

**Ansa Environmental Services Ltd (Ansa)**  
**Minutes of Board Meeting,**  
**26<sup>th</sup> March 2024 at 14.00**

**Present:**

Arthur Moran, Non-Executive Director - Chair	AM
Kevin Melling, Managing Director	KM
Paul Goodwin, Non-Executive Director	PG
Helen Green, Lead Finance Partner, CEC	HG
Tom Shuttleworth, Non-Executive Director	TS
Cllr Fiona Wilson, CEC Shareholder Observer	FW

**Other Attendees:**

Laura Owen, HR Service Manager (representing MH) and to present Agenda Item 12	LO
Karen Potts, PA to MD (Minutes)	KP

**Apologies:**

Jane Thomason, Deputy Managing Director	JT
Melanie Henniker, Director HR & Corporate Services	MH

Agenda Item	Item Detail	Actions
<b>10</b>	<p><b>Welcome, Minutes of last Meeting and Matters Arising.</b></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 <b>13<sup>th</sup> February 2024</b> were accepted as being a true and accurate</p> <p><b>Matters Arising</b> All actions have been completed.</p>	
<b>11</b>	<p><b>Operational Report (Verbal)</b></p> <p>KM gave an update in JT absence.</p> <p>Garden Waste has embedded very well since January 2024. Feedback from residents is that they are pleased to see Ansa are not emptying bins that have not registered. The number of residents registering for the Green Waste continues to increase and Ansa are hopeful that we will achieve the Council’s proposed financial figure for the 1<sup>st</sup> April.</p> <p>Reductions in Grounds resources has been successful, and we have been able to relocate members of staff to other positions within the company. We introduced the MARS scheme which members of staff utilised. We are slightly over resourced but anticipate this will balance out over the coming months due to other commercial opportunities. We have also secured the Peaks and Plains Contract which will go live 1<sup>st</sup> May 2024.</p> <p>We are re-educating the grounds team on the new standards required for the current ground’s maintenance programme.</p>	

	<p>Missed bins has raised slightly over the previous period, generally as a result of the green waste charges being introduced. The data and trends show we should get back on track in the coming months.</p> <p>Ansa continue to work with the CE Environment team in relation to the emergency closure of HWRC and the Street Cleansing funding gap. KM advised it will be interesting to see if the Town and Parish Councils secure additional services.</p> <p>AM asked KM to advise on the HWRC as he had been advised that several of the site closures have been postponed. TS advised that there is to be a consultation in mid-April therefore the Council do not wish to close sites until this has concluded. TS is in the process of issuing a communication.</p> <p>PG referred to an email in relation to missed bins which he had been included in from the complainant. KM advised that occasionally complaints are received, and we try to resolve them quickly.</p> <p><i>FW left the meeting at 15.57</i></p>	
<p><b>12</b></p>	<p><b>H R Policies</b></p> <p>LO presented the following two policies for the Board’s consideration which had been circulated prior to the meeting.</p> <p><b>Recruitment Policy and Procedure - last reviewed September 2023</b> Two changes to the existing policy were proposed, namely that the Company introduces drug and alcohol testing of new employees within their probationary period. This will be communicated to all potential employees throughout the recruitment process and induction. MH then engaged in a brief discussion around the proposal.</p> <p><b>Board Resolution – it was resolved to approve the Recruitment Policy as presented.</b></p> <p><b>Management of Violence and Aggression Policy</b> This policy reflects that the company does not tolerate instances of work-related violence, including verbal abuse. It also outlines the procedure that will be followed, should such an incident occur.</p> <p>The proposal is to remove the requirement of a separate register and to incorporate all incidents to be recorded on the PRIME system. Designated member of staff have access to this system.</p> <p><b>Board Resolution – it was resolved to approve the Management of Violence and Aggression Policy as presented.</b></p>	
<p><b>13</b></p>	<p><b>Any Other Business</b></p> <p><b>Charitable Giving Policy - Sponsorship of Middlewich Junior Cricket Club 2024</b> KM updated the Board on the renewal confirming that it has been arranged in accordance with the Ansa charitable giving policy which the Board has approved, Ansa has renewed the sponsorship for the junior cricket team. This sponsorship provides the junior team with kit.</p>	

**The Meeting closed at 16.03. Next meeting to be held on 30 April 2024 at 10.00**