

Alliance Environmental Services Ltd (AES)
Minutes of Board Meeting
Wednesday 20th March 2024, 10.00, Via Microsoft Teams

Present:

Cllr Arthur Moran, Chairman	AM
Kevin Melling, Managing Director	KM
Melanie Henniker, Director HR & Corporate Services	MH
Mark Trillo, Executive Director AES	MT
Andrew Stokes, Chief Exec SM&HP/Director AES	AS
Martin Sollis, AES General Business Manager	MS

Other:

Jade Barber (Minutes)	JB
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Apologies Received:

Jane Thomason, Deputy Managing Director	JT
Tracy Baldwin, Group Finance Manager	TB

Agenda Item	Notes	Action
1.	AM chaired the meeting throughout. AM reported that due notice of the meeting had been given and that a quorum was present. Accordingly, he declared the meeting open.	
2.	Declaration of Conflict of Interest None declared at this meeting.	
3.	Minutes of meeting and Matters Arising The minutes of the previous meeting were agreed as a true and accurate record.	
4.	Operational Update (w/ Simpler Recycling Update) <u>Simpler Recycling</u> A number of meetings have been held with both this board and with elected members over the past few weeks, the project team has met on a couple of occasions and are due to meet again at the start of April. The procurement of a route optimisation package is ongoing with an award likely in the coming weeks (subject to agreement with SMDC/HPBC). This will provide us with plenty of time to place orders for vehicles etc. Meetings have been held with vehicle suppliers to understand current delivery times and vehicle types. <u>Operations</u> The Leek TFS Closure started in January and is due to last until the end of April. AES have been given the understanding that works are on target. To date we have experienced no significant issues with the temporary arrangements. Annual roadside litter picking has started across both districts and this year we have left the bags in situ for 24 hours to showcase to the public how much litter has been collected. AS asked if the road signs were cleaned as a part of this; MS advised they are not but will be arranging for the Welcome to Staffordshire Moorlands sign to be cleaned.	

	<p>The Mowers that caused the issues in the Glossop area have been returned to the dealer for assessment and necessary repairs. These will be back for the start of the season and will be monitored closely by both the team and the supplier. KM asked how quickly the dealer is likely to respond in the event of future issues.. MS has spoken to the dealer and has been assured that replacements could be arranged within 24-48 hours.</p> <p>The old depot at Market Street in Buxton has now been cleared of bins and we are just finishing tidying the site for handover to HPBC. All bins are now stored at Commercial Road in Macclesfield.</p> <p>The Bulky Waste service has commenced in SMDC and is proving to be successful. We have now increased our capacity so we can accommodate more requests when required. The numbers are below what we were expecting but hopefully these will increase as the year progresses.</p> <p>With regards to Memorial Testing, Faculty Notices have been applied for with all the relevant Dioceses (Derbyshire, Lichfield & Chester). However, this process is slow and delaying progress. . Inspections in cemeteries which are not consecrated are not affected. MT offered support, if required to engage with the Diocese to help improve the pace of approvals. .</p> <p>There has been no further progress with the Fowlchurch depot – a report is being written by Rob Wilkes and Assets for funding.</p> <p>For High Peak, a site has been identified on A6 near Chapel en le Frith. Assets are currently looking into feasibility of site.</p>	
5.	<p>HR Policy and Procedure – Drug and Alcohol</p> <p>AES has had Drug and Alcohol Policy in operation since 2018. The Policy is a key tool in enabling the Company to meet its legal obligations under the Health and Safety at Work etc. Act 1974, the Transport and Works Act 1992, Road Traffic Act 1988, and Misuse of Drugs Act 1971.</p> <p>The Policy and Procedure set out the framework within which the Company operates its Drug and Alcohol Testing. It also outlines the support that will be provided to any employee who seeks help for alcohol, drug, or substance dependency, providing they do so prior to being tested or selected for testing.</p> <p>Following an operational review, it is proposed that the Company introduces testing of new employees within their probationary period (Section 2.2, Page 5 of the Policy). This will be communicated to all potential employees throughout the recruitment process and induction.</p> <p>It is intended that the introduction of drug and alcohol testing for new starters makes it completely transparent that the Company takes a very strong approach and that employees will be tested within their first six months of employment.</p> <p>This proposal has been discussed with the Trade Unions; however, UNISON representatives have advised that they will not support the change.</p>	

	<p>The other proposed change is to add “charged with or” under Section 6 of the procedure (page 8) on Reporting Incidents outside of work. This requires employees to inform the Company if they are charged with a criminal offence relating to alcohol and/or the possession, use of supply of drugs rather than only if they are convicted of similar. The proposal brings consistency between the Drug and Alcohol Policy and Procedure and the Driving for Work Policy and Procedure, which already contains this requirement. Where an employee notifies the Company of such a charge, this will be considered in light of all the circumstances and taking account of the position held by the employee, in determining whether any further action is required at that point. MH confirmed that the above policy applies to all employees, and not just operational staff members.</p> <p>The proposal is to approve this policy with the above amendments.</p> <p>Board Resolution – The Board approved the amendments to the Drug and Alcohol Policy as detailed above.</p>	
6.	<p>HR Policy and Procedure – Grievance</p> <p>The Grievance Policy and Procedure are not actually due for review until April 2025 but a recent case in a sister company, and accompanying legal guidance, has prompted this proposal to make an earlier amendment. The case concerned an issue that would have been a grievance but for the fact that the individual concerned had already left the Company. It would not have been appropriate to deal with it as a complaint and the Grievance Policy and Procedure referred only to employees. In order to provide clarity going forward, the legal advice was to include a section in the Grievance Policy and Procedure that describes how the Company will deal with post-employment grievances. It is therefore proposed that a new Section 18 be inserted (page 11 of the Policy and Procedure) to set out the Company’s approach. This new section highlights that the Company will take all complaints seriously and investigate as appropriate. The proposal is to approve this policy with the above amendment.</p> <p>Board Resolution – The Board approved the amendments to the Grievance Policy and Procedure as detailed above.</p>	
7.	<p>Any Other Business</p> <p>No other business was presented at this meeting.</p>	

**The Meeting closed at 11.45.
Next Meeting Friday 19th April at 10.00**

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