

Alliance Environmental Services Ltd (AES)
Minutes of Board Meeting
Friday 19th April 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
Martin Sollis, AES General Business Manager	MS

Other:

Jade Barber (Minutes)	JB
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Apologies Received:

Jane Thomason, Deputy Managing Director	JT
Andrew Stokes, Chief Exec SM&HP/Director AES	AS
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 It was noted that Martin Sollis was missed off the present attendees list. Following this correction, the minutes of the previous meeting were agreed as a true and accurate record. KM and MH had a meeting to discuss the pros and cons of reducing the number of board meetings per year and increasing the amount of focused internal meetings. There will need to be Shareholder approval for this, as the current shareholder agreement lists that there should be 10 per year. To discuss at the next internal board meeting before presenting further to the Commissioning Board. Action MH/KM/MT	MH/KM /MT
4.	Operational Update (w/ Simpler Recycling Update) <u>Simpler Recycling</u> <ul style="list-style-type: none"> • The procurement of a route optimisation package has been completed and awarded. A Contract mobilisation meeting is currently being arranged to agree the initial parameters and to start the 'AS IS' modelling. MH/KM visited Manchester University to look at the Internship programme for MBA students. We have submitted a project request that aims to secure the resources that they have available. If a successful applicant is appointed the outcome of the project will be reported back to the Board by the end of Summer. 	

Operations

- The Leek Transfer Station is still closed and is now due to reopen at the start of May. This will increase the costs by approximately £60k of which the Client is aware. To date we have experienced no significant issues with the temporary arrangements. MT thanked MS for how the situation has been dealt with and his work on this.
- The start of the Mowing season has been delayed due to the adverse weather conditions and current ground conditions. The teams are out mowing smaller areas of land which are accessible. They have also concentrated on high profile areas such as the Cemeteries.
KM noted there may be some negative response when the mowing resumes, as it is likely to clash with 'No Mow May'. MS has been advised by the Councils that it was decided not to take part in No Mow May this year; MT suggested that a structured reviewing of the mowing regime needs to take place in the near future.
- The Mowers that caused the issues in the Glossop area have been returned and seem to be working as they should be. However, due to the conditions already mentioned they are not being used as much as they would be during the main season so we will continue to monitor their performance.
- The 'invest to save' option for grave digging in SMDC has been passed to Commissioning Team for consideration. MS is now waiting for Andy Warham to make contact to put together a report for Council approval. This has the potential to save approximately 5-10k per annum.
- The Chapel By-Pass was litter picked on the 18th of April.
- Orders have been raised for pavement sweepers, and the first machines are due to arrive in June.
- A replacement tractor for Leek and Ride on Mower for Buxton have now been ordered.
- MS confirmed that the Boundary sign between High Peak and Staffordshire Moorlands has now been cleaned and all of the welcome to district signs have been added to the annual 'bus shelter' cleaning schedules – these should be completed by the end of the Spring.

Bereavement Services

- Memorial Testing – Faculty Notices are still outstanding; MS will draft a letter this week for approval as per conversation at the last board meeting.
- The Hope Cemetery has now been tested with a small number of issues reported. Letters are in the process of being issued to grave owners. Staff who were previously trained in inspections will be taking an examination in order to become fully qualified (City & Guilds) to undertake the inspections.
- External contracts with Biddulph Town Council and Cheddleton Parish Council have been won and works will commence later this Spring. The value of work is approximately £3k but will increase depending on the number of failures that are found.

Depots

- There has been no further progress on the new depot in High Peak, nor on the refurbishment of Fowlchurch. The Portacabin building at Waterswallows is failing; a damp and mould survey being carried out today and a structural survey is urgently required as the floor is failing in several places. Norse are in the

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	<p>process of arranging this. MS is in engaging with the Assets team as part of the Commissioning discussion; he will further discuss with the team once the results from both surveys are returned.</p> <ul style="list-style-type: none"> • The lighting in the Fowlchurch Workshop has now been upgraded and is a significant improvement. <p>MS also noted that his team have been working with the Commissioning team on the provision of the Sports Pitch Maintenance Contract. RW had asked for a provisional figure for this contract; this has returned higher than the Councils existing budget. MS has been open with this, but the biggest issue is around the TUPE transfer of employees – the total for these employees with the costs being disproportionate to the budget. MS has asked RW to go back and challenge the TUPE of these three members of staff and will provide a further update once received.</p>	
5.	<p>HR Policy and Procedures The Company’s HR Policies and Procedures were reviewed and presented to the Board by MH for consideration and approval in accordance with the agreed Schedule.</p> <p><u>Recruitment</u> The proposed amendment is to incorporate the fact that new entrants to the Company will be subject to drug and alcohol testing in their first six months of employment. This approach was approved last month when Board approved the Drug & Alcohol Policy and is included to ensure complete transparency of process.</p> <p><u>Management of Violence and Aggression</u> The Company does not tolerate instances of work-related violence, including verbal abuse and has a policy in place to explain this and outline the procedure that will be followed, should such an incident occur. The amendment proposed in this report is to remove the requirement to hold a separate register and to require all such incidents to be recorded on the PRIME system going forward. This will ensure that they are seen and dealt with at the appropriate level and removes the risk of data being stored in a way that limits access unnecessarily.</p> <p>The Board is requested to approve the Recruitment Policy and Procedure and Management of Violence and Aggression policies as presented.</p> <p>Board Resolution – The Board moved to approve the Recruitment Policy and Procedure and Management of Violence and Aggression policies as presented.</p>	
6.	<p>Any Other Business No other business was raised in this meeting.</p>	

**The Meeting closed at 11.10.
Next Meeting Monday 13th May at 14.00**