

Orbitas Bereavement Services Ltd (Orbitas)
Minutes of Board Meeting,
24th April 2023 at 10.00

Present:

Cllr Joy Bratherton, Chair	JB
Cllr Mark Goldsmith, Director	MG
Cllr Lata Anderson, Director	LA
Cllr David Brown (CE Observer)	DB
Kevin Melling, Managing Director	KM
Mark Darbyshire, COO, Orbitas	MD
Helen Green, Finance Business Partner	HG
Melanie Henniker, Director HR & Corporate Service	MH

Other Attendees:

Karen Potts, PA to MD (Minutes)	KP
Anthony Gosling, Employee Rep North	AG

Apologies:

None

Agenda Item	Item Detail	Actions
01	<p>Welcome to all participants, Apologies and Declarations of Conflict of Interest</p> <p>Cllr Joy Bratherton chaired the meeting; she reported that due notice had been given and that a quorum was present. There were no declarations of conflicts of interest.</p>	
02	<p>Minutes of last Meeting</p> <p>The minutes of the board meeting on 23rd March 2023 were accepted as being a true and accurate record.</p> <p>Matters Arising</p> <p>None</p>	
03	<p>Operational Update</p> <p>The report had been shared with the board prior to the meeting.</p> <p>MD summarised the report highlighting the following points</p> <ul style="list-style-type: none"> • March had been a busy month with over 300 cremations, 13.6% above Orbitas average since 2014/15 (excl. 2020/2021) • There were 3009 cremations to the end of 2022/2023 • Plans for phase 3 of Crewe Town Council Street furniture painting is progressing well • MA1s completed for 2022/2023 1,990 previous high was 2021/2022 with 1,860 	

	<ul style="list-style-type: none"> • Death Registrations are out tomorrow Tuesday 25/04/2023, we will then be able to report on the statistics for the KPI leakage. <p>LA asked are we near full capacity and if so where are we in terms of the 2nd Chapel at Macclesfield. MD advised that at the busy times Macclesfield is at full capacity. MD advised that we are currently waiting on approval from the Council.</p> <p>Training has been minimal this month.</p> <p>We have recruited 3 new staff with a start date of April and have completed interviews for the remaining position which has now been offered.</p> <p>A discussion took place around Alderley Edge Cemetery in relation to the water supply. CEC facilities are attempting to resolve this with the purchaser of the Lodge as the water supply is a shared service. CEC are working to install an independent water supply to the cemetery.</p> <ul style="list-style-type: none"> • MG advised that several Wilmslow residents have contacted him in relation to why the water supply has been stopped. • The owner of the lodge has confirmed that they have not turned the stop taps off. • LA asked was this in relation to the recent burst at Alderley Edge. MD is not aware that it is. • One resident who attends the cemetery daily advised one of the taps was working but not the other. • AG is to verify which taps are working and report back to MD who will continue to push with CE Facilities department to rectify this as quickly as possible. Action AG <p>A discussion took place around the new arrangements with Leighton and Macclesfield General Hospitals which is now overseen by Royal Stoke University Hospital.</p>	AG
04	<p>HR Policy & Procedures</p> <p>Disciplinary Policy and Procedure.</p> <p>A discussion took place around the proposed minor updates identified within the reviewed policy and it was agreed by the Board, subject to the minor amendments identified to adopt the refreshed Disciplinary Policy and Procedure.</p> <p>Resolution – It was resolved by the Board to adopt the refreshed policy document.</p> <ul style="list-style-type: none"> • Grievance Policy and Procedure <p>MH advised the board of the changes to the document.</p> <p>Resolution – It was resolved by the Board: -</p> <ul style="list-style-type: none"> • To adopt the refreshed policy document. 	

05	<p>H & S Policy & Procedures</p> <p>Policies were provided to the board prior to the board meeting.</p> <ul style="list-style-type: none"> • Control of Substances Hazardous to Health (COSHH) - Guidance Note <ul style="list-style-type: none"> - No Changes • Ladders & Stepladders – Guidance Notes – <ul style="list-style-type: none"> - No changes except for the removal of one of the references, INDG455 – HSE Books, as no longer available <p>The name of reviewer has been added to the header sheet on both policies.</p> <p>Resolution – It was resolved by the Board to approve both documents with the amendments.</p>	
06	<p>Employee Rep matters</p> <p>AG asked if there was any update on the regrading of positions?</p> <p>MH advised the initial stage of evaluation resulted in a difference of opinion between the Company and the Trade Unions, therefore this will not need to go to the next Stage which is an integrated panel including HR, Trade Unions and a manager who is impartial.</p> <p>AG asked for an update on the welfare units.</p> <p>MD updated on the welfare units for Alderley Edge and Nantwich, we are currently checking with CEC Planning Office that there is no planning permission required. We require written confirmation that planning is not required. Facilities team are waiting for the landlord consent form to ensure they are comfortable with the units going into place. We are currently arranging with the supplier to meet on site to ensure that they can deliver the unit we require for Nantwich.</p> <p>KM advised that if required, we can hire mobile units. Action AG to discuss with MD.</p>	AG & MD
07	<p>Any Other Business</p> <p>None</p>	

The Meeting closed at 11.26
Next Board Meeting: TBC