

ALEO Executive Meeting Minutes

20 July 2017 @ 10:30 am
London Borough of Camden Town Hall

Attendees:

Louise Ashton (LA) - Group Marketing Manager, A&M Energy Solutions (ALEO National sponsor)
Darsh Chauhan (DCh) - ALEO National Secretariat Manager & Acting Chair, ALEO East Midlands
Hazel Hill (HH) - Chair, ALEO South East
Paul Hinsley (PH) - Chair, ALEO East
Rachel Jones (RJ) - Chair, West Midlands ALEO
John Kolm-Murray (JKM) - ALEO National Chair and Vice Chair, ALEO London
Stephen Lang (SL) - Group Business Development Manager,
A&M Energy Solutions (ALEO National sponsor)
Matt Lewer (ML) - Chair ALEO East Pennine
Rob Leeson (RL) - ALEO National Secretariat
David Shiner (DS) - Vice Chair, West Midlands ALEO
David Walton (DW) - next Chair of ALEO East
Martin O'Brien (MO) - Chair, ALEO London

Apologies:

David Colbourne (DCo) - ALEO Vice Chair and Chair, North West ALEO
Cliff Duff (CD) - Chair, ALEO North East
Jane Mears (JM) - Vice Chair, ALEO East Pennine
Alexander Ross Laing - Managing Director & Group Chairman, A&M Energy Solutions (ALEO National sponsor)
Neil Short (NS) - Vice Chair, ALEO South West
Colin Anderson (CA) – Chair, ALEO South West
Steve Martin (SM) - Chair, CAN Cymru Housing
Leanna Jones (LJ) - Vice Chair, CAN Cymru Housing
Marie Jones (MJ) - Vice Chair, ALEO South East
Susan Carr (SC) - Vice Chair, ALEO North East
Alison Robinson (AR) - Vice Chair, ALEO South West
Robert Clements (RC) - Representative, Northern Ireland Housing Executive

1. Minutes from previous meeting and matters arising

- 1.1 JKM welcomed the group and introductions were made.
- 1.2 David Walton, form Suffolk County Council will be taking over from Paul Hinsley as Chair of ALEO East at the next ALEO East forum meeting, on 22 November.
- 1.3 The minutes of the last meeting were approved as a true record, subject to the change of HH's job title from ALEO South East Vice-Chair to Acting Chair in the attendees sections.

Matters arising from previous minutes (20 April 2017):

AGM action points:

- 1.4 Action 4.7: RL has submitted the company accounts to Hayles for filing at Companies House.
- 1.5 Action 4.8: The regional reports are currently being prepared for inclusion in the next issue of ALEO News. RL will circulate them for comments soon.
- 1.6 Action 4.9: RL has only received four regional updates so far for this meeting, and there are some regions that haven't reported for some time. Please send in regular reports, as they are useful for the Executive meeting minutes, news items on the regional websites and for preparing the annual regional reports for the ALEO magazine, as well as keeping the rest of the Executive informed of developments in other regions.

- 1.7 Action 5.5: RL has emailed details of the role of directors. Nominations for new directors was on the agenda to be discussed later in the meeting.
- 1.8 Action 5.6: RL has sent CD details of the Internal Treasurers role.
- 1.9 Action 6.2: The next AGM meeting has already been booked, but wasn't included on the website to avoid confusion with this year's AGM date. RL will circulate proposed dates for the following 12-months' worth of meetings.
- 1.10 Action 7.2: RL asked Hayles for more details of their audit insurance offer, and was sent an advertising flyer which wasn't very informative. RL asked again for full details and has just received an email with more information, which he will circulate to the Executive.

Executive meeting action points:

