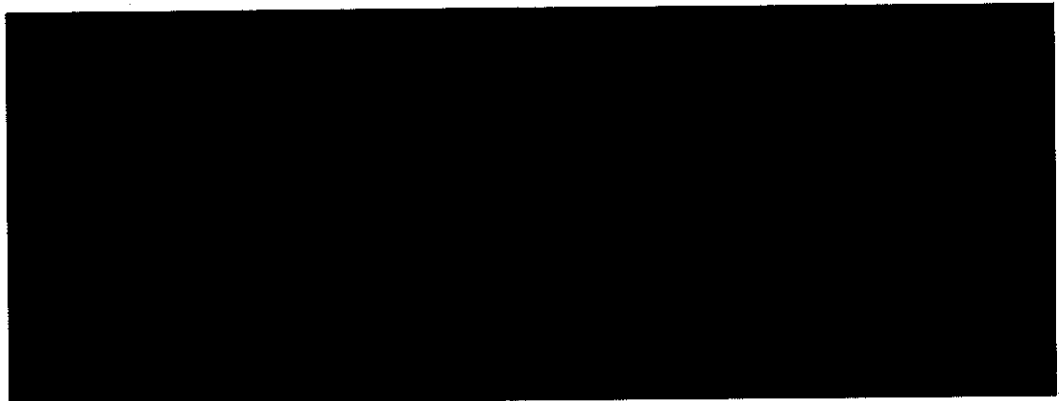
9.3 The Managing Director went on to remind Board that the Operating Agreement was approved at the December 2019 meeting of the Board. This document was the Shareholder's key control document setting out the respective roles of the parties, matters reserved for the Council, operating principles, financial framework, role and purpose of the company and the performance standards. The ToRs must reflect this document and define Director's duties, responsibilities and liabilities. It also determined those matters that fell to the Board to decide.

9.4 The Managing Director confirmed that the proposed Terms of Reference had been reviewed by the company's legal advisors, who were retained for all company establishment/transfer matters. The ToRs followed typical format for Nominations and Remunerations Committees as determined by company law, but configured to meet the unique requirements of a wholly owned company.

9.5 The Managing Director stated that now that the key governing documents and agreements were in place, and with the recruitment of new Directors to the Board, Advance Northumberland's legal advisors would conduct Board training in the near future. This formed part of the original contract for advice on the creation of the new company.

9.6 The Managing Director confirmed that, in conjunction with the Operating Agreement, the ToRs would support the overall governance framework for the company and would aid in providing assurance to the Shareholder and Audit Committee.

9.7



9.8 J Reid requested an alteration to Point 3.1.2 within the Remuneration & Nomination ToRs to read "they" rather than "he".

The Board:

9.9

- **NOTED** the contents of the report.

- **APPROVED** the Board Terms of Reference and the Nominations & Remuneration Committee Terms of Reference subject to the following changes;
 - Changes to authority from CEO to MD within the Remuneration & Nomination ToRs
 - Alteration to Point 3.1.2 within the Remuneration & Nomination ToRs
 - Rewording of Point 3.4 within the Board of Directors ToRs
- **REQUESTED** that the amended versions be recirculated.

10.0 Policies

10.1 Policy Summary

10.1.1 The Managing Director introduced the report to present a suite of new and revised policies to Board for approval.

10.2 Data Protection Policy

10.2.1 The Managing Director stated that the Data Protection Policy had been developed to provide guidance, assistance and awareness to all Company employees and to ensure a standard, consistent approach to processing personal and special category data.

10.2.2 The Managing Director confirmed that the Policy sets out the obligations of the Company in relation to data protection and the rights of its tenants, customers, business contacts, contractors, subcontractors and employees with regard to their personal and special category data under the Data Protection Act 2018.

10.3 Health & Safety Policy

10.3.1 The Managing Director reminded Board that the Health & Safety Policy and Statement had been presented to Board in April 2018. Due to staffing changes it had been necessary to revisit the Policy and the Statement.

10.3.2 The Managing Director confirmed that, following approval of the Policy, the document would be issued to staff for their information and attention.

10.4 Modern Slavery Statement

10.4.1 The Managing Director stated that certain commercial organisations must publish an annual statement setting out the steps they take to prevent modern slavery in their business and their supply chains. This is a requirement under Section 54 (Transparency in Supply Chains) of the Modern Slavery Act 2015.

