

**Ansa Environmental Services Ltd (Ansa)**  
**Minutes of Board Meeting on Monday, 22<sup>nd</sup> November 2021 at 13.00pm**  
**Meeting Room 2, Ansa Environmental Hub and Microsoft Teams**

**Present:**

Kevin Melling, Managing Director	KM
Cllr Steve Hogben, Chairman	SH
Cllr Arthur Moran, Director	AM
Cllr Mike Hunter, Director	MHu
Tracy Baldwin, Group Finance Manager	TB
Jane Thomason, Deputy MD	JT
Melanie Henniker, Director HR & Corporate Services	MH

**Other attendees:**

Megan Bowyer PA to MD (Minutes)	MB
Karen Potts, Asst PA	KP

**Apologies:**

Josh Black, Employee Representative	JB
-------------------------------------	----

Agenda Item	Notes	Action
1.	Cllr Steve Hogben chaired the meeting; he reported that due notice had been given and that a quorum was present. He welcomed attendees and declared the meeting open.	
2	<p><b>Declaration of conflicts of interest</b>            KM advised attendees that should any matters relating to Orbitas or TSS be discussed, he might have a conflict of interest as he is Managing Director of both companies in addition to Ansa.</p> <p><b>Item 5 re SECC Map</b>, in the interests of openness SH and AM advised that they have been acquainted with Cllr David Williams, who requested the donation, over a long period and MHu also declared an interest as a Middlewich Town Councillor alongside Cllr Williams.</p>	
3	<p><b>Minutes of last Meetings</b></p> <p>The minutes of the Board Meeting held on 14<sup>th</sup> October 2021 were approved unanimously as being an accurate and a true record except for 10.4 which should have read ‘employer of the year’ not ‘<b>employee</b> of the year’</p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>- <b>Succession Planning</b> – a meeting has been arranged for 18<sup>th</sup> January 2022.</li> <li>- <b>Award Ceremonies</b></li> </ul> <p>Hydrogen Project –an Ansa contingent attended the award ceremony in conjunction with CEC. The team was highly commended but didn’t win.            KM was pleased to report that Ansa won the South Cheshire Chamber of Commerce</p>	

	<p>Employer of the Year award on Friday night at Reaseheath College. All agreed this was excellent news. KM explained that the entry had involved a very rigorous process and comprehensive evidence being submitted so it was a great achievement</p> <p>There are still two Rising Star Awards to be announced in early December for which Ansa has a finalist. Overall, it has been a successful year for Ansa, especially considering the number of competitors who had entered these awards.</p>	
4	<p><b>Verbal Update regarding UPM Contract Novation</b>  KM met on site at UPM and had a positive meeting. He was told that there is to be a substantial investment at the site for a Materials Recycling Facility (MRF).</p> <p>KM was happy to report that it is business as usual regarding our waste processing. It is now 8 weeks since the change of ownership and there has been no difference in the process.</p>	
5	<p><b>Sponsorship Request regarding South East Cheshire Cycle Map</b>  MHu reminded attendees that he would not take part in this discussion as per item 2 above.</p> <p>KM presented the board paper and read out the proposed board resolution which was to make a donation towards the cost of reprinting the maps alongside other donors.</p> <p>Ansa has already benefited from the previous cycle map we supported and recommend this donation and mentioned that in return Ansa will get recognition and that the initiative ties in with Ansa’s values.</p> <p>AM was happy to propose the motion and KM seconded it.</p> <p><b>Board Resolution – It was resolved to support SECCAG in their publication of a new up-to-date cycle map to support safer cycling in and around South East Cheshire, with a donation from Ansa, which will be publicised appropriately in the publication.</b></p> <p><b>Action – Contact Cllr Williams to formally advise and arrange for payment of funds.</b></p>	MB
6	<p><b>Verbal Update regarding Health and Safety related incident</b></p> <ul style="list-style-type: none"> <li> <p><b>Waste Transfer Incident</b>  KM reported that on 30/10/21, a Saturday morning, work was underway in the Waste Transfer Station (WTS). There was a rusty brown gas bottle and somehow the teeth on the shredder pierced it. This depressurised and pushed out a cloud of dust followed by an explosion, a black shadow, and a flash fire. There was a loud noise and a window shattered. No-one was injured and there was no significant damage to plant or machinery.</p> <p>We are drafting a report at present to include details of each of our waste streams and how we deal with them. We have concluded that it is unlikely to have been</p> </li> </ul>	

	<p>through the residual waste. The report will track through and look at existing controls and the new ones that we have established since the incident.</p> <p>The report will be finalised and submitted to EA by 3<sup>rd</sup> December 2021. It will be shared with the board.</p> <p>SH asked that this topic is a standing agenda item. <b>Action MB</b></p>	<b>MB</b>
<b>7</b>	<p><b>HR Policy Reviews</b></p> <p>MH recapped on the board paper that she had submitted, explaining that these policies come to the board for review on a regular basis.</p> <ul style="list-style-type: none"> <li>• <b>Drug and Alcohol</b> – this policy was first agreed on 1/7/2017 for ‘with cause’ and random drug and alcohol testing. It is recommended for there to be no changes to the policy.</li> <li>• <b>Grievance including Dignity at Work.</b> No concerns have been raised so HR are not proposing any changes. SH asked if TUs had raised any concerns. MH confirmed that no concerns were raised on any of the policies.</li> <li>• <b>Performance Improvement</b> This was previously known as ‘Capability’. In cases of underperformance, it gives the employee an opportunity to improve via training etc. No concerns have been raised by TUs or employees and no changes are proposed.</li> </ul> <p><b>Board resolution – it was resolved unanimously to approve all three policies for a further period as presented.</b></p>	
<b>8</b>	<p><b>Operational update regarding Covid related pressures – missed bins</b></p> <p>KM showed on screen the headlines in the local press regarding missed bins plus a ‘Missed Collection Report’ which is produced for stakeholders on a weekly basis.</p> <p>JT reported that in the last 3 months the pandemic has affected us worse than any time previously.</p> <p>Over the last few weeks things have improved:</p> <p>Week commencing 8<sup>th</sup> November – 3 rounds stood down.</p> <p>Week commencing 15<sup>th</sup> November – no rounds suspended.</p> <p>MHu commented that we need to protect our resource. The systems we’ve put in place have worked and we need to continue to be careful.</p> <p>MH said that there had been an extremely low instance of contracting the virus in cases where we’ve sent employees home.</p> <p><b>Board resolution – it was resolved to support management efforts to relieve the pressures on employees by the measures discussed above.</b></p>	

9	<p><b>Ansa Business plan – highlights</b></p> <p>KM displayed his presentation which is a summary and will be conducted at the Shareholder Committee meeting scheduled for 24<sup>th</sup> November 2021.</p> <p><b>Awards</b> - Ansa has achieved a number of awards this year and the highlights of what has been achieved generally is displayed on this slide.</p> <p>KM then went on to talk through the next few slides relating to:</p> <p>Product Developments, Alignment with CEC Corporate Plan and Open, Fair and Green values including Compliance to Commitment Culture Change Programme and roadmap 2021-28, Community Engagement and Employee Engagement.</p> <p>Once feedback has been received from the Shareholder, we will come back to the board with the final business plan to get approval.</p>	
10	<p><b>Any other Business</b></p> <p>None</p>	

**The meeting closed at 16.06. The next board meeting is to be held on 13<sup>th</sup> December 2021 at 10am at the EnviroHub, Middlewich**