

Ansa Environmental Services Ltd (Ansa)
Minutes of Board Meeting,
13th February 2024 at 10.00

Present:

Arthur Moran, Non-Executive Director - Chair	AM
Kevin Melling, Managing Director	KM
Paul Goodwin, Non-Executive Director	PG
Jane Thomason, Deputy Managing Director	JT
Melanie Henniker, Director HR & Corporate Services	MH
Helen Green, Lead Finance Partner, CEC	HG
Tom Shuttleworth, Non-Executive Director	TS
Laura Owen, HR Service Manager (Joined to present HR Policies)	LO

Other Attendees:

Karen Potts, PA to MD (Minutes)	KP
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Apologies:

Cllr Fiona Wilson, CEC Shareholder Observer	FW
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Agenda Item	Item Detail	Actions
05	<p>Welcome, Minutes of last Meeting and Matters Arising.</p> <p>AM welcomed attendees to the meeting. He confirmed that due notice had been given and that a quorum was present. He declared the meeting open and asked for any declarations of interest – none were declared.</p> <p>The minutes of the board meeting on 24 January 2024 were accepted as being a true and accurate record except for the removal of the Principal Accountant, CEC from the apologies, the board acknowledge that they no longer have to attend the meetings. Action KP to remove from the apologies.</p> <p>Matters Arising All actions have been completed.</p>	KP
06	<p>Q3 Directors Strategic Report</p> <p>The Q3 Directors Strategic Report was provided prior to the meeting as part of the board pack and the report was presented by JT, TG, MH and KM</p> <p>The Q3 report looks back on activities from Oct 2023 – Jan 2024</p> <p>The introduction highlights the important points within the presentation. Discussion took place throughout the presentation.</p> <p>The Chargeable Garden Waste subscriptions software launched successfully on 2/10/23 and by 5/1/24 this, bringing in more than £2.6M in income so far. Residents are continuing to subscribe for the service although this has plateaued. CEC are to include further mail reminders in the council tax statements/bills. KM said that this has been a great achievement. AM said that the chargeable fee has been index linked therefore, there will be an automatic increase in the fee.</p>	

Company Performance

SHEQ

Compliance

EA Permit Section 61 updated permit has been issued meeting the new standards. Ansa will continue to review the permit and apply for further variations as needed.

ISO certification audit in December was successful with no adverse findings. The audit was completed over six days a mixture of remote and on-site inspections. KM opened the audit and JT closed the audit.

Lifting Operations and Lifting Equipment Regulations (LOLER) inspection was completed in November. Ansa has effectively implemented the planned management system and this system meets the auditors' objectives.

Ansa is in the process of implementing a new visitor and contractor induction process. This will incorporate two videos promoting our site rules, emergency procedures, permits to work etc.

Depot updates.

Ansa has reviewed all fire systems, introduced new fire awareness and evacuation training and an added longer fire hose was installed in the Waste Transfer Station. Small fires are normal with a site like ours. It is important that our communications with residents relay the correct messages to ensure waste is going into the correct bin. There is a national issue on the disposal of Vapes/eCig.

KM highlighted that Ansa's accidents rate of 2.5% is below the waste industry average.

For clarification incidents are unexpected, unplanned events that could have caused harm or injury but didn't although they may cause property damage. Near Misses are accidents waiting to happen.

Fleet Management

Successful external fleet audit November 2023 external auditor Ansa achieved satisfactory. The grades are satisfactory or unsatisfactory.

Ansa hold weekly Transport Management meetings to ensure Ansa are O Licence complainant. Ansa's MOT pass rate continues to be 100%. PG asked for clarification on vehicle added or removed. JT advised this could be hire vehicles and if these figures were high, questions would be asked why there was so much vehicle movement.

Trees, Parks and Play areas.

Slide 4 is to identify the definitions of inspection and respond times.

Ansa are working with CEC to support the roll out of the new CEC-led integrated ICT solution for Tree Inspection & Works activities. Ansa are on target to finish the current 3-year plan by the end of March 2024. Ansa are expecting a reduction in funding for the next 3-year cycle due to start April 2024. The Ash Die Back inspections are a separate inspection and based on figures this financial year Ansa expect an increase in the costs for the financial year 2024/2025. These costs will be monitored closely and reported back to the Environmental Commissioner. The

	<p>increase in tree inspections includes the Ash Die Back Inspections for Aug, Sep and October.</p> <p>Ansa are supporting the new Karbontec system although there is a delay due to IT issues and product development, should go live in April 24. Ansa have extended the PSS Live licence to June 2024.</p> <p>Play area inspections include scheduled 6 monthly inspections, post storm and post-accident / incident. Annually inspected by ROSPA. Annual inspections of play areas usually take place in June and July ahead of the busy summer period</p> <p>Ansa Transport The new minibus fleet arrived in October 2023 and brings about improved reliability and customer quality.</p> <p>Specialist lifting equipment was installed on site, improving vehicle inspection facilities for the fleet</p> <p>A recent Fleet Audit confirmed our fleet management and maintenance systems are satisfactory which is the highest grade.</p> <p>People Ansa has a process in place to ensure vacancies are scrutinised prior to any approval and recruitment by the Senior Management Team.</p> <p>Ansa has reviewed Training spend to support in year savings with exception of the Health & Safety</p> <p>Community Engagement These slides to give an overview of community engagement and our Social Media communications messages on recycling. The board were advised of how we support school curriculum providing them with information and we give talks. At the end of year there is a competition for the schools to compete for the Junior Recycling award. This is a prestige event in July at Reaseheath College, of which members of the board are invited to the event. KM said that the standards are exceptional high and creative ideas from the students.</p>	
<p>07</p>	<p>HR Policies (LO joined the meeting 16.17)</p> <p>LO presented her report which had been circulated prior to the meeting as part of the regular review of HR policies. LO outlined the proposed changes and the reasoning behind these. A full discussion took place with the board.</p> <ul style="list-style-type: none"> • Drug and Alcohol Testing Policy and Procedure. The proposal is for the board to consider and approve that the Company introduces testing of new employees within their probationary period (section 2.2) and to add “charged with or” under section 6 on Reporting Incidents outside of work. <p>This is in line with the current requirements under the Driving for Work Policy and Procedure.</p> <p>LO confirmed that CEC don’t have this policy Ansa introduced this in 2017.</p>	

	<p>Board Resolution: The board unanimously approved the Drug and Alcohol Testing Policy and Procedure policy as presented.</p> <ul style="list-style-type: none"> • Grievance Policy LO advised the Grievance Policy and Procedure was initially due for review in April 2025, but this review has been brought forwards following operational review and legal guidance. LO said this policy is similar to CEC. <p>The proposal is for the board to consider and approve that a section is inserted (Section 18) to set out the Company approach to post employment grievances. This new section highlights that the Company will take all complaints seriously and investigate as appropriate.</p> <p>Board Resolution: The board unanimously approved the Grievance Policy as presented.</p>	
08	<p>Any Other Business</p> <p>None</p>	

The Meeting closed at 16.23. Next meeting to be held on 13 February 2024 at 14.00.