- 10.4.2 The Managing Director confirmed that a commercial organisation was required to publish an annual statement if:
- It was a body corporate or a partnership whether incorporated or formed.
 - It carried on a business or part of a business in the UK
 - It supplied goods and services
 - It had an annual turnover of £36 million or more
- 10.4.3 The Managing Director stated that, to meet and demonstrate you have met the minimum legal requirements, the Company must update the statement every year within 6 months of the organisation's financial year end, publish the statement on the website, get approval from the Board of Directors and get sign off from a Director.
- 10.4.4 The Chief Operating Officer confirmed that this was a new policy but had taken pointers from other organisations. The Managing Director confirmed that this policy aligned with NCC's policy but it would also be checked against any legal legislation and would be discussed under matters arising at the next Board meeting.
- 10.4.5 M Knowles stated that it was important that staff were trained and were complying with the policy.
- 10.4.6 The NCC Chief Executive stated that training had been undertaken with NCC front line staff via the Safeguarding Board, the Chief Operating Officer agreed to speak with the NCC Deputy Chief Executive for further information.
- The Board:**
- 10.4.7
- **APPROVED** the following policies and statement;
 - **Data Protection**
 - **Health & Safety**
 - **Modern Slavery Statement**
- 10.5 **Financial Delegations Policy Update**
- 10.5.1 The Chief Finance Officer introduced the report to highlight the changes made to the current Financial Delegated Authority Policy.
- 10.5.2 The Chief Finance Officer reminded the Board that the current Financial Delegated Authority Policy was approved by Board in December 2016, setting out the delegated authority and level of that authority with the Advance Northumberland Group.
- 10.5.3 The Chief Finance Officer stated that there had been various amendments to the policy as roles and the needs of the business had changed. A number of these changes had been made to allow greater flexibility and create efficiencies in the way in which the business authorises orders and

purchase invoices.

10.5.4

The Chief Finance Officer presented the following summary of changes;

Area	Description of change
'Housekeeping'	Omission of the word 'New Post' in relation to the Chief Operating Officer
Remuneration and Nominations Committee	Restrict the approval of pay increases to the Remuneration and Nominations Committee only
Senior Manager role	A new Senior Manager role has been created within the scheme of delegations to allow greater flexibility of signing orders and invoices. There is a bottleneck in authorising invoices between the Budget Holder (£1k) role and the SLT member (<£20k). The Senior Manager role (appointed by an SLT member) will have a limit of £5k.
Differentiation between Order/Contractual Commitment and Purchase Invoice	The current delegations are set out so that any orders and invoices >£250k must obtain Board approval. Differentiating the two will allow the settlement of liabilities on Board approved contracts [REDACTED] to continue without the need for Board approval at each invoice stage.
Emergency expenditure approval in relation to H&S risks (where there is imminent threat to life or limb)	This has been included to allow immediate action required to mitigate imminent H&S risks with retrospective approval required within the normal delegations.
List of Authorisers	A list of authorised staff, job titles, area of business and limits they have authorisation for has now been included so there is no ambiguity in sign off delegations.

10.5.5

The Chair requested that the Board be sighted on Change Requests/Change Control.

10.5.6

M Knowles commented that he understood the point regarding the business moving forward but felt that there was a need to ensure that it was done within a properly controlled environment to give assurance. The COO

confirmed that there would be a QS sign off for large invoices which would give control.

The Board:

10.5.7 • **APPROVED** the amended Financial Delegated Authority Policy (v5).

11.0 **Project Approvals**

11.1 **Volumetric & Carbon Neutral Housing**

11.1.1 The Development Director introduced the paper which outlined the scope, methodology and outputs of a report which was to explore two separate matters in relation to housing delivery;

- i. MMC (Modern Methods of Construction) - reviewing the use and extent of offsite fabrication in terms of housing delivery. This ranged from the use of alternative build systems such as timber frame and light gauge steel through to full volumetric housing (entire homes above foundations being manufactured off site).
- ii. Environmentally Focused Housing - a review of what was involved to achieve a carbon neutral home.

11.1.2 The Development Director stated that whilst these two matters were actually separate issues they were, in terms of achieving (ii) not mutually exclusive, where a fabric first solution could potentially vastly improve the environmental credentials of a home.



11.1.3 The Development Director stated that one fact that was abundantly clear was that both of these matters, MMC and Environmentally Focused Housing, would lead to increased costs. It may be that the value threshold in Northumberland may not support these aspirations. This would form part of the discussion within the final report.

11.1.4 The Development Director stated that In consideration of this scoping paper, given the investors declared Climate Emergency in Northumberland, it was fully apparent why we need to review the potential to increase our environmental credentials in our housing delivery. However, it was not apparent what the driving force was behind MMC. For example, should we elect to go fully volumetric any systems currently on the market would divert our investment in Northumberland to other locations within the UK/Abroad and lower the spend with local suppliers and labour. It would be good to understand what the Board's view was on why they wish to follow an MMC route to enable focus against these aspirations.