- 1.11 Action 1.23: ECO Flexible Eligibility (ECO FE) press release. JKM has concerns about ECO Flexible Eligibility. BEIS will be looking at things in the autumn and there needs to be progress. There still seems to be some confusion that needs to be addressed, in particular from ambiguities in BEIS guidance and LA procurement issues. See discussions on ECO, below.
- 1.12 Action 1.24: DC will take over from KL on this and ask contacts about the Derbyshire and Nottinghamshire report on their Warm Homes on Prescription project.
- 1.13 Action 1.25: RJ has drafted a letter to BEIS re client contributions, but could do with evidence from the rest of the Executive. RL will liaise with RJ to send an email to ALEO members asking for contributions.
- 1.14 Action 1.26: JKM has circulated the FPEEG report.
- 1.15 Action 1.27: RL has attempted to register as a stakeholder for the Each Home Counts review, twice by email and once through the contact form on the website. However, he has not received a response. RL will contact a BEIS representative and ask for an email address for an individual working on this, rather than trying the generic email again.
- 1.16 Action 1.28: RL has circulated another call for case studies.
- 1.17 Action 1.29 and 1.30: JKM is still to ask BEIS to clarify what 'public authorities' refers to in the Digital Economy Bill and for BEIS and DCLG to clarify what the correct approach to data sharing is.
- 1.18 Action 1.31: RL asked BEIS to run a workshop on ECO FE at the ALEO Conference in York, however, they declined. RL will invite BEIS to run a workshop on data sharing at the next conference.
- 1.19 Action 1.32: It was decided that the Department for Culture, Media & Sport consultation on General Data Protection Regulation was a little too broad in scope to be worth responding to.
- 1.20 Action 1.33: RL recirculated the updated HECA reports list and asked members to add any that are missing. This resulting in the total responses in the list increasing from 40% to 49%. However, Qaizer Sethi, (Policy and Delivery Officer, Home and Local Energy Team, from BEIS) sent through a version of our list with the LAs that had submitted a response to BEIS marked. There are 18 that BEIS say they've received, but RL can't find a link to on the LAs' sites, and 44 that we have found, or been sent links for, but BEIS don't seem to have received. RL asked DCo (while JKM was on leave) about this, and given the low numbers (compared to 86% in 2013 and 71.5% in 2015) he was wary of publishing the list the ALEO website at this stage. It is possible that some LAs are yet to publish reports due to delays with ECO guidance, and that LAs producing joint reports might account for some of the discrepancy.
It was agreed that RL will send the list to the Executive, who will attempt to contact individual members in their region from LAs who aren't recorded as having submitted a report. BEIS have chased LAs for links on previous reporting rounds, although they don't seem to have done so yet this time.
- 1.21 Action 1.34: RL has asked LGA for an email list of council leaders, but has not yet received a response. The CFP Chair has told RL that he will be happy to forward emails to the CFP members, and RL is currently looking to create a list of Welsh Assembly members for the magazine email list.
- 1.22 Action 1.35 and 1.36: JKM has circulated the London mayoral before and after letters for use as template. None of the Executive has sent a letter to their new mayor yet, but this would still be worth doing. RL will send a reminder to ALL to use the London template to produce a letter to their mayoral candidates and LEP chair (since they have been asked to engage through HECA). Consider including both JKM's and regional Chair's signature on the letter.
- 1.23 Action 1.37: BEIS have circulated draft guidance for the new PRS regulations to stakeholders, and ALEO has submitted a response which was compiled by DS.
- 1.24 Actions 1.38 and 1.39: RL believes that CD has offered to sit on the CFP's off-gas-grid subgroup. RL will check with CD.

- 1.25 Action 2.27: The ECO FE Statement of Intent (SOI) templates have been circulated to members and are available on the ALEO website. The HECA report list is not on the website yet (see 1.20, above).
- 1.26 Action 2.28: JKM is still to write follow-up open letter to party leaders.
- 1.27 Action 2.29: DCo has sent the letter to Ofgem, re the redress funding and has received a response, which seems to suggest that Ofgem mistakenly believe that LAs already have funding to tackle fuel poverty. RL, DCo, JKM and DS to liaise to follow this up.
- 1.28 Action 3.12: RL has recirculated the HECA list (see 1.12, above).
- 1.29 Action 3.13: The next issue of ALEO News is currently in production, and will include information on ALEO's SOI templates.
- 1.30 Action 3.14: The conference was held on 3 July. See Secretariat update, below.
- 1.31 Action 4.4. RL has circulated the new draft Articles of Association and constitution, to be discussed in the afternoon session, (see below).

