**ALEO Executive Meeting Minutes**

4th July 2019 @ 10:30 am

The Crowndale Centre, 218 Eversholt Street NW1 1BD

**Present**

John Kolm-Murray (JKM) - ALEO National Chair

Justin Bailey (JB) Vice-Chair ALEO South East

Joanne Gittings (JG) – ALEO National Secretariat – dialling in

Rachel Jones (RJ) - Chair, West Midlands ALEO

Amanda Martin (AM) – Chair ALEO South East

David Walton (DW) - Chair, ALEO East – dialling in

**Apologies**

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

Cliff Duff - Chair, ALEO North East

Paul Elliot – Joint Vice Chair, ALEO South West

Jane Mears - Vice Chair, ALEO Yorkshire & Humber

Neil Short – Chair ALEO South West

David Shiner - Vice Chair, West Midlands ALEO

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

Paul Hinsley - Vice Chair, ALEO East

**Welcome and Introductions**

JKM welcomed the group and introductions were made.

Apologies for absence

**Minutes from previous meeting and matters arising**

**Matters arising from previous minutes (04/04/19):**

RJ - Gary Braybrooke has spoken at a few ALEO regions and would like to attend to discuss opportunities/synergies. The executive agreed to ask him to attend the meeting in July but as he was not able to attend RJ to invite to the next meeting pending other ALEO commitments.

1. **ACTION : RJ to arrange for Gary to attend the next meeting in October 2019**

The 4th April 2019 Executive meeting minutes were approved as a true record.

**Sponsor’s update**

Sponsorship opportunities and the option to offer sponsorship elements such as conference, newsletters, website etc. are currently being complied by the Secretariat and will then be distributed for further comment.

1. **ACTION – RJ/JG to produce options for discussion at next meeting.**

**Chair’s Update**

**Fuel Poverty Consolation** – discussed the new Fuel Poverty Review that would be due out for consultation in the summer and that the focus of the consultation would be changes to the indicator to with a greater focus on homes with a poor energy efficiency and encompassing properties in a band D using the FPEER not just an EPC

**Climate Emergencies** - JKM stated that a number of local authorities have declared a climate change emergency. The executive discussed how ALEO could actively support members on this. RJ asked if anyone has an idea of the number of local authorities that have declared.

Some local authorities are aware of climate change emergency but the combined authorities need to get on board and huge investments are required. Was there anything that has been done in the past by ALEO / CAN that can be done to assist?

RJ – suggested to start to contact the councils that haven’t declared a local plan and to send a “things you can do and things not to do” suggestions letter, together with stating the bear minimum ECO/ECO Flex and SOI that is needed by local authorities. Also showing what has been done in the past and here is ALEOs portfolio with an invitation to join ALEO and offering our help.

**NICE Guidance on Indoor Air Quality**. Link to it to be added to the ALEO e-news bulletin. There is no suggested safe level of tobacco smoke and this is covered well elsewhere, there are plenty of other pollutants. Pure air quality from the outside, plug in gasses etc.

**BEIS MESS Workshop** – These have been well attended and there is general acceptance on the lack of funds available for enforcement. Hopefully the pilot projects funded through BEIS will lead to some solutions. Need to ask BEIS to attend the next meeting to see what the primary results are from the pilots. CA have also produced a report on fuel poverty in the [private rented sector.](https://wearecitizensadvice.org.uk/how-the-government-can-fix-the-private-rented-sector-df1e15964faf)

1. **ACTION RJ/JG – to look through past CAN and ALEO files for reference to climate change action plans etc that may be useful for adaptation.**
2. **ACTION RJ/JG to find out the number of LA that have declared – post meeting notes this is currently siting at 168 link to councils that have declared is** [**https://www.climateemergency.uk/blog/list-of-councils/**](https://www.climateemergency.uk/blog/list-of-councils/)
3. **ACTION: JKM to work with secretariat on a letter to local authorities detailing the support network that is available through ALEO.**
4. **ACTION : JG - link to NICE Guidance in next bulletin**
5. **ACTION : JG to liaise with BEIS on the current status of pilots for the PRS MEES.**

**Secretariat update**

**Charitable Status** – RJ has had further discussions with Wright Hassall regarding this to explore viable options for ALEO especially as we have the regional memberships working within the National remit. Overall trustees could then be appointed to make decisions on such matters as sponsorship, accounts sign off etc.

**Sponsorship** – current political climate has made this challenging. The executive have decided that ALEO focus will be across both Fuel Poverty (including water poverty) and Climate Change. This should enable a board base for potential sponsorship. The key sponsorship message is that ALEO has ‘energy at the heart of its work’. The secretariat will prepare a variety of sponsorship options including bronze, silver, gold and platinum packages with the aim of platinum but mindful of the current financial climate. Until sponsorship has been sourced the executive have agreed for the newsletter to be electronic and for website to stay with existing provider and format for the time being.

**Regional Constitutions -** JG requested the chair’s of each region to supply a copy of their constitution. We have had limited returns and ALEO SE have agreed to share their constitution with the other regions as a template they may wish to use. Also discussed that some regions were lacking officer support so there is a potential to merge some areas together.

**Accounts** – these were signed off at the end of April by RJ. As DCol will be standing down as vice chair due to a change in role. It was suggested for the time being that JKM and AM become Directors, so that more than one signatory would be possible for signing off the accounts in future. RJ advised that we would receive a VAT bill for 2017-2018 as payment was overdue due to the handover in secretariat and also a change in accountants.

1. **ACTION – RJ to seek legal support of changing ALEO to a Charity**
2. **ACTION - RJ and JG to work on sponsorship platinum-gold-silver etc. in readiness for gaining sponsorship of the individual areas. A copy will be circulated for comments / approval End of August/September.**
3. **ACTION – RJ and JG once packages have been developed start approaching key utilities, focus on new larger entrants such as Octopus, Shell, BP etc as well as the traditional utilities.**
4. **ACTION : regions to send constitutions to the secretariat.**
5. **ACTION: regions to consider options for combining their regions if there is a current need in a region or lack of support in another.**

**AGM**

The minutes of the last AGM, held 19 April 2018, were approved as a correct record and it was confirmed that there were no matters arsing.

JKM – David Colbourne is to stand down as Vice Chair due to a change in job role. JKM expressed the need to get the network back up to full strength, JKM is in his fifth year as chair and would like to ensure that ALEO is able to provide the support needed by membership across the country.

Election to be held at the next meeting for Vice Chair role.

It was noted that another director is needed due to David’s resignation. John will cover in the interim with Amanda Martin.

1. **ACTION: Regional chairs to liaise with JKM or Secretariat if they are interested in the position of Vice Chair.**
2. **ACTION: AM and JKM to become directors of ALEO whilst we undertake changes to make ALEO a charity.**

**AOB**

Venue – the executive acknowledges the challenge for regions to attend meetings so we will look at alternative venues that will enable good quality dial in access / video conferencing as current attempts have been less than successful. Suggestions included OFGEM, EST, BEIS, LGA, Google. YouTube, Energy Networks

1. **ACTION – JG to look at alternative venue options with remote conferencing facilities**

Confirmed dates for future ALEO Executive meetings are as follows:

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

PLEASE NOTE THE MEETING IS CURRENTLY AT THE VENUE BELOW

Crowndale Centre

218 Eversholt Street

Kings Cross

London

NW1 1BD