

Ansa Environmental Services Ltd (Ansa)
Minutes of Board Meeting on Tuesday 11th October 2022 at 2pm
Microsoft Teams & Room 2 Environmental Hub.

Present:

Kevin Melling, Managing Director	KM
Cllr Steve Hogben, Chairman	SH
Cllr Mike Hunter, Director	MHu
Cllr Arthur Moran, Director	AM
Melanie Henniker, Director HR & Corporate Services	MH
Jane Thomason, Deputy MD	JT
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
Sarah Tunstall, Transport Services Manager (Attended for item 04 only)	ST
Ian Mottershead, Fleet & Monitoring Manager (Attended for item 04 only)	IM

Apologies:

Ricky Griggs, Employee Representative	RG
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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. He welcomed Cllr Amanda Stott and all attendees and declared the meeting open. Each attendee introduced themselves to AS.</p>	
02	<p>Declaration of conflicts of interest</p> <p>There were no declarations of conflicts of interest.</p>	
03	<p>Minutes of last Meeting</p> <p>The minutes of the board meeting on the 22nd of September 2022 were accepted as being a true and accurate record.</p> <p>AM abstained as he was absent for this part of the meeting.</p> <p>Matters Arising</p> <p>MH confirmed she had arranged a thank you from the Ansa board and management team in the latest Ansa newsletter relating to the recent excellent ISO audit results.</p>	

	<p>MH updated on the Junior Recycling Awards and advised that this year there will be no event due to unavailability of schools. The event will take place in 2023 as usual.</p> <p>SH confirmed that he attended the meeting of CE Environment and Communities Committee on 29th September 2022. He advised it was an interesting agenda with most of the focus being around the new Household Waste Recycling Centres.</p>	
<p>04</p>	<p>Introduction to Ansa Transport</p> <p>MH introduced IM who is the Fleet and Compliance Manager for Ansa Transport. She also introduced ST who is the lead for Ansa Transport on a day-to-day basis and would be conducting the Ansa Transport Presentation.</p> <p>ST gave background information on the transfer from TSS to Ansa Transport and took the opportunity to thank everyone for the warm welcome the team received.</p> <p>She described the services and gave an insight to how these operated within the business.</p> <p>AM asked what the criteria for the Flexi Link and the cost is. ST advised that there are 3 criteria for residents to use the service. They should be:</p> <ol style="list-style-type: none"> 1. Aged 80 or over. 2. Have a Disability. 3. Live beyond the reach of any other public transport. <p>The cost to use this service is £3 per journey or free with a concessionary bus pass. All journeys must be pre-booked which allows the routes to be planned efficiently.</p> <p>AM asked if Nantwich bus station comes under the management and maintenance of stops/shelters. ST advised that Ansa maintains and cleans Crewe and Macclesfield, and that Nantwich is outside our scope.</p> <p>SH asked if funding is available for new crossing patrols to accommodate the growth of communities and new schools. ST advised we are funded for 14 Crossing Patrols. When a request is made to the Council for a school crossing patrol an assessment of each site will take place taking into consideration the area and the number of unaccompanied children who would use the proposed crossing.</p> <p>ST advised that the past 6 months the team had been concentrating on the rebranding of the company and integrating into Ansa. We are currently advertising for a full time Business and Marketing Officer to promote Ansa Transport's services.</p> <p>She explained that due to difficulties in attracting PSV drivers, we have had to temporarily return routes to CEC.</p>	

	<p>MH advised that as part of the company recruitment campaign we have implemented different ways to attract people with the relevant skills. We now offer a range of contracts, full time, part time and casual contracts and promote Traineeships and Apprenticeships. IM reiterated that it is very difficult to recruit, and we currently have several vacancies.</p> <p>KM commented that we have inherited a great team and there are lots of opportunities to enable Ansa Transport to grow.</p>	
<p>05</p>	<p>Ansa Governance Framework – Updated Version</p> <p>The directors had already been supplied with a copy to read.</p> <p>KM advised the board that the Governance Framework document would normally be presented at the November board meeting, but this has been brought forward due to several changes.</p> <p>Introduction</p> <p>1.2 Board Reporting Lines</p> <p>The changes within this section were in connection with the appointment by the Council of a member of the CEC Finance sub-committee to observe board meetings whilst a review of their governance arrangements take place over the next 4-5 months.</p> <p>For clarity it was agreed to include the protocols of the FSC observer as below:</p> <ol style="list-style-type: none"> 1. The ability to ask questions to get a better understanding of the topics being discussed and 2. The avoidance of engaging in any subsequent debate around the topic area. Action MB/KP to update <p>4. Scope of the Governance Framework</p> <p>The change here was to highlight how each area supports the Ansa core values of People, Quality and Cost</p> <p>5. Assurance</p> <p>Specialist Industry Audits</p> <p>The OHSAS 18001 (Health and Safety) is now the ISO 45001 - this will be amended. Action MB/KP to update</p> <p>The ISO certificates were re-certified in July 2022 for a further 3 years.</p> <p>Change Management</p> <p>This new section has been included as it is considered part of governance.</p> <p>Compliance</p> <p>Information Commissioner – Freedom of Information Publication Scheme details have been included in this section.</p>	<p>MB/KP</p> <p>MB/KP</p>