- 1.32 ACTION: RL to amend minutes as per item 1.3 above.**
- 1.33 ACTION: RL to circulate draft regional reports for approval by the Executive and inclusion in the next edition of the ALEO magazine.**
- 1.34 ACTION: RL to circulate proposed dates for further 2018 and 2019 Executive meetings.**
- 1.35 ACTION: RL to circulate email re Hayles' insurance offer to the Executive.**
- 1.36 ACTION: JKM and RL to liaise on a press release on ECO flexible eligibility.**
- 1.37 ACTION: DCh will ask his contacts about the Derbyshire and Nottinghamshire report on their Warm Homes on Prescription project.**
- 1.38 ACTION: RJ to draft letter to BEIS re client contributions.
ALL to send RJ any evidence they know of to support this.**
- 1.39 RJ to liaise with RL to send an email to ALEO members asking for information on client contributions.**
- 1.40 ACTION: RL to ask a contact at BEIS about registering as a stakeholder for the Bonfield Each Home Counts review.**
- 1.41 ACTION: JKM to ask BEIS to clarify what 'public authorities' refers to in the Digital Economy Bill.**
- 1.42 ACTION: JKM to ask BEIS and DCLG to clarify what the correct approach to data sharing is.**
- 1.43 ACTION: RL to liaise with JKM and BEIS re a potential conference workshop on data sharing.**
- 1.44 ACTION: RL to send the updated HECA report list to the Executive for them to contact individual LA members.**
- 1.45 ACTION: RL to chase LGA on LA Chief Executive list, and compile email list for Welsh Assembly.**
- 1.46 ACTION: RL to send reminder to ALL to use the London template to produce a letter to their mayoral candidates and LEP chair (since they have been asked to engage through HECA). Consider including both JKM's and regional Chair's signature on the letter.**
- 1.47 ACTION: RL to check with CD whether he is now on the CFP off-gas-grid subgroup.**
- 1.48 ACTION: DCo, JKM and DS to liaise with RL to send follow up response to Ofgem on LA access to redress funding.**
- 1.49 ACTION: RL to include details of the SOI templates in the next issue of ALEO News.**
- 1.50 ACTION: ALL to provide written regional updates before each Executive meeting.**

2. Chair's Update

- 2.1 The Conservative's coalition with the Democratic Unionist Party (DUP) don't seem to have too many implications for energy policy, although the Conservative's manifesto promise to means test the Winter Fuel Payment will probably not happen.
Jim Shannon MP, from the DUP, co-chairs the Healthy Homes All-Party Parliamentary Group. Greg Clarke is still Secretary of State for BEIS.
The Conservatives also proposed a price cap on energy tariffs, prior to the election. There seems to be broad support for this in parliament, but things also seem to have gone quiet on this. It seems that no much is going to happen because of Brexit and the Conservatives losing their majority. Even things already announced might not happen, so there is a bit of a vacuum at the moment.

- 2.2 The Grenfell fire has caused delays in the installation of new high-rise insulation, and several buildings have had their cladding removed. It looks like this has set things back at least two years. The tragedy shines a light on what happens with inadequately funded LAs; it is difficult to respond adequately when there is not enough staff. Other boroughs were stepping in to help. Hopefully, the government will realise that LAs can't run on a shoestring and that there is a need to listen to tenant's safety concerns. Indications are that a fridge freezer started the fire. It looks like materials were used that shouldn't have been and that are banned in many other countries. Lots of LAs will have no issues because there have been using better material and adequate precautions have been taken.
- We need to make sure progress isn't lost. There are lots of high-rise tenant in fuel poverty. We need to maintain trust across the sector.
- Some LAs appoint independent surveyors to quality assure. LAs have lost a lot of experienced staff. Some disreputable companies are cutting corners and there is no-one in post to keep an eye on them. It is useful to have outsourced, third-party checks.
- Lots of money that would have gone into energy efficiency is now going to fire safety measures.

3. Sponsor's Update

- 3.1 A&M Energy Solutions hope to continue to make progress on partnerships with ALEO members.
- 3.2 SL joined the company in May. He has met with some ALEO members already.
- 3.3 A&M presented and facilitated a workshop at the ALEO National Training-Day Conference in York. A&M are taking the consolatory partnership approach rather than the sales approach.
- 3.4 RL has included a message from A&M in the follow-up conference email to attendees. This wasn't a sales pitch but more an invitation to assist and advise. A&M have not had any responses from this so far, so would like to explore options to email the rest of ALEO's membership.
- 3.5 A&M feels that ECO FE is a great opportunity for LAs to have a say in their areas. If there is good take-up, there's a good chance that FE will be included in the next version of ECO, possibly with a higher percentage of the funding allocated to it.
- 3.6 There have been some unclear statements from BEIS, and they are not always giving good answers to queries. Suppliers and others can help to explain the scheme to LAs as well.
- 3.7 ECO FE is really quite straightforward. There seems to be a bit of confusion on this and here needs to be more communication to get this across.
- LAs' own procurement is perhaps the only barrier. ECO FE is one of the most simple schemes we have had, although BEIS's document is very convoluted. BEIS are also saying it's simple, but are giving a lot of complicated documentation. We are not hearing that it's simple from some suppliers, unfortunately. At the BEIS workshop event, suppliers weren't helping confidence, making things sound difficult. We need to repeat the mantra that it's simple.
- LAs don't have to speak directly to utilities or BEIS; a good installer managing agent will do things for them. A good SOI is all that's required and ALEO have provided a good template for this.
- 3.8 ALEO could give examples, to show how simple it is, of approaches that have worked best in practise.
- 3.9 General Data Protection Regulations are coming in, and this is holding things up, although LAs should just say if people are in danger of fuel poverty and not say what their condition is.
- 3.10 The East Midlands NEA forum last week had a presentation on SOIs. They were saying that it's simple but also that the timescale seems impossible. LAs have to get sign-off at senior level and it's not a priority for many LAs. People are asking for measurable outputs etc. BEIS's guidance is confusing and there is only 15 months.
- Some LAs had already put forward their intention for their SOI in their HECA reports, so this was discussed five months ago. It's more difficult for those that haven't.
- 3.11 There was originally a concern that, as it's a small pot of funding, it could have gone in a month or two, but it's possible it might not be fully spent, which is worrying.
- 3.12 On previously schemes, energy suppliers have had to shut down months before the deadline. If LAs leave later things than August or September, they will be approaching the deadline.
- 3.13 We could publish a case study in the ALEO magazine, although the content is nearly finalised, and there might not be any good case studies available in time.
- 3.14 Suffolk has published details of their scheme. In Leeds, Lance Saxby has agreed an SOI with 10 LAs. Dover produced its SOI in May, and are possibly installing already.
- 3.15 We could publish a blog following through the process.

