

Alliance Environmental Services Ltd (AES)
Minutes of Board Meeting
Monday 13th May, 14.00, Via Microsoft Teams

Present:

Cllr Arthur Moran, Chairman	AM
Kevin Melling, Managing Director	KM
Melanie Henniker, Director HR & Corporate Services	MH
Andrew Stokes, Chief Exec SM&HP/Director AES	AS
Tracy Baldwin, Group Finance Manager	TB
Mark Trillo, Executive Director AES	MT
Martin Sollis, AES General Business Manager	MS

Other:

Jade Barber (Minutes)	JB
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Apologies Received:

Jane Thomason, Deputy Managing Director	JT
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Agenda Item	Notes	Action
7.	<p>Minutes of meeting and Matters Arising</p> <p>The minutes of the previous meeting were agreed as a true and accurate record.</p> <p>KM and MH had previously had a meeting to discuss the pros and cons of reducing the number of board meetings per year and increasing the amount of focused internal meetings. MT is currently working on drafting a paper to come back to board around this, before then being presented for shareholder approval.</p>	
8.	<p>Operational Update (w/ Simpler Recycling Update)</p> <p><u>Simpler Recycling</u></p> <ul style="list-style-type: none"> • The Contract mobilisation meeting has now been held with Bartec and the team is currently collating the data which is required to begin the route optimisation modelling. There is a target date of 30th June for this piece of work to be completed by. It is hoped that the options that have been requested will be ready for review at the start of October. • A project meeting was held with Council colleagues on 8th May, with the main emphasis being the modelling and the Council's request for additional funding. <p><u>Operations</u></p> <ul style="list-style-type: none"> • Leek Transfer Station reopened on Bank Holiday Monday. All hire vehicles have been returned and operations are now back to normal. • Mowing has now commenced with the majority of sites being maintained. There are still a small number of locations that are too wet to cut. • A new mower for Buxton and Tractor for Leek has now been delivered. • The 'Invest to save' option for grave digging in SMDC is ongoing with a business case due to be submitted shortly. • A contract has been signed with United Utilities for them to install a device which reads water meters as we drive past properties. • Agreement is now in place for a Workshop Apprentice to be recruited for the Buxton Depot. 	

	<p><u>Bereavement Services</u></p> <ul style="list-style-type: none"> • Memorial Testing – Faculty Notices are still outstanding for Derbyshire and Staffordshire. MS has drafted for approval as per the discussion at the last board meeting. All of the churches in Staffordshire have now responded and we are waiting for the Faculty Notice to be issued. • Training was carried out on 9th May with assessments taking place on 15th, 16 & 17th May. <p><u>Depots</u></p> <ul style="list-style-type: none"> • There is currently no progress on new depot in HP, nor on the refurbishment of Fowlchurch. • The lighting in the Fowlchurch Workshop has now been upgraded and is a significant improvement. • The building at Waterswallows requires some urgent repairs and consideration given to a replacement unit; surveys are being carried out to determine the extent of the problems. Norse are in the process of arranging this. • Quotes are being obtained to create additional workshop space at Fowlchurch. A site visit has been arranged for Thursday 16th May to view a site at Waterswallows as an additional space for bin storage and staff parking so that the main site can accommodate the additional vehicles that will be required for Simpler Recycling. 	
9.	<p>HR Policies and Procedures</p> <p>The Company’s HR Policies and Procedures are reviewed and presented to the Board for consideration and approval in accordance with the agreed Schedule. MH presented 3 policies for review, highlighting any proposed changes to be made (if any).</p> <p><u>Travel and Expenses Policy and Procedure</u></p> <p>The purpose of this policy is to set out the rules for claiming approved expenses incurred by employees in carrying out official duties during the course of their work, including travel and overnight accommodation. The proposed amendment is to include a maximum amount claimable for meals (which are over and above normal expenditure) when working away from the office of:</p> <ul style="list-style-type: none"> • Lunch: £7 • Evening Meal (in the case of an overnight stay or if an employee is required to work past 8pm): £25 <p>The policy clarifies that the cost of any alcohol will not be reimbursed and that these amounts are the maximum and actual cost will be reimbursed up to this amount. In addition, there have been incidental changes to claims processes and job titles along with additional information included on the roles of employees and the Company and what action may be taken in the event of any misuse of the policy (false claims).</p> <p><u>Pay Protection Policy and Procedure</u></p> <p>The Company recognises that it is sometimes required to amend an employee’s base for operational reasons. This policy sets out the approach we will take to making such changes and the amounts an employee can claim for excess mileage resulting from such a change. There are no changes proposed to this policy with the exception of incidental changes to job titles etc.</p>	

	<p><u>Trade Union Facilities Agreement</u></p> <p>The Trade Union Facilities Agreement sets out the framework of how the Company will engage with those Trade Unions who are recognised by the Company (currently Unison, Unite and GMB).</p> <p>The following amendments are proposed:</p> <ul style="list-style-type: none"> • Section 6: General Arrangements amended to require Trade Unions to notify the Director of HR and Corporate Services of any changes as soon as is practicable. This section had previously required the Trade Unions to send an updated list on a monthly basis. • Section 11: Removed reference to seconded officials as the Company does not directly second any employee for union duties. • Section 14: Removed requirement for all requests for time off to be submitted to the Director of HR and Corporate Services. • Section 16: Clarified that time recording sheets must be submitted on a monthly basis to the HR Service Manager who will collate information on time off for monitoring purposes. <p>Board Resolution – The board moved to approve the above Policies and Procedures with the proposed amendments as detailed, until they are due for a further review in 12 months’ time.</p>	
10	<p>Any Other Business</p> <p>No other business was raised at this meeting.</p>	

**The Meeting closed at 15.35.
Next Meeting Wednesday 26th June at 14.00**