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| ALEO AGM and Executive Meeting Minutes19 July 2018 @ 10:30 amLondon Borough of Camden Town Hall |

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| Present: |

Louise Ashton (LA) - A&M Energy Solutions

Dawn Beachus (DB) – ALEO National Secretariat

Hazel Hill - Chair, ALEO South East

Rachel Jones (RJ) - Chair, West Midlands ALEO

John Kolm-Murray (JKM) - ALEO National Chair

Amanda Martin (AM) -

Martin O'Brien (MB) - Chair, ALEO London

David Walton (DW) - Chair, ALEO East

**GUESTS**

Jeremy Nesbitt (JN) – Affordable Warmth Solutions

Sam Balch (SB) – Deputy Director BEIS

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| **Apologies:** |

Darsh Chauhan - ALEO National Secretariat Manager & Acting Chair, ALEO East Midlands

David Colbourne (DCo) - ALEO Vice Chair and Chair, North West ALEO

Cliff Duff - Chair, ALEO North East

Paul Hinsley - Vice Chair, ALEO East

Jane Mears - Vice Chair, ALEO Yorkshire & Humber

Alison Robinson - Joint Vice Chair, ALEO South West

David Shiner - Vice Chair, West Midlands ALEO

ALEO Executive Meeting Minutes

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| 1. **Welcome and Introductions**
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1. JKM welcomed the group and introductions were made.

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| **2Minutes from previous meeting and matters arising** |
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**Matters arising from previous minutes (19 April 2018):**

1. Discussed the date of the July Executive meeting and was suggested that the meeting be brought forward in order that it is not so close to school summer holiday.
2. **ACTION: DB to amend date, confirm with venue and advise attendees.**
3. Skype meeting was mentioned again, aware no facilities at Camden venue, look at whether there are the facilities at the new venue.
4. **ACTION: DB to speak to new venue and advise JKM if Skype is an option.**
5. *Action 5.7: (AGM Meeting) New company memorandum has been produced and circulated, needs signing by members, some were signed at meeting but not enough to pass.*
6. **ACTION: DB to send out again (via email) and request back by a set date, then to chase if not received.**
7. *Action 1.5 – RJ to send her notes from the Each Home Counts meeting to RL to circulate to the Executive, not actioned.*
8. **ACTION: RJ to send notes to DB to circulate to the Executive.**
9. *Action 1.8 – RL to send round template letter to mayors again.* RJ offered to send West Midlands letter.
10. **ACTION: RJ to send the West Midlandsletter to DB. DB to circulate.**
11. *Action 3.15: JKM to rewrite the letter to mayors.*
12. **ACTION: RL to send round template letter to mayors again.**
13. *Action 1.12: JKM and RL to liaise with DC on response to Ofgem re redress funding, no update*
14. **ACTION: JKM to raise today with BEIS.**
15. *Action 1.21: RL to chase BEIS on next EPC database update, no progress.*
16. **ACTION: JKM to raise today with BEIS.**
17. *Action 5.7: RL will liaise with DCo and circulate proposals complying with the GDPR to regions.*
18. **ACTION: DB to add to agenda for October meeting.**
19. All other actions were completed.
20. The 19 April 2018 Executive meeting minutes were approved as a true record.

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| 1. **Chair’s Update**
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1. ECO 3 and the Warm Home Discount is due out today (became available during the meeting – please read).
2. There is no longer an energy efficient advice line in England, only a website, now no national provision, this raises issues with how advice can be accessed by the vulnerable and digitally excluded. London is in the process of raising funds for a helpline but this service will be rare.
3. Warm Arm of the Law – ACE report out last week, enforcement, still awaiting consultation, landlords not spending any money.
4. **ACTION: DB to provide link to Warm Arm of the Law in the minutes.**

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| 1. **Sponsor’s update**
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* 1. A&M’s LA reported that it had been a quite few months domestically.
	2. The industry is seeing a shortage of material, allocation is on a month to month basis and based on last years usage, A&M have enough material but others are struggling and companies may disappear.
	3. LA Flex is slow, hopefully this will increase, A&M have a scheme with Wakefield, there is a marketing plan but slow.
	4. Ian & Louise are still the contacts at A&M
	5. Following the release of ECO3 LA will update from A&M’s perspective.
	6. **ACTION: LA provide update following the release of ECO3.**