- 3.16 **ACTION: RL, SL and JKM to liaise to confirm the wording of A&M's email to members.**
- 3.17 **ACTION: ALL to consider ways to promote ECO FE and look for best practise case studies to circulate to members via RL.**

4. Secretariat Updates

- 4.1 ALEO held its latest National Training-Day Conference in York on 3 July. RL thanked A&M for their support and contributions to the programme. Rita Varsani – Senior Policy Advisor, at BEIS presented in the morning plenary but unfortunately was not able to stay for the ECO workshop.
- 4.2 The ALEO News magazine is due out soon and the E-bulletin is being sent out regularly.
- 4.3 RL and DCh have been working on the new Articles of Association and Constitution. This had been circulated prior to the meeting, and was on the agenda for discussion (see below).
- 4.4 The Accounts were submitted to Companies House and the intro to this will be included in the next issue of the ALEO magazine.
- 4.5 The Bank has chased RL again for info on the Executive for their money laundering prevention checks. RL has told them that we are in the process of changing our Articles of Association and they have accepted this for the time being, provided that we send them a letter signed by our company director (RJ) to confirm this. RL has liaised with RJ on this.
- 4.6 We will aim to hold the next conference in October at the Islington Assembly Halls. RL will liaise with JKM on available dates. It was noted that the next Executive meeting is set for 17 October, and it is schools' half term the following week, although this varies around the country. It's likely that the programme will be similar to the York conference. It was suggested that we invite the London Deputy Mayor for Energy and Environment as a speaker. We should have a speaker to talk about their ECO FE SOI and how easy it was to produce. We could also invite Ofgem to speak on redress funding.
- 4.7 The next conference will include the ALEO awards. RL will be sending round more information on this, and asking the Chairs to submit nominations for their regions. It was suggested that we could have trophies this year.
- 4.8 **ACTION: RL to ask JKM about available dates at the Islington Assembly Halls for the next conference.**
- 4.9 **ACTION: JKM to invite the Deputy London Mayor for Energy and the Environment as a speaker, once the conference date has been set.**

5. Representation, consultations, policy and Executive Away Day follow up

Public health agenda

- 5.1 There are some good things coming out of the sustainability and transformation plans, e.g. Gloucester has funding for fuel poverty work through this.
- 5.2 There are plans to shut some hospitals.
- 5.3 There will be Public Health England Cold Weather Plan seminars in September. It is usually held in Southwark. It would be good if an Executive member could attend this.

ECO and Flexible Eligibility

- 5.4 It was agreed that we need a good speaker for the next conference.
- 5.5 JKM will keep pushing BEIS on writing to LA Chief Executives about ECO FE.
- 5.6 The message is that if LAs don't have an SOI they will miss out on the funding.
- 5.7 It was agreed that ALEO will ask members for details of their SOIs along with HECA reports.
- 5.8 There have been problems with security of PDF signatures in Adobe Acrobat. It was suggested that handwriting style font can be used for the online version, rather than a real signature.
- 5.9 ALEO should send a dedicated email about SOIs and telling people that it's simple and that they should get on with it.
- 5.10 Suffolk could do blog. Maybe a unitary urban LA could do one as well. ML will also ask Lance Saxby from City of York Council to do a blog.

