**ALEO Executive Meeting Minutes**

4th April 2019 @ 10:30 am

The Crowndale Centre, 218 Eversholt Street NW1 1BD

**Present**

John Kolm-Murray (JKM) - ALEO National Chair

Hazel Hill (HH) - Chair, ALEO South East

Amanda Martin (AM) – Vice-Chair ALEO South East

Rachel Jones (RJ) - Chair, West Midlands ALEO

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

Paul Hinsley - Vice Chair, ALEO East

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

**Apologies**

Cliff Duff - Chair, ALEO North East

Jane Mears - Vice Chair, ALEO Yorkshire & Humber

Neil Short – Chair ALEO South West

David Walton (DW) - Chair, ALEO East

Paul Elliot – Joint Vice Chair, ALEO South West

David Shiner - Vice Chair, West Midlands ALEO

ALEO Executive Meeting Minutes

**Welcome and Introductions**

1. DCo welcomed the group and introductions were made. The first part of the meeting was Chaired by DCo.

**Minutes from previous meeting and matters arising**

**Matters arising from previous minutes (17/01/19):**

* ACTION – DB to obtain 2nd quotation for updating ALEO website, ensuring this is a like for like quote – see secretariat update
* ACTION – DB to forward on Rob’s reply about why we are changing the articles - see secretariat update
* ACTION – DB to contact professional for further information about charitable status - see secretariat update
* ACTION - DB to send BEIS slides with questions out to executive -completed
* ACTION – DB to send out Solihull MDC template – link below:

<http://www.solihull.gov.uk/Portals/0/StrategiesPlansPolicies/Housing/HECA_March_2017_Summary.pdf>

* ACTION – JKM to approach Deputy Mayor re conference in May - Deputy provisionally booked

Discussion on EE awards and the potential to work with/in partnership. They are organising regional conference and have a national awards. Gary Braybrooke has spoken at a few ALEO regions and would like to attend the next ALEO meeting to discuss opportunities/synergies. The executive agreed to ask him to attend the next meeting in July.

**ACTION : RJ to arrange for Gary to attend the next meeting.**

The 17th January 2019 Executive meeting minutes were approved as a true record.

**Sponsor’s update**

1. A & M have formally ended their sponsorship of the ALEO. The executive discussed potential sponsorship opportunities and the option to offer sponsorship elements such as conference, newsletters, website etc. The chair, Vice Chair and secretariat agreed to meet after the meeting to discuss in greater detail and report back at the next meeting

**ACTION – JKM/DCO/RJ to meet to discuss opportunities and options.**

**Secretariat update**

1. Magazine - RJ raised the option to save costs through changing the Newsletter to a digital version only until further sponsorship is found. In addition, the majority of members were happy to have the newsletter digitally as it is a more environmentally friendly option. The executive agreed to this change.
2. Website - At the previous meeting the secretariat raised the need to alter the website to allow changes to made through a content management system that was more generic. The Secretariat have received a quote for the updating of the website and are awaiting the second quote. The executive agreed for the final decision to be made by the secretariat.

**ACTION- RJ to finalise quotes and arrange for works to be undertaken**

1. Accounts – accounts need to be signed off by end of April. Due to meeting early this month we were unable to have accounts ready, they will be completed by end of April. Accounts have taken longer than expected due to the need to change accountants and facilitating this process has been challenging. Accounts will be ready for sign off by 28/29th April. The VAT on the account is also due but until we can facilitate the change with Rob to access HMRC Government Gateway Account we cannot make payments as the account needs access to look at past returns

**ACTION: RJ to ensure accounts are delivered and signed off by end of April 2019**

**ACTION: RJ to liaise with Rob to enable access to HMRC**

1. Charitable Status – The executive is keen to explore this further and after discussion agreed for the secretariat to move this process forward with relevant legal support. Joanne from the secretariat has produced an overview of becoming a charity which will be attached with the minutes.

**ACTION – RJ to seek legal support of changing ALEO to a Charity**

**ACTION- RJ to circulate briefing from Joanne on becoming a Charity**

1. Conference – the conference is booked for the 22nd May at BEIS Conference Centre. The secretariat has drafted an agenda and the executive looked at speaker and workshops options. This included the morning sessions focusing on the home energy agenda with speakers from BEIS and OFGEM and the afternoon looking at smart grids with speakers form SGN. It was agreed to give the conference a new theme of ‘Refreshing The Energy Agenda’

**ACTION – JKM to liaise with BEIS on a speaker to run a FP workshop on the strategy review**

**ACTION – RJ to try and source additional sponsorship for the conference**

**ACTION – JKM to check that Deputy Mayor is still available to open the conference**

**ECO Flex Discussion**

1. The executive had a discussion on the new guidance and highlighted that it was only guidance, but that members need to be aware of the need to ensure that any income threshold that is used is justifiable. JKM recommended the use of the Joseph Rowntree toolkit as this is recognised tool used in other government departments. The executive discussed the need to ensure members were supported with development of SOI’s and to liaise with BEIS.

**Chair’s Update**

1. BEIS undertaking FP consultation in the summer. Will look at how they use Fuel Poor Ratings and proposals to alter the FPR to a higher band to take into account rising costs.
2. New contact at BEIS for Fuel Poverty -Kirsten Horton and Richard Mellish has also retired from BEIS and has been replaced by Olivia Haslam

**ACTION : ALEO/JKM to respond to FP consultation and look to arrange session at conference**

1. PRS change to regulations came in as of the 1st April and include the new cap of landlords spending up to £3,500 PRS paper is due imminently to look at the future trajectory of the PRS.
2. Redress funding is still a concern to members as it cannot be access by local authorities, OFGEM will potential review but pressure may be required:

**ACTION : All regions with Mayors to write to OFGEM to request review of exclusion of LA’s**

**AOB**

1. No other AOB

Confirmed dates for future ALEO Executive meetings are as follows:

Thursday 4th July 2019 – Committee Room 4 (10am – 2pm)

Thursday 10th October 2019 - Committee Room 4 (10am – 2pm)

PLEASE NOTE BOTH THESE MEETINGS AT THE VENUE

Crowndale Centre

218 Eversholt Street

Kings Cross

London

NW1 1BD