

Orbitas Bereavement Services Ltd (Orbitas)

**Minutes of Meeting,
15th July 2024 – 09.00.**

Present:

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

Observer

Other Attendees:

Karen Potts, (KP)	PA (Minutes)
Sarah Worthington,	

Apologies:

Cllr Fiona Wilson, (FW)	CEC Shareholder (Observer)
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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. No Conflicts of interest were declared.</p>	
06	<p>Minutes of the last meeting and Matters Arising The minutes of the meeting on 24th June 2024 were accepted as a true and accurate record.</p> <p>Matters Arising – None</p> <p>Update from JB in relation to the Cemetery Review she has been advised that a new working group will be formed possibly September 2024 with a view to taking this to the Committee in March next year. This is just a different timescale to what we were expecting. We will look to see if this is something that we can continue to pursue.</p>	
07	<p>Operational Report – Q1</p> <p>MD presented the Q1 report which had been circulated prior to the meeting.</p> <p>MD highlighted the following points:</p> <ul style="list-style-type: none"> • The training programme continues, nothing new since our last report other than induction training for new employees. Note - the CITB Site Management Safety training is planned for the Handy Person Team Leader. • Absence levels have improved when comparing the 12 months rolling period to the end of June 2024. • There is a slight reduction in the impact of the long-term absences which impacted the company through much of the last 18 months. MD commented on the fantastic job done by the team to maintain services during this period. • MA1’s carried out April – June 2024 are 602 compared to 467 for the same period 2023. Traditionally the first quarter is normally slow but this year we have 	

	<p>achieved the same figures as Q2 position last year. We expect to achieve over 2400 during 2024/25.</p> <ul style="list-style-type: none"> • The commercial work has decreased slightly compared to this time last year from 63 jobs to 58. We expect this to recover over the remaining period. • Death Rate data is accurate up to the end of May 2024. Registration figures for June are not available until the middle of July 2024. • Care Force have worked in Sandbach for a while and have now started to operate in Crewe Cemetery. They have been working primarily on removing self-seeding trees from around headstones and epicormic growth around the base of trees. They undertook a project to replace new soil boxes which hold a small amount of soil for the families to throw into the grave post burial. JB advised that the boxes look great and MD has requested several for the Macclesfield cemetery. • The newly planted perennial beds have become well established and continue to generate positive comments. These have replaced the seasonal bedding which were replaced twice a year. <p>Board Resolution: The board noted the Q1 operational Report presented by MD.</p>	
<p>08</p>	<p>Employees Representative Matters</p> <p>SW joined the meeting at 10.06</p> <p>Due to the recent announcements a question had been asked in relation to the BHSF (Birmingham Hospital Saturday Fund) and would this still be available to staff when they are TUPE'd over to CEC.</p> <p>KM advised that at this stage, it is too early to say but there are certain benefits that the company provide and there will be an exercise to look at these. Once the transfer to CEC is complete, they will be able to access any benefits they provide.</p> <p>KM advised we will provide additional information in due course, currently we have just sent out an update email to everyone confirming the decision and outline the proposed timeline for the transfer of services. Importantly, we will arrange a series of briefings and 1 to 1 meeting with employees as the transfer progresses and the Council will offer something similar for all employees that transfer over.</p>	
<p>09</p>	<p>AOB</p> <p>KM thanked both JB and MG for their contributions and invaluable support to the Orbitas Board and Staff, he wished them both all the best.</p> <p>KM advised they would need to officially send in their resignation to MH. Once this had been completed their names would be removed from Companies House.</p>	

**The Meeting closed at
Next Board Meeting: 10.10**