To show it's easy, it would be best to have someone starting from scratch, as well as examples that already exist.

We need to show solutions on data protection and procurement, and how to get things signed off as a single tender action.

- 5.11 Some LAs have a budget to pay for client contributions, some don't.
- 5.12 ECO FE is 15 month, initially, although it could be extended, although it would be a gamble to rely on this.
- 5.13 LAs needs to show that they are taking ECO FE seriously by then, otherwise BEIS might not include it in ECO 3. We want a formal role for LAs with more than 10%, and LAs need to show that they are capable and willing. They need to see ECO FE as an opportunity rather than looking for flaws.
- 5.14 It was suggested that we could create a special ALEO award for people who have worked on ECO FE.

EPC data

- 5.15 It was asked if anyone has started using EPC data yet?
Some have started cross-matching EPC data with some other data from DWP, although it helps if you work in your LA's housing and benefits department, otherwise you might not be allowed access to the data. Data can be cross-matched with loft insulation schemes, but not using electoral roles. Electoral role data gets quite old.
- 5.16 Different LAs are taking different approaches to data access. JKM has spoken to BEIS, who keep saying they'll speak to DWP, but nothing has progressed.
People should be using benefits data where possible, but this is easier in some LAs than others. LAs are all interpreting data sharing regulations differently. There needs to be clarification from Government.
- 5.17 We can now access data from tenants' deposit schemes (TDS), although you have to put in a request. Regulations say you have to specify which scheme data you require; it is advisable to request all data. This has to be used for the purposes of enforcing the housing and planning act. Hopefully colleagues will take a broad approach to what that means. This data can tell you which properties are rented and which are privately owned. Compliance with TDS is much higher than compliance with EPCs.
- 5.18 There have been problems using NHS data. JKM will ask BEIS to speak to the Department of Health on this.

Private Rented Sector Regulations

- 5.19 BEIS Shared the draft guidance with stakeholders. ALEO has submitted a response to this which was produced by DS.
- 5.20 There should be regulations in place to allow LAs to retain fees from civil penalties from the private rented sector. There has been a lot of pushback from the powerful landlords lobbies.

Current Consultations

- 5.21 There are no current relevant consultations other than:
 - Ofgem's consultations on Standards of conduct for suppliers
 - Ofgem's proposals on prepayment meters installed under warrant

Miscellaneous topics

- 5.22 There is £150 million of funding available from Affordable Warmth Solutions – A National Grid Community Interest Company – for installing heating systems as well as gas connections. This is available to LAs and HAs, so the money will probably go very quickly.
- 5.23 **ACTION: JKM to circulate details of PHE Cold Weather Plan Seminars.**
- 5.24 **ACTION: JKM and RL to liaise on wording for an email encouraging LAs to produce SOIs. This should be sent with a request to members to provide links to existing SOIs.**
- 5.25 **ACTION: PH to ask Suffolk and ML to ask York if they would like to write a blog on ECO FE.**
- 5.26 **ACTION: JKM to send round link to the information on tenants' deposit scheme data.**
- 5.27 **ACTION: RL to send the following list of action points to JKM:**
 - **Chase BEIS on ECO FE letter to LA Chief Executives**
 - **Clarify with BEIS what "public body" means**
 - **Clarify consistent benefits data sharing**
 - **Speak to BEIS about improving access to NHS data. What can we do to get round the problem of sensitive data?**

6. Regional Updates

6.1 Written update submitted by ML, Chair of ALEO East Pennine:

As chair I attended the NEA Fuel Poverty Forum on 23 June, to provide a presentation on what ALEO is, why it is important and what we are trying to do as a region to grow membership. This presentation was well received and as a result I have been contacted directly by a number of council officers interested in joining. The next NEA Fuel Poverty Forum will be in November, immediately following this meeting it is my intention to run a ALEO regional network session. Prior to this I will be canvassing members to take a view on the sorts of presentations they would like to see at these network meetings.

The ALEO conference held in York on 3 July was very well attended by representative local authorities from the East Pennine region. This has helped raised the profile of the organisation locally, which will hopefully boost attendance at the November meeting.

Whilst membership has increased in the last few months, there are still a handful of local authorities which do not currently have a named individual on the ALEO membership list. This is something I am working on and hope to ensure a full coverage soon.

6.2 Written update submitted by DC, Chair of ALEO East Midlands

Details of any meetings held and/or forthcoming:

The last meeting was held on 5 April at Hucknall, when Karen Lond stepped down as Chair. The next regional meeting is being scheduled for the autumn - Friday 15 September. The meeting is likely to be held at City Hall, in Leicester.