11.1.5 The Development Director confirmed that, in terms of MMC, the report would consider the following build methods as potential alternatives to masonry (traditional):

1. Timber frame:

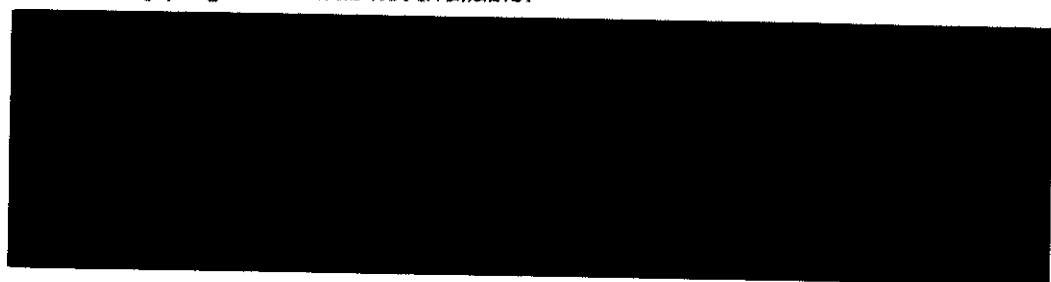
2. Light Gauge Steel
3. Volumetric
4. Other potential is Cross Laminated Timber.

11.1.6 The Development Director went on to confirm that Carbon Neutral had been agreed upon at the Housing Delivery Board and it was assumed the requirements on Advance Northumberland would be no different. Carbon Neutral had a recognised assessment criteria, utilising SAP assessments with a high number of SAP assessors available within the industry. 


11.1.7 The Development Director stated that the main issue once the report was progressed was that SAP and environmental targets were going through a state of change/review over the coming years. A new Part L of the Building Regulations was out for consultation which raised environmental targets. It was not clear if what was under consideration would survive the lobbying of the major house builders/developers who would be more than likely keen to manage large cost increases which some of the proposed changes entailed. Therefore, whilst the paper would focus in on achieving carbon neutral now, it would also consider future proofing what we are doing. An example would be the use of gas boilers vs Air Source Heat Pumps.

11.1.8 The Development Director confirmed that in the current SAP assessment there would be little point in considering the use of Air Source Heat Pumps, both from a SAP scores and cost to value perspective. This was because the scoring criteria takes a dim view of any electric sourced heating (which air source heat pumps are) as fossil fuels were predominately utilised to generate the power source. The new SAP assessment, if published unchanged, takes account of the extent of green energy now and proposed in electricity generation. Therefore this makes air source heat pumps a far better choice SAP wise in the future. Gas boilers were targeted to be removed from new build house construction by 2025. So do we go for the current SAP assessment and utilise a gas boileror do we consider what is best for the end user which would lead to an air source heat pump? The latter being far more expensive.....to emphasise, it's not as straight forward especially when cost considerations are factored in.

11.1.9 The Development Director stated that it was apparent that in order to get the correct answer this would tie up resource which in the current cycle of the delivery programme was not available.



11.1.10

[REDACTED]

The Development Director pointed out to Board that a scheme would need to be considered to fully appreciate the full impact of any option as a benchmark to establish cost and programme considerations. These would factor into the conclusion summary.

11.1.11

J Woodman asked where the pressure was to explore Carbon Neutral homes now rather than later.

The Development Director stated that the direction from NCC was that they wished to explore it in the near future.

J Woodman voiced his concern that if there was a review currently taking place which could lead to a new set of standards or approaches should we be waiting? Whilst the idea sounded sensible would it be more sensible to do it later?

M Knowles commented that it seemed sensible to undertake this but the question was around the thresholds with which it is done. If the company wanted to be innovative how far does it go, a partnership would be required and securing grants would be key. Advisors within the sector would be very keen to be involved and there was a wealth of free advice available. It would be worth exploring how we could get that skills transfer from these people so that we could take this forward.

The NCC Chief Executive commented that, in terms of business opportunity and the methodology, rather than NCC and Advance Northumberland duplicating the work on this it should be directed through the Housing Group to pool the knowledge in order for both to gain from it. The NCC Chief Executive commented that this was something that would definitely be taken forward by NCC.

The Board:

11.1.12

- **APPROVED** the scope/methodology of the report.
- [REDACTED]

The NCC Finance Manager, Corporate Resources left the meeting.

