

Minutes of the 179<sup>th</sup> meeting of the Directors of the Company duly convened and in the Map Room, Second Floor, Salix Finance, 75 King William Street, London EC4N 7BE and by video conference on 31 May 2022

**Present:**

Dame Teresa Graham (TG) – Chair  
John Edmonds (JE)  
Michael Stark (MS)  
Annie Shepperd (AS) – Accounting Officer and  
Chief Executive  
Helen Powell (HP) – Director of Finance and  
Resources

**Attending:**

Nick Painter (NP) – Interim Director of Strategy  
and Technical Services  
Simon Pettett (SP) – Assistant Director of  
Programmes  
Paul Chambers (PC) – BEIS Observer  
Julie Ellis (JRE) – Governance Manager (minutes)

## QUORUM

A quorum being present, TG declared the meeting open.

### 1. APOLOGIES

All Board members were present.

Apologies were received from Carol Brown, Director of Human Resources and Ian Rodger (IR), Director of Programmes. SP attended the meeting as deputy for IR.

### 2. MINUTES AND UPDATE ON ACTION ITEMS

The Board agreed the minutes of 28<sup>th</sup> April 2022 meeting as a correct record.

All outstanding actions have been completed or are dealt with in today's agenda.

### 3. CHIEF EXECUTIVE'S REPORT - oral

AS reported that there were a number of vacancies across the business and several resignations since the last Board meeting. The organisation is experiencing difficulty recruiting graduates of the required standard and staff generally across the business, particularly in finance. Our salaries are regarded as uncompetitive compared to those on offer in the private sector. The workloads of remaining staff are increasing as they absorb the work of the unfilled roles. Short term measures to relieve pressure include recruiting on temporary contracts at premium cost to fulfil scheme delivery. Assistance for four to six months from other areas of the Civil Service can be requested.

The meeting noted that staff have circulated documents in preparation for unionisation and the mood of staff was described as despondent. A significant number of staff have issued letters claiming breach of contract and are being advised by ACAS.

**Action** – PC was asked to trawl other departments as well as BEIS to try and second desperately needed finance people on a four to six month basis.

A formal dispute has been registered by Salix under the Framework Agreement in respect of non-payment of increments to staff. Affected staff are reviewing their own options and are taking independent advice.

#### **4. RISK REGISTERS**

The Board reviewed both the corporate risk register (CRR) and delivery risk registers (DRR), noting their content.

The CRR will record that the dispute referred to above has been registered in connection with Risk 1 – scheme delivery.

#### **5. SCHEME PERFORMANCE**

The Board noted the content of the reports on:

- Phases 1-3 Public Sector Decarbonisation Scheme (PSDS) and Phases 2 and 3 Low Carbon Skills Fund (LCSF); and
- Loan Schemes.

The Board was pleased to note the numbers of successfully completed projects under PSDS Phase 1 and 2 and LCSF Phase 2 schemes and that all s98 payment requests have been finalised. It was also pleased to note progress with PSDS 3 and the launch of LCSF3. It further noted that Salix and BEIS are engaging to consider lessons learned from PSDS 3a that could be applied to 3b, including the application of underspends. PC commended Salix on its achievements in the light of challenging operating circumstances.

#### **6. OPERATIONAL PERFORMANCE**

The Board noted the Operational Performance, Administration Costs Summary, and the Cash Management Report papers.

#### **7. AOB**

##### **7.1 JOHN EDMONDS**

This was JE's last meeting as a Salix Board member. He was thanked for his outstanding contribution to Salix and wished well for the future.

#### **DATE OF THE NEXT BOARD MEETING**

Tuesday 28<sup>th</sup> June 2022

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Chair

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Date

**Summary of Actions:**

**ACTION 1:** PC to investigate resources that can be diverted from other areas of the Civil Service to assist Salix until gaps in permanent staffing can be filled.