The region is now being sponsored by A&M Energy Solutions.

Details of any other events held and/or forthcoming:

There was a NEA fuel poverty forum on 14 July, where Ellipse Energy talked about the statement of intent and flexible eligibility. It was well attended by LAs from the region and was promoted by ALEO East Midlands too.

There is also the NEA annual conference in Nottingham in September.

Details of any current projects:

We have tried to collate a list of HECA reports submitted from the region. So far 24 reports have been submitted out of 34 reporting LAs. This is 10 down compared to 2015.

We have received a letter from BEIS acknowledging our response to the Bonfield review.

Any other comments, e.g. issues or barriers:

We are still waiting for a new chair for the region.

6.3 Written update from HH, Chair of ALEO South East:

Details of any meetings held and/or forthcoming:

ALEO South East AGM held 26th April, Eastbourne - Elected Chair Hazel Hill, Vice Chair Marie Jones, Treasurer Cati Smith to hold posts for two years, as per amendments to constitution. Agenda included minimum energy efficiency standards, presented by Oxford City Council, Solar PV battery and storage from North Star Solar and ECO flex local authority criteria by John Kolm Murray, with a discussion following after.

Many of our authorities are seeking to write a Statement of Intent, some are two-tier authorities whilst others are unitary. Many thanks To ALEO for the template for use.

Details of any other events held and/or forthcoming:

Our next meeting is scheduled for 13th September at Guildford.

Looking to have Agility Eco and Ovo energy regarding Vcharge

Details of any current projects:

LA ECO flex to continue to be on agenda to look at progress/issues etc

Any other comments, e.g. issues or barriers:

Secured funding for South east region from utilities for a further year.

6.4 Written update from MoB, Chair of ALEO London:

Details of any meetings held and/or forthcoming:

16th May 2017 ALEO London Spring Forum and AGM

31 attendees including from Energy UK and 4 energy suppliers to discuss ECO 2(t) Flexible Eligibility

21st July 2017 ALEO London Committee

Agenda setting for the Autumn Forum

14th September ALEO London Autumn Forum

Draft agenda includes:

- National and regional updates
- ECO Flexible Eligibility
- EPC data
- London Mayor's Environment Strategy and Energy for Londoners
- Lessons learned from London's fuel poverty and retrofit research
- Local updates

Details of any other events held and/or forthcoming:

No events planned.

Details of any current projects (at May2017):

RBKC / LBHF – continuing with the Healthier Homes project which gathers referrals and offers grants based on fuel poverty. In process of developing an SOI.

Enfield – we're involved with the Agility Eco LEAP project. We're carrying out in-house training for housing colleagues to promote the scheme. We expect referrals to be naturally generated that way. We're also looking at GSHPs on social housing, a large scale PV scheme, and uses for our carbon offset fund.

Islington – SHINE has received 1000 referrals from 30 Boroughs over five months; we are hoping to continue the London-wide service til at least March 2018. Bunhill Phase 2 work has begun – this will expand our heat network using waste heat from the Northern Line. We are also carrying out a feasibility study into using waste heat from Regents Canal. We're procuring high rise EWI for 3-4 blocks and looking at using our carbon offset fund for medium rise EWI. We're also now looking at community energy and considering how we could use our carbon offset fund to support community energy schemes in the Borough.

Croydon – we have completed our pilot fuel poverty project, with 213 home visits. We're awaiting the report so we can shape the next steps. We have a very flexible approach to section 106 money, which should enable future projects. We are also looking at able-to-pay options with Wandsworth, Sutton and Kingston.

Hounslow – we have a large social housing retrofit project under way, and we will soon be re-procuring our Better Homes, Better Health scheme. We are doing an SOI but we have lots of questions about how we pick suppliers without going through procurement.

Lambeth – we have done our HECA return, and we are considering partnering with SHINE. We have a Future Capital programme for our own stock, which makes strong links between energy efficiency and health. There is a strong community energy base in Brixton.

Kingston – we are working out what to do with our carbon offset fund. Kingston Voluntary Action are setting up a fund for fuel poverty, based on donations. Groups will be able to bid into it to do projects. We are also getting our SOI in place.

Watford – we are working with all of the Hertfordshire authorities and tendering for a county-wide scheme for this year's ECO. We will also be tendering for a managing agent.

Haringey – we have been doing work on our referral network, and carrying out research with Durham University into the role of community organisations in supporting people through the referral process. We are looking at the private rented sector, and at how we use our carbon offset funds.