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| 1. **Secretariat update**
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1. The Website has remained the same for 12 months, discussions on way forward to be diarised for 12 months’ time.
2. For the financial year 2018-2019 (starting July 2018) the finances will go on line and use Sage, this will help with preparing quarterly VAT returns and end of year accounts.
3. Discussion about the need for hard copy newsletter, LA advised that her board would prefer to see a hard copy, therefore hard copy to remain.
4. Conference dates are provisionally North – Birmingham Thursday 1st November 2018 & South – London Thursday 18th April 2019. Please note date change to Wednesday 28 November 2018.
5. **ACTION: DB to diary for discussions July 2019.**
6. **ACTION: DB to confirm Birmingham conference date & venue.**

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| 1. **Representation, consultations and policy**
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* 1. The Already covered previously.

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| 1. **Regional Updates**
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1. Please submit your regional updates.
2. **ACTION: ALL please submit your regional updates.**

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| 1. **Warm Homes Fund – Jeremy Nesbitt, Affordable Warmth Solutions**
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1. JN advised he has 2 roles (1) Manage new gas connections via Cadent network & (2) Manage the £150m WHF.
2. JN provided an update of WHF, 2 rounds of bidding completed, £59m awarded (£35m to FTCH systems near gas infrastructure, £16.5m more than 2 kms from gas connection, £7.5m for innovative programmes)
3. Total project value of £118m, with match funding from local authorities (£46m) & housing associations (£13m)
4. JN has a map of the country as to where funds allocated, he will forward this. There is a reasonable spread bid not based on location but bid criteria and evaluation.
5. In terms of delivery, it has been slow, disappointing, some councils not ready to go, round 2 moving quicker.
6. Due to lack of delivery 1 contract has been terminated, 2 are under review, if can deliver the funds will be reallocated to those who can deliver.
7. Actively out auditing the projects, vast majority are good.
8. Bids for Round 2b is due the end of September 2018, Round 3 will be due Jan/Feb 2019, AWS want to spend the £150m funding.
9. Very difficult to evaluate cat 3, established programmes will score low, looking for bids that can be used in future projects, difficult to provide clearer guidance on cat 3, AWS want innovative and/or different projects.
10. JN would rather 10 fail and 2/3 succeed and change the way we work in the future.
11. RJ stated that boring projects need money too (Cat 1)
12. **ACTION: JN allocation of funds map to be provided.**

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| 1. **ECO 3**
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1. SB introduced himself as Deputy Director, in his role he is improving the efficiency performance of home & white goods which would then feed into the clean air strategy.
2. ECO 3 up to 25% now for ECOFlex.
3. Targeting vulnerable homes, Private Rented & Social Housing, 100% focused on affordable warmth, looking at EPC to C by 2035.
4. Looking at lowering the supplier threshold from 250,000 to 150,000 by 2010, scheme size will stay the same just spread across more suppliers.

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| 1. **PRS MEES Consultation**
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1. SB advised a lot of responses, summary response to be published, finalised government due Autumn.
2. JKM stated that it would be useful to know how sits alongside 2004 Housing Act, how the 2 enforcement tools sit together is not clear.
3. SB stated that recent EPC’s are of better quality than the older ones.
4. Last update was December 2016, happy with yearly updates but where is the latest. SB to check.
5. **ACTION: SB to advise when next EPC update due.**

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| 1. **HECA**
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1. Data collected and provides help to the ALEO members.
2. General discussion - Need to standardise the data, online (?) and publish this. Name & shame those who do not provide HECA report.
3. Room supports standardisation, then can compare with others, strategic perspective compare all local authorities in the area, those who haven’t provided can be easily seen.
4. HH thought reporting on an annual basis would be beneficial.

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| 1. **Dates and venues of 2018/19 Executive meetings and AGM**
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* 1. Confirmed dates for future ALEO Executive meetings are as follows:
* Thursday, 19 Jan 2019
* Thursday, 18 Apr 2019 (AGM)

**PLEASE NOTE NEW VENUE**

**Crowndale Centre**

**218 Eversholt Street**

**Kings Cross**

**London**

**NW1 1BD**

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| 1. **AOB**
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* 1. There was no other business.

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