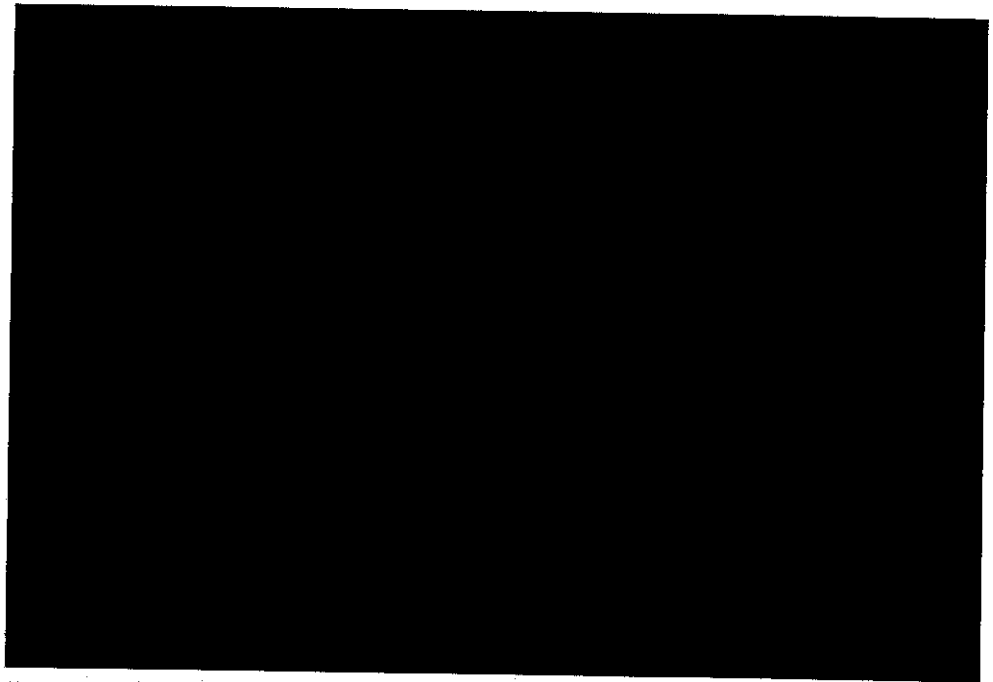
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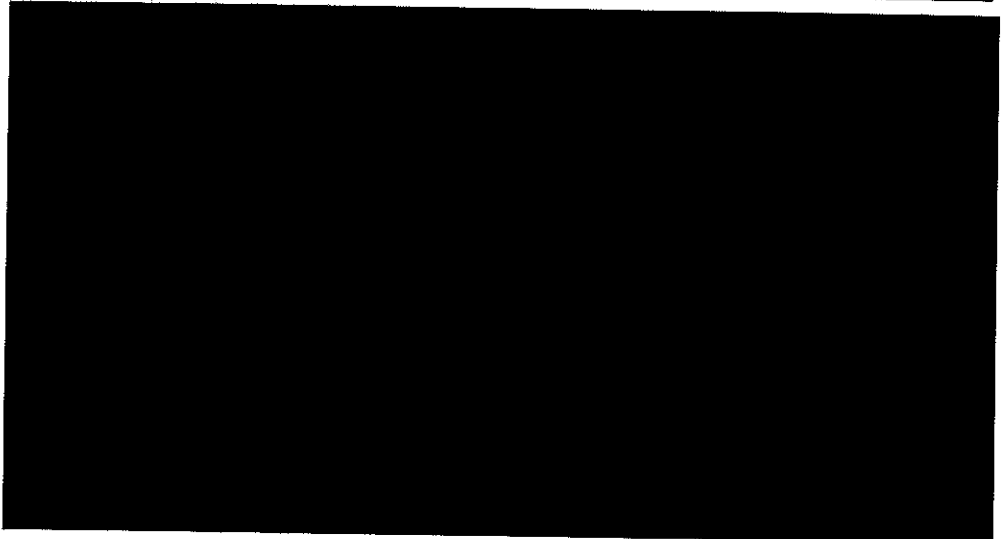
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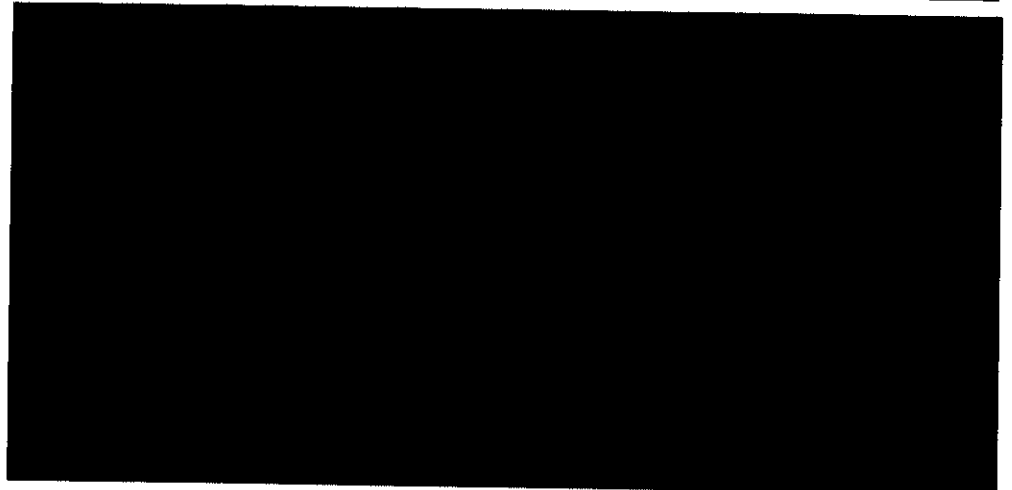
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12.1.9

