

# Salix Finance Limited, Non-Executive Directors x 2

Candidate Pack

Closing date: 5 September 2021



Department for  
Business, Energy  
& Industrial Strategy

If you have any questions, require further information, or would like this candidate pack in alternative format, please contact the Campaign Manager, Joshua Sweet at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk)

5 August, 2021



  
Department for  
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# Ministerial Message to Candidates

Dear Candidate,

Thank you for your interest in the role of Non-Executive Director at Salix Finance Ltd. (a BEIS Non-Departmental Public Body). Salix Finance Ltd. (“Salix”) is a BEIS Non-Departmental Public Body (NDPB) and the delivery body for the Government’s Public Sector Decarbonisation Scheme (PSDS). This scheme provides grant funding to the public sector to undertake improvements to their estates that reduce greenhouse gas emissions.

Salix also manages a number of smaller schemes on behalf of the Department for Education and the Scottish and Welsh Governments.

Salix has played, and will continue to play, a pivotal role in ensuring that the Government can meet its ambition for the public sector to reduce greenhouse emissions by 50% by 2032, compared to 2017 levels, and to put us on a sustainable path towards meeting our Carbon Budget 4 (2023-2027) and Carbon Budget 5 (2028-2032) targets.

We welcome candidates that will provide the level of strategic focus and expertise to steer Salix towards meeting our ambitions. Applications are welcome from candidates of all backgrounds, and we particularly welcome applications from groups which are typically under-represented in public sector Board appointments.

**Lord Callanan**  
**Parliamentary Under-Secretary of State for Climate Change and Corporate Responsibility**

# Salix Finance Limited

**Do you want to play a key role in contributing towards the Government's efforts to stimulate economic growth and reach our commitments on net zero carbon emissions by 2050?**

Salix Finance Ltd. ("Salix") is a BEIS Non-Departmental Public Body (NDPB) and the delivery body for the Government's Public Sector Decarbonisation Scheme (PSDS). This scheme provides grant funding to public sector organisations for heat decarbonisation and energy efficiency projects to reduce greenhouse gas emissions from public sector buildings.

In 2020, the PSDS was launched with £1bn funding as part of the Chancellor's 'Plan for Jobs 2020' commitment to support the UK's economic recovery from COVID-19, supporting up to 30,000 jobs in the low carbon and energy efficiency sectors.

Phase 1 funding has been awarded to 343 public sector organisations for 461 energy efficiency and heat decarbonisation projects. Phase 2 of the Public Sector Decarbonisation Scheme launched in April 2021, providing £75million of grant funding for the financial year 2021/22. As of 15 July 2021, 49 public sector organisations have been awarded grants for 54 energy efficiency and heat decarbonisation projects.

Lists of grant recipients and summaries of their projects for both phases of the scheme can be found on the PSDS gov.uk [webpage](#).

We are seeking to appoint two Non-Executive Directors (NEDs) from 1 January 2022. The Board is collectively responsible for the long-term success of Salix through the provision of entrepreneurial leadership, good financial and risk management, meeting key performance targets and setting the company's strategic aims, values, culture and standards.

The successful appointees will participate in the Board's work and will be expected to devote up to 24 days per year on Salix duties.

# Diversity

We are committed to increasing the diversity of our boards and bringing in talent, regardless of its origins. We encourage applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. We particularly welcome applications from people with ethnicity, gender and disability characteristics currently underrepresented on our Boards.

**Arrangements for candidates with a disability:** As a Disability Confident leader, we guarantee to interview anyone with a disability whose application meets the essential criteria for the post. More details on the criteria can be found in this pack. If you wish to apply through the Disability Confident scheme, you will need to tick that option on the Diversity Monitoring form that you will submit alongside your application.

**Adjustments:** All candidates are entitled to request reasonable adjustments at any stage of the application process. If you would like to discuss reasonable adjustments prior to submitting your application, please contact the campaign manager at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk). You can also include any reasonable adjustments in the Diversity Monitoring form.

# Non-Executive Director

The role of the Non-Executive Director (NED) is to provide challenge and support to the executive team on behalf of the Board. In order to do this, they will need to maintain an up-to-date understanding of the heat decarbonisation and energy efficiency challenges faced by public sector organisations. They will also provide constructive challenge on the business strategy, performance and use of resources, as well as scrutinising the performance of management on their agreed goals and objectives.

Our NEDs also verify the reliability of financial information, and the controls used for the management of risk. They ensure that effective governance structures and risk management methods are robust and in line with current standards. NEDs uphold the highest standards of integrity, probity, impartiality and objectivity and supporting the chairperson and executive directors in instilling the appropriate culture, values and behaviours in the boardroom and beyond.