	<p>9. Business Continuity</p> <p>KM advised that we continue to highlight and reflect on what we have learned throughout the pandemic and its impact as we return to normal business post pandemic.</p> <p>10. Workforce</p> <p>Shareholder Board Representative This has now been included to acknowledge the recommendations of the FSC meeting on the 7th of September 2022.</p> <p>For clarity it was agreed to amend the last sentence to the following:</p> <p>This representative will be an observer with access to all information but no voting rights, the ability to ask questions to get a better understanding of the topics being discussed and the avoidance of engaging in any subsequent debate around the topic area. Action MB/KP to update</p> <p>A discussion took place around CIPFA good practice and role of the FSC representative. SH raised continuity concerns associated with the planned elections scheduled for May 2023.</p> <p>Board Resolution: the board voted unanimously to approve the Governance Framework subject to the minor amendments identified above.</p>	<p>MB/KP</p>
<p>06</p>	<p>Directors' Strategic Report Q2 2022/23</p> <p>The directors had already been supplied with a copy of the full report to read</p> <p>JT advised that this report reflects the last 6 months in Ansa and that most of the contents have already been brought to the board at previous meetings.</p> <p>JT proceeded to present the report highlighting key updates:</p> <p>1. Introduction.</p> <ul style="list-style-type: none"> • Re-certified ISO certification for a further 3 years and Ansa will integrate the Ansa Transport arm into existing certificates in the long term. There has been an additional audit this September. • We continue to be hopeful for an update before Christmas on the Government's Resources and Waste Strategy. <p>2. Safety, Health, Environment & Quality</p> <ul style="list-style-type: none"> • Schedule 61 – sector wide review of all our permits • Odour complaints we received were related to the unusual hot weather. They have now been replaced and we have not received any further complaints. 	

	<p>2.1 Accidents</p> <ul style="list-style-type: none"> • We continue to encourage staff to report near misses • No RIDDOR reportable accidents <p>3. Fleet Management</p> <ul style="list-style-type: none"> • MOT pass rate is 100% • No Traffic Scores Against any Ansa vehicles by the DSVa therefore we remain Grey. <p>SH – requested this to be reported through our newsletters Action JT to arrange via the Comms Team</p> <p>4. Trees, Parks and Play Areas</p> <p>4.1 Tree Risk Management, Urban Parks, Green Space & Funding</p> <ul style="list-style-type: none"> • 3 Year time scale for the inspection of the borough’s trees. • Ansa has included sub-contractors to assist with this work • We are working alongside the council with the introduction of the new Karbontech system. • Following a wider review of Green Spaces, it has been identified that there are some envelopes of land that the Council maintain which are not owned by them. • There was a discussion relating to the No Mow initiative which has been extended from May to July in certain areas. MHu advised he had received lots of complaints regarding this matter and asked how we were communicating the initiative as it did not appear to be reaching everyone. JT advised we communicate through social media and posters and this year it has been promoted via national news channels. <p>4.2 Tree Inspection Summary</p> <ul style="list-style-type: none"> • There are no financial impacts on Ansa as this is funded by the Council for the 3-year period <p>6. People</p> <p>MH advised that: -</p> <ul style="list-style-type: none"> • Wellbeing day was well-received by employees • Sickness absence is being monitored closely by line managers and HR although at present no statistics are being produced from the Unit 4 system, which affects our ability to monitor trends. • We have held two half-day clinics on site where we have provided free Flu jabs for employees. • AH asked if we provide Covid boosters. MH said this is not something we can provide onsite at this current time, but we are actively encouraging employees to take up the offers they receive externally through the NHS. • MHu asked is there an obligation for staff to stay with the company when they have received the Grow your own or the StepUp training schemes. MH advised that within the training agreement there is a clause to claim back training costs which is phased over a two-year period. 	<p>JT</p>
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07	Employee Rep Matters RG sent his apologies but requested the issue of wet weather PPE to be discussed in his absence as the quality was not the best. JT advised we have been trialling new trousers and feedback from the crews has been positive as they are more water resistant and durable. We have now ordered them, but we do need to use those we have in stock.	
08	Forward View KM advised that there is an FSC meeting on the 9 th November 2022. Arrangements will be made during the meeting for the Business Plan to be considered.	
09	Any Other Business None	

The Meeting closed at 17.20