

Minutes of the 176th meeting of the Directors of the Company duly convened and held by video conference on 02 March 2022.

Present:

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

Attending:

Carol Brown (CB)
Marcia Forde (MF)
Nick Painter (NP)
Ian Rodger (IR)
Katherine Wright (KW) – BEIS Observer

QUORUM

A quorum being present, TG declared the meeting open.

1. APOLOGIES

All Board Members were present.

2. MINUTES AND UPDATE ON ACTION ITEMS

The Board agreed the minutes of 27th January 2022 meeting as a correct record.
The Board noted that the action item from the last meeting was included within the papers.

3. CHIEF EXECUTIVE'S REPORT

An oral report was provided at the meeting.

The Board were updated on the discussions regarding the office relocation as detailed in the paper at Agenda Item 7.1.

The Board noted that Salix had introduced its Flexible Working Policy, with March being a trial month before full implementation in April.

The Board noted that Nick Painter (NP) had joined Salix as Interim Director of Strategy & Technical Services to cover for Paul Smyth (PS) while PS was on sabbatical.

4. RISK REGISTERS

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

The Board noted that Risk 3 on the Corporate Risk Register, failure to complete projects within the agreed timeframe showed the risk reducing as a result of some Section 31 projects being granted extensions until the end of June. The Board noted that the risk still remained significant for Section 98 projects.

The Board also noted an additional risk concerning the number of staff on fixed term contracts, due to the nature of Salix's funding arrangements, had been added to the corporate risk register.

5. SCHEME PERFORMANCE

The Board considered the reports on:

- Phase 1 and 2 PSDS and Phase 2 LCSF
- Loan Schemes
- Phase 3 PSDS

The Board noted the 18 March deadline for extension requests by Section 31 clients and the expected impact this would have on reducing the underspend as a result of clients being granted an extension.

The Board discussed whether the conflict in Ukraine and the resulting rise in energy prices would impact clients and increase the likelihood of project abandonment, noting that no concerns had yet been raised by clients.

The Board discussed the Loan Schemes report noting the progress against KPIS and whether this was similar to previous years. The Board discussed the progress with engaging with NHS clients noting that a number of NHS projects had been awarded funding from Phase 3 PSDS.

The Board requested further details on the percentage of Phase 3 projects that are with NHS Trusts, and NP agreed to provide these within agenda papers for the next meeting.

6. OPERATIONAL PERFORMANCE

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

The Board noted that Salix had appointed an Interim Head of Internal Audit, due to start in April.

7. AOB

7.1 Office Relocation

The Board considered the paper on the relocation of the Salix London office including the preferred location.

The Board confirmed their approval to progress as detailed in the paper and that a formal request be made to the Minister regarding the office relocation.

The Board also confirmed their commitment to achieve the objective of 30% of posts being located in Darlington by the end of the 2024/25 financial year.

Action: the Executive to make a formal request to the Minister regarding the office move location, and confirming Salix's commitment to the objective of 30% of posts being located in Darlington by the end of the 2024/25 financial year

7.2 Report on Feedback from Exit Interviews

The Board discussed the Report on Feedback from Exit Interviews.

The Board noted the purpose of Salix conducting exit interviews was to use feedback received to help make improvements across the business.

The board noted that the main reasons for leaving were cited as new career opportunities and higher salaries and that the organisational culture and relationships with colleagues and managers as well as the development opportunities at Salix were all rated highly by leavers. However, the Board noted that several of the leavers had expressed regret that the scope of their job had narrowed, reducing tasks which were intellectually stimulating, and becoming more administrative.

DATE OF THE NEXT BOARD MEETING

Tuesday 29th March 2022

Chair

Date

Summary of Actions:

ACTION 1: NP to provide details on the funding allocation of Phase 3 projects including client sectors (inc. noting the percentage allocation to the NHS).

ACTION 2: the Executive to make a formal request to the Minister regarding the office move location, and confirming Salix's commitment to the objective of 30% of posts being located in Darlington by the end of the 2024/25 financial year.