

Minutes of the 170<sup>th</sup> meeting of the Directors of the Company duly convened and held by video conference on 29 July 2021.

**Present:**

Dame Teresa Graham (TG) – Chair  
John Edmonds (JE)  
Michael Stark (MS)  
Annie Shepperd (AS) – Chief Executive  
Helen Powell (HP)

**Attending:**

Carol Brown (CB)  
Richard Hood (RH)  
Ian Rodger (IR)  
Paul Smyth (PS)  
Katherine Wright – BEIS Observer

**QUORUM**

A quorum being present, TG declared the meeting open.

**1. APOLOGIES**

None, all Board Members being present.

**2. MINUTES AND UPDATE ON ACTION ITEMS**

The Board agreed the minutes of the June meeting as a correct record and noted that the only outstanding action item was completed - a paper appearing on this Board Agenda (see Minute 8 below).

**3. CHIEF EXECUTIVE'S REPORT**

The Board noted the report, with additional updates:

- **Covid-19** – a small number of staff had tested positive for the virus but thankfully no one had been badly affected, with most staff continuing to work during their isolation. Infection had not occurred from contact with others within the Office.
- **Procurement of Technical Advisors** – a new framework agreement was being entered-into which met Salix's requirements through which Salix could procure its technical advisors and this process was on-track for having new contracts in place by the end of September, prior to the termination of the current contracts.
- **Freedom of Information** – discussions were on-going with BEIS to clarify a technical point around who (BEIS or Salix) *owned* information hosted by Salix, the determination of which would affect the approach to responding to information requests.
- **Staff recruitment** – recruiting new staff on temporary contracts remained a challenge given other competing job opportunities in the market, although the issue of the Administration Costs for the 2021/22 financial year having now been agreed by BEIS should help the situation.
- **Low Carbon Skills Fund** - an update was provided following yesterday's launch. *(Note: As of 2/8/21, 332 applications had been received totalling £34million)*

#### **4. RISK REGISTER**

##### **Strategic Risk Register**

The Board reviewed the corporate risk register and noted the content. The format had evolved further from the previous reporting and was now based on the template supplied by BEIS, which was linked to the ORB reporting process. This presented a larger format for improved readability and also greater clarity.

The Board asked that the format be developed further and content amalgamated to provide better linkage between the risk areas and mitigations – currently these appeared on two separate tabs on the spreadsheet.

The Board noted the other specific risk registers being presented as listed below:

- Phase 1 PSDS Risk Register
- Phase 2 PSDS Risk Register – the Board asked that arrows indicating trends be included in future reporting.
- Loan Schemes Delivery Risk Register

The Board noted the risks arising from the current remote working by staff and the potential detriment this presented to the Salix: Client relationships, with contact arising primarily via Teams and Zoom rather than through face-to-face contact.

#### **5. BUSINESS OPERATING FRAMEWORK (BOF)**

The Board considered the draft BOF as presented within the Board Pack. This was essentially a governance document that defined the arrangements for decision-making within the organisation, and incorporated the roles and responsibilities of the Board (in effect the Board's terms of reference) and delegations to the Chief Executive and other staff.

The Board AGREED the document, subject to amendments discussed at the meeting being incorporated and a proof check that MS kindly agreed to undertake.

#### **6. SCHEME PERFORMANCE**

The Board noted the updates provided on the following:

- Programmes Report Phase 1 PSDS;
- Programmes Report Phase 2 PSDS – the Board congratulated the team on coming so close to allocating the full amount of funding and noted the valuable learning that was being extracted from reviewing the reasons underlying slippage in the small number of schemes that had fallen behind; and
- Programmes Report Loan Schemes.

#### **7. OPERATIONAL PERFORMANCE**

The Board received the following reports:

- Operational Performance

- Administration Costs Summary

noting that there was no further update on the issue of Office Accommodation (a response being awaited from BEIS) and the discussion around how to demonstrate that Salix remained a 'Going Concern' for stating within the Annual Accounts.

#### **8. SATISFACTION SURVEY\***

The Board noted this report and extended their congratulations on what were extraordinarily good results, despite it being a very difficult time impacted by the challenges of Covid-19 and high workloads, following the introduction of the PSDS.

The findings would be carefully considered so as to extract opportunities for learning and continual improvement.

*(\*note: this item was taken out of turn earlier in the meeting)*

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

Thursday 30 September 2021.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

#### **Summary of Actions:**

<b>None outstanding</b>
-------------------------