12.1.10

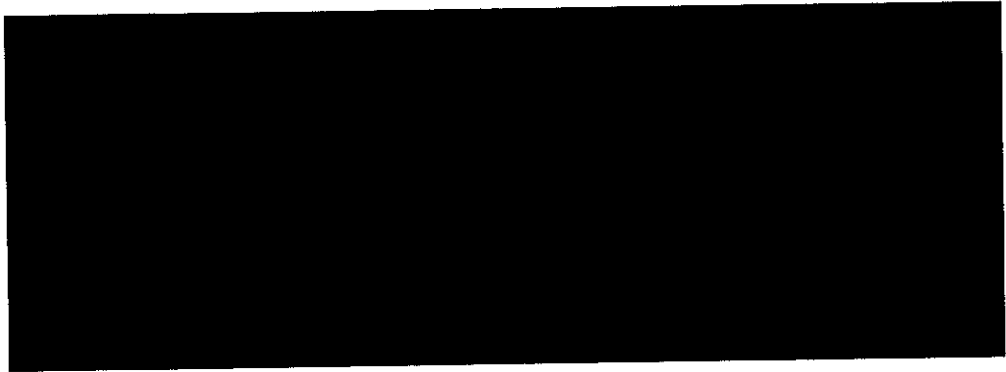
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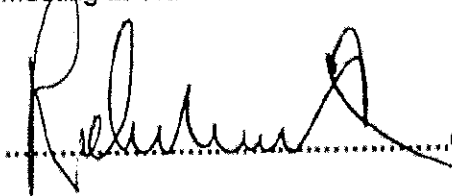
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12.1.14

12.1.15



- 12.2 Director letters which had been received from N Power. Summary of the background to be presented at the next Board.
- 12.3 Board will receive a virtual report covering Advance Northumberland Homes annual rent increases.
- 13.0 The Chairman thanked the Board for their attendance and closed the meeting at 15:25.


.....CHAIRMAN

SUMMARY OF ACTIONS	
Corporate Scorecard & Strategy	The Corporate Scorecard and the revised Strategy to be brought back to a future Board meeting.
Power of Attorney	Value column to be added to the Power of Attorney summary report.
H&S Data Report	The report regarding Contractor Responsibilities to include if there were any actions taken or clearly express if there were no actions required.
Terms of Reference	<ul style="list-style-type: none"> • Within the Remuneration & Nomination ToRs there were inconsistencies in authority which should read Managing Director not CEO. • Within the Board of Directors ToRs under Point 3.4 there was a potential to exclude the shareholder representative with the current wording. There was an expectation that the shareholder representative would attend Board therefore this point would need rewording. Advance to seek legal advice.

	<ul style="list-style-type: none"> Alteration to Point 3.1.2 within the Remuneration & Nomination ToRs to read "they" rather than "he".
Modern Slavery Policy	<ul style="list-style-type: none"> To be checked against any legal legislation and to be discussed under matters arising at the next Board meeting. The Chief Operating Officer to speak with the NCC Deputy Chief Executive for further information regarding training for staff (NCC's training done via the Safeguarding Board).
Financial Delegation Policy	Board be sighted on Change Requests/Change Control.
Director Letters from N Power	Summary of the background to the letters to be presented at the next Board.
	Board will receive a virtual report covering Advance Northumberland Homes annual rent increases.

