

Orbitas Bereavement Services Ltd (Orbitas)
Minutes of Board Meeting,
19th January 2023, 10.00am, via Teams

Present:

Cllr Joy Bratherton, Chair	JB
Cllr Mark Goldsmith, Director	MG
Kevin Melling, Managing Director	KM
Mark Darbyshire, COO, Orbitas	MD
Helen Green, Finance Business Partner	HG
Melanie Henniker, Director HR & Corporate Service	MH
Sarah Worthington, Employee Rep South	SW

Other Attendees:

Megan Bowyer, PA to Group MD (Minutes)	MB
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Apologies:

Cllr Lata Anderson, Director	LA
Cllr David Brown (CE Observer)	DB

Agenda Item	Notes	Action
1.	Welcome to all participants, Apologies and Declarations of Conflict of Interest JB welcomed attendees, she confirmed that due notice of the meeting had been given and that a quorum was present. There were no declarations of conflict of interest.	
2	Minutes of the Last Meeting The Minutes from the meeting held on 15 th December 2022 were accepted as a true and accurate record. Matters Arising MD confirmed that the floral displays in Crewe Chapel have been changed as requested.	
3.	Operational Report The report was distributed prior to the meeting and questions were invited on the content. MG asked about the painting work in Crewe Town and who commissioned– KM advised it was via the Town Council . A discussion took place, and it was agreed that there are likely to be other opportunities to work with Town Councils in the future. Action MD to oversee.	MD
4	Employee Representative Matters SW advised that she had consulted with colleagues and there was nothing to raise with the board at this time. JB asked if the cemetery roadways had been gritted in light of the icy, snowy conditions; SW confirmed that they had, and that gritting was ongoing. MD advised that arrangements were in hand for gritting and path clearance at Macclesfield. SW left the meeting	

5	<p>Health and Safety Policy The policy document had been circulated and MD reported that there were no changes in responsibilities or other amendments proposed at this time.</p> <p>Board Resolution – it was resolved to approve the Health and Safety policy for a further twelve-month period.</p> <p>The annual statement will be signed by KM and displayed in the public area as in previous years. Action MB to arrange</p>	MB
6	<p>HR Policies</p> <p>MH presented her report which had been circulated prior to the meeting. She recapped on the six policies which were presented for review:</p> <ul style="list-style-type: none"> • Induction Policy • Grading Procedure • Social Networking Policy • Charitable Giving Policy • Smoke-free Policy • Anti-Fraud & Corruption Policy <p>No changes were proposed apart from the Social Networking policy where some of the web sites referred to have become obsolete so have been removed. Additionally, more guidance and examples have been added to the policy to provide clear advice to employees on what is and is not acceptable. A brief discussion took place, and all agreed that the changes were helpful.</p> <p>Although LA was absent from this meeting, she had emailed to confirm her agreement to approval of these policies.</p> <p>Board resolution – it was resolved to approve the six HR policies listed above as presented.</p>	
7	<p>Governance Framework Document KM explained that this was not introducing anything new and was merely a mechanism to bring everything together in one place to demonstrate how the business is managed.</p> <p>MH noted a duplication in section 8.1 regarding insurance. Action MB to update and resolve. MH made the board aware that the HR Metrics report, mentioned in the document as being brought annually to board, is not currently available due to system problems in Unit 4. This has been raised with the Unit 4 team, as obtaining meaningful reports on HR matters is a problem. She asked board members to add their weight by flagging the issue at any opportunity they may have.</p> <p>Board Resolution – it was resolved to approve the Governance Framework Document for a twelve-month period, or sooner should any major changes be needed.</p>	MB
8	<p>AOB 8.1 Friends of Sandbach Cemetery (FoSC)– Tree of Light Proposals 2023 MD advised that both he and KM had been approached by the FoSC asking for assurance that Orbitas would wish to work with them again this year to arrange the Tree of Light</p>	

	<p>event. They wish to apply for funding grants as soon as possible to make the event self-funding if possible. He confirmed that last year's event went well, and he would wish to work with the Friends group again this year. Orbitas has committed to assist and to donate funds and the directors agreed that this approach seemed sensible.</p> <p>Action – MD to respond to FoSC to advise</p>	<p>MD</p>
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The meeting closed at 10.40 a.m. Next meeting to be held on 15th February 2023 at 10 a.m.