

**Ansa Environmental Services Ltd (Ansa)
Minutes of Board Meeting on Tuesday 31st January 2023 at 14.00**

Present:

Cllr Steve Hogben, Chairman	SH
Cllr Arthur Moran, Director	AM
Kevin Melling, Managing Director	KM
Jane Thomason, Deputy MD	JT
Melanie Henniker, Director HR & Corporate Services	MH
Tracy Baldwin, Group Finance Manager	TB
Cllr Amanda Stott, Chair CEC Finance Sub Committee (Observer)	AS

Other attendees:

Karen Potts, PA to MD (Minutes)	KP
Ricky Griggs, Employee Representative	RG

Apologies:

Cllr Mike Hunter, Director	MHu
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Agenda Item	Item Detail	Actions
01	<p>Welcome from the Chairman & Apologies</p> <p>Cllr Steve Hogben chaired the meeting; he reported that due notice had been given and that a quorum was present.</p>	
02	<p>Declaration of conflicts of interest</p> <p>There were no declarations of conflicts of interest.</p>	
03	<p>3a. Minutes of last Meeting</p> <p>The minutes of the board meeting on 12th December 2022 were accepted as being a true and accurate record.</p> <p>Matters Arising</p> <p>None</p>	
04	<p>Operational Update</p> <p>JT briefed the Board on the following operational matters:</p> <ul style="list-style-type: none"> • Street Cleansing - Leaf fall demand has continued at higher levels than usual. As a result of this we have extended leaf collection activities • We have also received an increased number of service requests, which has been exacerbated due to those reported via the Fix My Street app along with those which have come direct to Ansa • The recent 2 weeks of bad weather of snow and ice has resulted in collections being missed in certain areas of the borough. The roads were assessed, and it was agreed with the commissioner, these roads would be unsafe for collections to continue 	

	<ul style="list-style-type: none"> • Measures to reduce missed bins include weekly meetings with managers and team leaders to identify any recurring problems • In Q3 the number of missed bins reduced considerably to a ratio of less than 90 missed bins per 100,000 bins <p>Recruitment – Ongoing recruitment still seems difficult with several vacancies, including loaders, proving hard to fill. A recruitment day like the one held last summer is being considered.</p> <p>JT also confirmed that DEFRA had published their consultation response on the Deposit Return Scheme (DRS)</p> <ul style="list-style-type: none"> • The DRS will include Polyethylene Terephthalate (PET) bottles, steel, and aluminium cans. Glass is not included • They are aiming for the regulations to be in force by end of 2023 and a commencement date of October 2025 • We have been supporting DEFRA in their strategy plan on weekly food collections and are expecting an update on their intentions, we anticipate weekly food waste collections to be introduced in 2025 <p>A discussion took place around the National Resources & Waste Strategy (NRaWS) and SH suggested that within the next 4 years, there is likely to be significant capital investment required for the additional services. JT advised that we expect this will be funded and over the next 5 years, there will be significant change in waste collection.</p> <p>KM advised that work has already started within the Council Environmental Committee in the form of workshops and working groups. Once we have clarification, there will be pre-planning and planning meetings. SH suggested that elective members should be included within these working groups</p>	
05	<p>HR - Policy Abbreviations</p> <ul style="list-style-type: none"> • Anti- Fraud and Corruption Policy <p>MH advised there had been no changes to the policy and it was presented to the board for their consideration.</p> <p>Background information.</p> <p>The Company’s Anti-Fraud and Corruption Policy was introduced in 2019 and is reviewed regularly by the Board.</p> <ul style="list-style-type: none"> • The policy acts as a framework. It brings together in one document, reference to several polices and controls that the Company has in place to prevent and/or address potential fraud and other “wrong-doings” • It also outlines the roles and responsibilities for guarding against fraud and corruption. It highlights the seriousness with which this is treated by the Company and describes the procedures for dealing with issues if they arise. • The policy has been shared with our recognised Trade Union and is regularly publicised in the Company Newsletter. It is also available on our internal Ansanet and externally facing website <p>KM scrolled through the policy with MH adding context where required.</p>	

	<p>A discussion took place around the company’s external auditor and their powers to independently investigate alleged fraud and corruption. SH confirmed that this policy applies to all levels within the company.</p> <p>SH raised the point that there is likely to be several changes to the Board of Directors this year and it was important that all new board members have sight of this policy. KM confirmed that this policy along with all relevant polices are included in the new board members induction and training package.</p> <p>Board Resolution – it was resolved to approve the HR Anti-Fraud and Corruption policy as presented for a further three-year period.</p>	
06	<p>Employee Rep Matters – Verbal</p> <p>RG had the following questions.</p> <p>RG asked the question how we plan to collect the additional residual waste which was missed due to the recent weather conditions?</p> <p>JT advised that we were realigning resources to address the increased demand, increasing the resources allocated to residual collections for the next 2-3 days, along with using any spare vehicles as relay vehicles.</p> <p>RG also asked about side waste. JT advised him to speak with the Operational managers to agree protocols.</p> <p>RG raised the question about the software system called My Time whereby an employee had tried to book their summer holidays and was unable to. JT confirmed she would investigate this issue.</p>	
07	<p>AOB</p> <p>None</p>	

The Meeting closed at 16:50

Next Board Meeting: Thursday 16th February 2023 at 14.00