

Orbitas Bereavement Services Ltd (Orbitas)
Minutes of Board Meeting,
17th May 2024 – 09.00.

Present:

Cllr Joy Bratherton, (JB)	Chair
Kevin Melling, (KM)	Managing Director
Cllr Mark Goldsmith, (MG)	Director
Helen Green, (HG) left the meeting at 11.05	Finance Lead
Paul Goodwin, (PG)	Director
Tom Shuttleworth, (TS) left the meeting at 11.05	Director
Mark Darbyshire, (MS)	COO, Orbitas
Melanie Henniker, (MH)	Director HR & Corp Servs

Observer

Other Attendees:

Karen Potts, (KP)	PA (Minutes)
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Apologies:

Cllr Fiona Wilson, (FW)	CEC Shareholder (Observer)
Sarah Worthington, (SW)	Employee Rep South

Agenda Item	Item Detail	Actions
	<p>Welcome to all participants, apologies, and declarations of interest. JB welcomed all attendees to the meeting. She advised that due notice had been given and that a quorum was present. She declared the meeting open.</p>	
09	<p>Minutes of the last meeting and Matters Arising The minutes of the meeting on 20th April 2024 were accepted as a true and accurate record.</p> <p>Matters Arising – None. All actions have previously been mentioned in the part 2 meeting.</p>	
10	<p>Operational Report The report was circulated to the Board members prior to the meeting.</p> <p>MD asked if there were any questions relating to the content of the report. The board accepted the report as presented.</p> <p>MD confirmed that they have received positive comments on the flower beds.</p> <p>MD confirmed that the 227 MA1’s complete in April is the most we have completed in any month. 12 month rolling total is 2,381 units.</p>	

<p>11</p>	<p>ICCM Recycling MD presented the paper and updated the board on the selection of charities to be considered for the next round of nominations which is expected to open in Q3. He requested that SANDS be included in the list as this had been omitted from the document. The Board agreed to add to the list and that Orbitas would support 4 new charities this year. It was agreed that going forward the Senior Management Team will make the selection of which charities receive a donation and the Board will be advised of that selection.</p> <p>Board Resolution – The Board unanimously agreed they would support 4 new charities and the Senior Management team would select the beneficiaries and advise the board at a future Meeting.</p>	
<p>12</p>	<p>Health & Safety Policies MD advised that changes proposed to each of the policies are minimal.</p> <p>a) Vibration policy Changes have been made to ensure clarity, to update references documents and the last page with the date of evaluation and review</p> <p>b) Whole Body Vibration Changes have been made to ensure clarity, and the date of evaluation and review</p> <p>c) Hand and Arm vibration No changes within the content of the policy other than the issue number, date and review date on page 1 and the last page with the date of evaluation and review.</p> <p>PG requested that the qualifications of the person who reviews the policies is included on all policies. Action MD</p> <p>Board Resolution – The Board agreed to accept the Vibration Policy, Whole Body Vibration Policy and the Hand and Arm Vibration Policy as presented.</p>	<p>MD</p>
<p>13</p>	<p>HR Policies MH presented all four policies and advised the following:</p> <p>a) Pay Protection Policy - there was an error in relation to the length of protection in the papers that were sent out. This is 2 years as TUPE'd over from the Council's policy. The amendments are to take out an historic reference to harmonisation and to update job titles.</p> <p>b) Relocation and Excess travel - the only changes are to update job titles.</p> <p>c) Trade Union Facilities Agreement – Section 6: Trade Union to notify of any changes to named representatives as and when required rather than send a monthly return. Section 11: Removal of reference to seconded officials as we do not second anyone from Orbitas. Section 14: Amended so that requests for time off to be sent to immediate line manager. Section 16: Clarified that time recording sheets must be submitted on monthly basis to the HR Service Manager who will collate on time off for monitoring purposes.</p> <p>d) Travel & Expenses – Changes are to provide clarity on the amounts an employee can claim as expenses and to update job titles.</p>	

	Board Resolution – The Board reviewed and agreed to accept the Pay Protection Policy, Relocation and Excess Travel Policy, Trade Union Facilities agreement and Travel & Expenses as presented in accordance with the agreed Schedule.	
14	<p>Employee Representative Matters SW sent her apologies but sent the following in her absence.</p> <p>1, we have had very positive feedback across both Crematorium sites regarding the new bedding scheme from funeral directors, celebrants, and members of the public. The Board were very pleased to hear this and asked that their thanks and well done be passed to the team.</p> <p>2, staff are asking for an update on the future of Orbitas, KM advised that there is no update at the moment. The Council are still considering all of its options and as soon as they feed back to us, we will let our workforce know.</p>	
15	<p>AOB – None JB asked if there is any update on the completion of the Sundial in Crewe Cemetery. MD advised we hope to have this completed this week.</p> <p>JB asked if the board could be provided with the paper relating to the number of available graves at Sandbach Cemetery. MD advised he will finalise with updated figures and circulate this to the Board members. Action MD</p>	MD

The Meeting closed at 11.28
Next Board Meeting: 24th June 2024 at 09.00