Lewisham – we are carrying out a feasibility study on further district heating around SELCHP, looking at our carbon offset fund, and working with South East London Community Energy on ECO Flex.

Any other comments, e.g. issues or barriers:

- Resources continue to be under pressure (as demonstrated by ALEO London member survey)
- Procurement and data protection seen as potential barriers to setting up new approaches to ECO flex
- Letter on ECO Flexible Eligibility from the ALEO London Chair to London council chief executives seen as helpful to encouraging engagement

6.5 Written update form PH, Chair of ALEO East

Details of any meetings held and/or forthcoming:

HECA East held its last meeting on 22 March 2017.

It is confirmed that David Walton (Suffolk County Council) has volunteered to undertake the role of ALEO East Chairman for a two-year period. Paul Hinsley, the current Chair, will continue as vice Chair if there are no nominations from members.

The next meeting is scheduled for 22 November 2017, which will be our AGM.

Project updates and regional update

West Suffolk:

The first year anniversary of our ownership of our 12MW solar farm is this month. The site is performing well and generating the predicted output for a site of this size.

We have completed the installation of seven roof-mounted PV installs in Q1 of 17/18 with a total installed capacity of 175kWp. Each installation has a PPA agreement between the council and the building owner/leaseholder

Surprising, we have only received one phone call since the Grenfell fire from home owners who have benefited from government supported EWI in West Suffolk.

Suffolk's LA have completed the ECO Flexible Eligibility Statement of Intent, allowing us to work with the insulation industry to continue energy efficiency improvements within the county.

Epping Forest District Council:

We are planning to send out letters to all households in the District who have an EPC certificate of F or

G, in advance of The Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015, which will come into effect from April 2018. We are not 100% certain if the households on the EPC data information are rented or owned, so we are treading a bit carefully at this stage and thinking of all the complications which could arise if we start sending out loads of letters which may not be to the right people!

We are also looking into training for our housing staff regarding Smart Meters so that they can speak to residents knowledgeably.

Suffolk County Council:

ECO Flexible Eligibility:

All of Suffolk's LAs, working together as part of the Suffolk Climate Change Partnership, have agreed a jointly-worded Statement of Intent and eligibility criteria. Suffolk's Local Authorities wish to utilise Flexible Eligibility to its fullest to help achieve the Partnership's carbon reduction aims alongside improving the health and wellbeing of their residents. Referrals may come from Suffolk's Warm Homes Healthy People (WHHP) scheme which has an established referral mechanism for fuel poor households across Suffolk. Referrals come in from the health and social care sectors, voluntary sector and other agencies. Suffolk's WHHP will provide the central administration and management of ECO flexible eligibility for Suffolk.

The Suffolk Energy Action Energy Efficiency Services Framework is now in place. It consists of five lots:

- Lot 1 – Insulation Measures
- Lot 2 - Heating and Hot Water Systems
- Lot 3 - Renewable Energy Systems
- Lot 4 - Park Homes
- Lot 5 - Green Deal Assessments

Mini-competitions have either been run or will be run for the above lots; successful bidders will install under the SEA scheme in their allotted areas.

DECC First Time Central Heating Fund:

This has now concluded. £1.6m was secured to deliver up to 274 first time central heating installs to households living in fuel poverty - A total of 214 installations were completed under this scheme, split between gas and oil fired systems with a small number of air source heat pumps. The most commonly replaced heating source were storage heaters, followed by peak electricity, solid fuel and a small number of gas fired room heaters. In total, 277 measures were installed. Of the 214 installations 140 were rural and 74 urban. In terms of energy efficiency improvements, the average EPC prior to installation was 43.2 with post installation being 59.6.

SEA campaign Loft and Cavity Walls 2015-2017:

Working with Aran Services under the Suffolk Energy Action branding, over the past two winters, 951 jobs have been completed to date. There have been 455 loft insulations, 263 for cavity walls, and 233 combined measures.

Future funding:

Funding for domestic energy efficiency projects is actively being sought but currently there appears to be a lack of other opportunities.

Recoup: (One of our Commercial members)

Recoup are about to release a new stand-alone horizontal WWHRS system designed to slide directly under a standard bath or a walk-in shower tray. We are very excited for this product in the residential retrofit and new-build apartment and social housing markets, as it offers a combination of price point, efficiency and ease of installation that has not previously been possible. We are also working with Ofgem with a view to listing this technology within the ECO scheme as a new measure that can be available to ECO-suppliers. This then has the potential to have a significant effect on the cost of hot water for customers in fuel poor homes.

