

Minutes of the 173<sup>rd</sup> meeting of the Directors of the Company duly convened and held by video conference on 30 November 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)  
Jo Mills (JM)  
Ian Rodger (IR)  
Paul Smyth (PS)  
Catherine Birkbeck (CB) – BEIS Observer

**QUORUM**

A quorum being present, TG declared the meeting open.

**1. APOLOGIES**

All Board Members were present.

An apology had been received from Katherine Wright – BEIS, who was represented by Catherine Birkbeck.

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

The Board agreed the minutes of 2 November 2021 meeting as a correct record.

**3. CHIEF EXECUTIVE'S REPORT**

The Board noted the report, which highlighted two issues:

- **Potential Underspends on Phase 1 and Phase 2 PSDS** – this is picked up under Minute 6 below; and
- **Finance Team Resources** – the Board was reminded that Salix was experiencing significant difficulties in recruiting experienced financial accounting staff due to a shortage in the market of candidates with the specific skills required. As a result the production of MI, both internally and for BEIS, was severely hampered. Salix was continuing to seek and interview potential candidates but in the meantime was looking at the interim market as a short-term solution.

**4. RISK REGISTER**

The Board reviewed both the corporate risk register and delivery risk registers, noting their content. There was a need to be mindful of the risks arising from a potentially recurring threat from new variants of Covid.

**5. ANNUAL REPORT AND ACCOUNTS**

Upon the recommendation of the Audit, Risk and Assurance Committee, and having received:

- the going concern report,
- the letter of representation, and
- the NAO's Completion Report,

the Board APPROVED the Financial Statements as presented. A signed copy would now be provided to the NAO.

## **6. SCHEME PERFORMANCE**

The Board considered the report on the situation in respect of delivery of Phase 1 and Phase 2 PSDS, which noted the challenges being faced, the risks being managed and the rising projected underspend in the final quarter of the financial year.

Phase 1 and Phase 2 PSDS ended in March 2022 and the Board noted that Salix had no authority to fund projects after that deadline. Salix was using its best endeavours to manage the situation; however, clients were dealing with a multitude of different delivery challenges.

Salix would continue to work closely with clients to address and help alleviate challenges where possible and move projects into the completion stage.

**ACTION 1** : Board Members agreed that 'flash reporting' on a fortnightly basis would help keep them better updated on the current position.

LCSF and Phase 3 PSDS were both on track and no issues were reported.

## **7. OPERATIONAL PERFORMANCE**

The Board received and noted the reports on Operational Performance and Administration Costs Summary.

## **8. SOUTH TYNESIDE COUNCIL – PHASE 1 LCSF STRAND 1 AUDIT REPORT**

The Board noted the outcome of the audit undertaken and reflected upon the lessons learnt.

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

Tuesday 21 December 2021.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

### **Summary of Actions:**

**ACTION 1** : Board Members agreed that 'flash reporting' on a fortnightly basis would help keep them better updated on the current position. Update: first of these was circulated on 8 December 2022.