# Essential criteria

The successful candidate will be able to demonstrate:

- Experience and expertise of operating at a senior management level, in the private or public sector;
- Track record of ensuring effective governance and probity and demonstrating good strategic perspective at Board level;
- Strong ability to influence, challenge, build consensus and contribute effectively to the work of the Board at a strategic level;
- Significant experience in financial management or a qualification in accountancy/financial management; and/or experience or knowledge overseeing the management of public money; and
- The ability to build effective relationships and take into account the views of members and other partners where appropriate, communicating these effectively.

# Desirable criteria

It is desirable that candidates demonstrate experience/skills in one or more of the following areas:

- Decarbonisation technologies or energy efficiency and/or their application;
- Working to deliver investment programmes and/or change/transformation in public, voluntary or private sector organisations; and
- Experience and/or knowledge of financial management or risk management.

# Terms of Appointment

- **Appointment Term:** An initial period of three years.
- **Remuneration:** £450 per day for up to 24 days sitting per annum
- **Location:** Virtual for the foreseeable future.
- **Nature of Appointment:** This is a Public Appointment by the Secretary of State for Business, Energy and Industrial Strategy. The post holder would be an officeholder and not an employee of the Department, or Salix Finance Limited.
- **Availability:** Successful candidate/s will be encouraged to take up their appointment as soon as possible, following the successful completion of pre-appointment checks and security clearance (at BPSS level).

# How to Apply

Your application is submitted in two parts.

**Both** parts must be submitted **by 23:00 on 5 September 2021** in order for your application to be considered complete. Applications which are incomplete or received after this date will **not** be considered.

## **Part one:** CV and Statement of Suitability

- **One document combining a two-page statement of suitability and two-page CV** (no more than four sides of A4 in total). The key to a good application is to give the reader specific information about how you meet the criteria for appointment. Think about your knowledge, skills, experience and personal attributes, and take full advantage of the space available. Provide practical evidence that best demonstrates how you meet the essential criteria.
- Send to Joshua Sweet at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk) with 'Salix, NEDs' in the subject heading.

## **Part two:** Diversity Monitoring and Conflict of Interest Form.

- Complete a diversity monitoring and conflict of interest form [via the following link](#).

# Assessment Panel, Process and Timing

The members of the Advisory Assessment Panel are:

- **Panel Chair and BEIS Representative:** Katherine Wright, Deputy Director, Energy Efficiency and Local Directorate
- **Representative of Organisation:** Dame Teresa Graham, Chair, Salix Finance Limited.
- **Independent Panel Member:** Peter Donaldson, Managing Director of d5 Consulting Limited; Former Low Pay Commissioner.

The timelines for this campaign is indicative and subject to change. Please check the advert here for any updates.

|                                    |                   |
|------------------------------------|-------------------|
| Advert Closes                      | 5 September 2021  |
| Panel Sift                         | w/c 13 September  |
| Panel Interview                    | w/c 27 September  |
| Candidates notified of the outcome | October/November  |
| Appointment confirmed              | November/December |

# Annex A: Conflicts of Interest and Due Diligence

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest that might be material and relevant to the work of the body concerned should be declared.

It is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The Panel may explore issues with you before they make a recommendation on the appointment.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Panel and they may wish to explore issues with you, should you be invited to interview.

If you have any queries or would like to discuss further, please contact the BEIS Appointments, Diversity and Talent Team at [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk).

# Annex B: The Seven Principles Underpinning Public Life

In 1995 the Committee on Standards in Public Life defined seven principles for public life. All candidates for are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

Further information on the principles of public life can be found [here](#).

# Annex C: Complaints Procedure

If you feel you have reason to complain you should direct your concerns in the first instance to [publicappointments@beis.gov.uk](mailto:publicappointments@beis.gov.uk). A member of our team will make every effort to address these and respond to you within 48 hours.

If your complaint is not dealt with satisfactorily, you can find information about the steps you can take under BEIS Complaints Procedure [here](#).

The Commissioner for Public Appointments is the independent regulator of public appointments. The Commissioner's primary role is to provide independent assurance that public appointments are made in accordance with the [Governance Code on Public Appointments](#). The Commissioner also investigates complaints and may conduct an inquiry into the policies and practices followed in relation to appointments processes which he regulates. The Commissioner will not investigate complaints relating to non-selection unless it appears that the appointments process has breached the Governance Code on Public Appointments.

You can contact the Commissioner by email at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk) or by post, as follows:

The Commissioner for Public Appointments  
Room G/8, 1 Horse Guards Road  
London, SW1A 2HQ

Further information on the role of the Commissioner or the appointments process is available at: [publicappointmentscommissioner.independent.gov.uk](http://publicappointmentscommissioner.independent.gov.uk).