

Minutes of the 187<sup>th</sup> meeting of the Directors of the Company duly convened via MSTeams on 29 March 2023.

**Present:**

Dame Teresa Graham DBE (TG) – Chair  
Michael Stark (MS)  
Tracy Vegro OBE (TV)  
Annie Shepperd MBE (AS) – Accounting Officer  
and Chief Executive  
Helen Powell (HP) – Director of Finance and  
Resources

**Attending:**

Ian Rodger (IR) – Director of Programmes (for  
Item 5)  
Tessa Clayton (TC) – Head of Internal Audit (for  
Item 7.1 )  
Richard Wilson (RW) – Interim Director, Delivery  
Agent, Housing (for Item 7.2)  
Paul Chambers (EA) – DESNZ Observer  
Julie Ellis (JE) – Governance Manager (minutes)

**QUORUM**

A quorum being present, TG declared the meeting open.

**1. APOLOGIES**

There were no apologies.

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

The Board agreed the minutes of the meeting of 28 February 2023 as a correct record.

Action Item 2 is complete.

Regarding Action Item 1, a meeting has taken place to discuss the reasons for the delays in assessments and issuing Grant Offer Letters (GOLs) and an action plan implemented. The current position is that Salix is now awaiting the return of a number of GOLs. Salix is also experiencing withdrawals after offers have been made, leaving funds to be re-allocated.

Regarding Action Item 3, the Board asked that the consideration of tasks to be reserved to the Board and appropriate delegations in connection with the Housing Schemes be completed before the April Board meeting.

**3. CHIEF EXECUTIVE'S REPORT**

The Board noted the following point arising from the Chief Executive's Report:

The Board noted that the job evaluation of all non-executive level roles within the organisation conducted in conjunction with the Local Government Association (LGA) is still underway and now in a quality assurance phase. Salix has commissioned further independent advice to assist with this quality assurance of the modelling of job descriptions, including recently created housing-related posts.

**Action** - The Board will require a paper on the outcome of the exercise before the next Board meeting in April.

**Action** - The Board asked for an analysis from exit interviews for the April Board.

Investors in People have confirmed that Salix will retain its gold standard status until March 2024.

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

The Board noted the Corporate (CRR) and Delivery Risk Registers (DRR). It was pleased to observe that there were no red (highest-level) risks in the CRR.

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

The Board noted papers on the i) Public Sector Decarbonisation Schemes (PSDS) and Low Carbon Skills Fund and ii) Loans Schemes.

£42m of underspend is being used to absorb £6.5m of accruals from PSDS Phases 1 and 2. Some 3b funds are being allocated 3a money to commence projects early.

Promotional soundbites to indicate achievement over the financial year 22-23 will be devised after discussion with the Comms Team about resources. An offer of appointment to a candidate for the post of Housing Communications Manager fell through, but interim assistance has been secured in the meantime.

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

The Board noted that the Department has not had the opportunity to respond fully to Salix's Budget submission as the division of the corporate functions of the Department of Business, Energy and Industrial Strategy across three new departments will take some time to embed. PC has confirmed that costs for the month of April 2023 had been approved.

#### **7. AOB**

##### **7.1 [CONFIDENTIAL ITEM ]**

##### **7.2 SOCIAL HOUSING DECARBONISATION FUND (SDHF)/HOUSING UPGRADE SCHEME (HUG)**

The minister, Lord Callanan, has approved the award of the contract to the successful bidder for the role of delivery partner to these schemes, a consortium of PWC, Arup and Turner and Townsend. Formal notification of the decision has been issued to applicants.

Our interim commercial manager will lead on contract content negotiations with UKSBS assisting with the contract register. There are contingency arrangements for running the schemes in the event of any slippage with the scheduled timetable.

The Board noted that the initial contract award will be for nine months, and three months' notice will be required of extension or re-negotiation of this contract. Options in the event of delivery partner failure include part continuance with Salix assuming or re-procuring some functions. The contract payment basis will shift from time and materials to fixed price after the nine-month pilot.

A retrofit presentation in Manchester on 27 April will promote the launch of the SDHF/HUG schemes. Our Manchester office, the base for the operation of the schemes, will be available from Monday 3 April.

Salix will implement an Intelligent Client Function to learn from and improve the operation of the schemes. While there are no specific plans in this respect, the function should lay the foundation for future scheme opportunities for Salix.

### **7.3 RISK MANAGEMENT FRAMEWORK**

The Audit, Risk and Assurance Committee considered a Draft Risk Management Framework for Salix at its meeting earlier today and recommended to the Board that this be approved. Having received that recommendation, the Board **APPROVED** the framework.

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

The next scheduled meeting of the Board is on Thursday 27 April 2023. *Post-meeting note: now Friday 28 April 2023.*

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

### **Summary of Actions:**

**ACTION 1:** RW to consider tasks to be reserved to the Board and appropriate delegations in connection with the Housing Schemes – carried forward.

**ACTION 2:** A paper on the JE exercise to be produced before the next Board meeting in April.

**ACTION 3:** The Board also asked for an analysis from exit interviews for the April Board – AS/HR Team.