

Ansa Environmental Services Ltd (Ansa)
Minutes of Board Meeting on Thursday, 20th January 2022 at 2pm
Microsoft Teams

Present:

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

Other attendees:

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

Apologies:

Cllr Mike Hunter, Director	MHu
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 wished them a happy new year and declared the meeting open.	
2	Declaration of conflicts of interest KM advised attendees that should any matters relating to Orbitas or TSS be discussed, he may have a conflict of interest as he is Managing Director of both companies in addition to Ansa.	
3	Minutes of last Meetings The minutes of the Board Meeting held on 17 th February 2022 were approved as being accurate and correct. Matters Arising Waste Transfer Station Incident – SH and AM attended the briefing to run through the EA response. Finance Update - TB will send through her updated schedule with this time’s minutes. Customer Satisfaction Survey – KM advised that he has recently engaged with the respondents who gave poor feedback to the survey; he acknowledged that there were lessons to be learned by Ansa in relation to expectation management. The stakeholder engagement has proved very useful and has allowed Ansa to demonstrate that we listen and act on customer feedback.	

	<p>Governance Framework document will come to a future audit committee for discussion and sign off. KM confirmed this merely brought existing practices together in one place rather than introducing new governance measures.</p>	
4	<p>Verbal update regarding UPM contract, Redacted due to commercial sensitivity.</p>	
5	<p>Verbal Update regarding Health and Safety Related Incident Waste Transfer Station Incident The outcome has now been advised and we are happy to report that no further action is being taken by the Environment Agency.</p>	
6	<p>Ratification of Audit Committee actions 2021 KM presented a paper on this subject and explained that per the Terms of Reference, a report should be submitted to the Ansa board with details of all activities performed by the Audit Committee. The paper contained a summary of the four meetings held by the audit committee and the work done in 2021, which he asked the board to ratify. In future MHu as Chair of the Audit Committee will report back to the Ansa board with brief details at the next board meeting following each committee.</p> <p>Board Resolution - it was resolved to formally approve the items brought before the Ansa Audit Committee during 2021 as per their recommendations detailed within the board report presented at this meeting.</p>	
7	<p>Feedback from Shareholder Working Group Redacted due to commercial sensitivity.</p>	
8	<p>Directors Strategic Report Q3 to 31/12/2021</p> <p>JT introduced the report by drawing attention to the photographs on the first page reflecting the awards won by Ansa over the last few months. It is nice to see the awards, the logos of which are included on the footer of our Ansa emails, and which are very impressive. SH would like a copy to circulate amongst Members. Action JT to send to NEDs</p> <p>Operational Performance</p> <p>JT reflected over the staffing and tonnage pressures that grew over the Christmas and New Year period but have now eased slightly. As already reported, the Shareholder board feedback was good. In addition to winning multiple awards, it was also pleasing to receive favourable comments last week at the pre-audit by the ISO auditors who commented that Ansa's arrangements for management reviews and meetings were excellent, particularly the SHEQ, TU and Business Managers meetings. A follow-up audit is due in mid-February to check that we continue to apply the right standards to meet the ISO criteria.</p> <p>KPIs</p> <p>JT advised that there had been no change to the pressures experienced regarding tonnages due to Covid as previously reported. We have been struggling for some time to achieve the missed bins target of less than 75 per 100,000 collected. Omicron drastically reduced the amount of our available workforce around the end of November and over Christmas. When that happened, we ensured that social media was updated regularly and where possible we</p>	<p>JT</p>

mopped up missed bins in the following days. She was still proud to say that Ansa had not had to suspend collections although we did have a pause in organic waste collection over Christmas which gave time to catch up on the other waste streams. The level of waste tonnage has been high again in recent weeks and more resource is being required. However, over the last week Covid absences have started to fall so it is hoped that we are past the worst.

JT reported that fly tipping instances peaked in November and hopefully the trend will now continue downwards. The response rates from the street cleansing team are excellent.

Accidents and Incidents –a significant reduction compared with Q2 and down compared with the same period of the previous year. AM asked if we log near misses. JT confirmed that was the case and that communications are issued regularly to remind employees to report so we have a culture where it's fine to report. There were 13 near misses reported in Q3 so the message does seem to be getting through.

Fleet Management – all green with 100% pass rate which is a real achievement and the mechanics have been working very hard. Street Cleansing and Grounds Maintenance are supporting Waste in keeping going and this was particularly the case over Christmas.

Parks, Trees and Play Areas – the work regarding the tree risk management strategy is underway and on schedule.

JT described an opportunity to work with CEC in relation to funding for social prescribing. This involves people with health conditions that would benefit from working in open spaces to bring about positive health improvements.

People –as MH had left the meeting earlier, JT presented this information and advised that sickness absence rose in December especially just before Christmas. This was because of Omicron and Covid isolation along with normal absences.

Self-isolation – Covid isolation period changes in new year were reviewed.

HGV – several loaders have passed first tests in driver training.

Ansa Transport - KM reported that we are still heading for a 1st April start date. TSS is working with the Council to transfer a chunk of the work to them with other key services including Flexilink, 'gotoo' and SEND self-delivered transport being transferred to Ansa.

Risk Management

Redacted due to commercial sensitivity.

Health and Safety

Redacted due to commercial sensitivity.

Financial Performance

Redacted due to commercial sensitivity.

	<p>The final slides were discussed including the Christmas Tree collections for East Cheshire Hospice for which a press release has been issued confirming the fabulous amount of money raised.</p> <p>Board members thanked the team for a comprehensive, informative report and their hard work.</p>	
9	<p>Journals over £50K for Q3</p> <p>TB presented the journal schedule for approval. A brief discussion took place before the following resolution was made.</p> <p>Board Resolution – as per normal practice, it was resolved to approve retrospectively the journals over £50K during Q3 as detailed on the accompanying schedule.</p>	
11	<p>Any Other Business</p> <p>CAT FM radio appearance by KM – KM advised that following Ansa’s success in winning the South Cheshire Chamber of Commerce Employer of the Year Award 2021 he has been asked to participate in an interview on CAT FM radio – a local Crewe/Nantwich station.</p>	

Next Board Meeting to be held on 14th February 2022 at 10am – Environmental Hub and Microsoft Teams