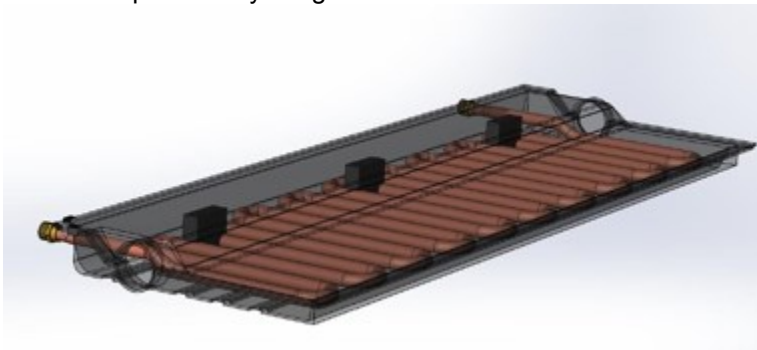
Following our introduction of the product (the Recoup Easyfit+ HE) at CIH 2017 in Manchester last month (and our attendance of the NEA meeting in London also), we have a number of interested developer and social housing providers who have expressed a significant interest in assessing the potential effect of this product as a retrofit/upgrade solution.

We've now completed the 3rd party efficiency testing with KIWA, which will be used by BRE to form the product SAP listing (certificates pending). The headline efficiencies are as follows: 47.6% efficiency @

5.2 l/min; 46.4% efficiency @ 9.2 l/min flow rate.

We have not finalised costing as yet, but the expectation is that it would have a trade list price of c. £425-450 +VAT (inc del.), which is around 40-50% of the price of the current WWHRS integrated tray units (for reference the Tray+DSS-S2 units are 45.8% efficient @9.2l/min).

Below is a preliminary images for reference:



The dimensions are listed below, and the unit (including elevation at one end to provide fall) only requires 85mm clearance.

L = 1170mm (1270mm inc connections)

W = 350mm

H – 65mm (20mm elevation required via adjustable feet, provided)

We anticipate that the Easyfit+ HE will be fully SAP-listed and WRAS certified by the end of July and available from UK stock August/September 2017.

Colchester Borough Council

There are a number of large scale projects progressing at Colchester that include:

- NE Essex Garden Communities
- Northern Gateway – Heat Networks (Jan will update in more detail at the CORE meeting)

General update:

Phase 1 of the new Local Authority Carbon Management Plan is completed and is expected to make an annual saving of 450 tonnes of CO₂ (and an estimated annual 100k financial saving)

The Council's GHG report is ready to publish for 2016/17 and suggests CBC has achieved a 55% carbon reduction since 2008 (baseline year)

HECA monitoring process is being updated

CBC held 'Green Office Week' in May 2017 for all staff inclusive of those working remotely, this included 25 activities to help staff think about their own impact and working more efficiently.

New project working with 25-30 charity/community groups working on environmental projects to help deliver the Councils Environmental Sustainability Strategy & look at developing a large scale funding application to develop the groups shared resources.

6.6 Written update form NS, Joint Vice-Chair of ALEO South West

Details of any meetings held and/or forthcoming:

- SW ALEO is sponsored by Happy Energy: www.happyenergy.co.uk www.heatproject.co.uk
- Member's Forum and AGM held in Taunton on 6 June 2017.
- Members approved a minor constitution amendment and the annual accounts.
- The new Chair was appointed – Colin Anderson of J&J Crump Ltd.
- The new Joint Vice-Chairs were appointed – Alison Robinson of Swindon Borough Council and Neil Short of Bournemouth Borough Council.

- Members heard presentations from Happy energy on ECO funded schemes, Warm Wales on a new approach to targeting ECO funds and Wessex Resolutions CIC on financing ECO client top-ups – plus the regular policy update from NEA.

Details of any other events held and/or forthcoming:

- The next ALEO South West Exec meeting is on 15 August 2017.
- The next ALEO South West Member's Forum is on 3 October 2017.

7. Appointment of company directors and Section 3b mandate forms for bank.

- 7.1 Prior to the meeting, ALEO only had one company director in post (RJ). Although there is no legal requirement for a company to have more than one director, ALEO's proposed new draft constitution (see Item 8, below), says that we will aim to have between three and five directors in post at all times.
- 7.2 DCo (not present) and ML had let RL know, prior to the meeting, that they would be happy to stand as company directors. JKM also volunteered to stand as a director at the meeting.
- 7.3 DCo, ML and JKM were nominated as company directors, their nominations were seconded and it was agreed, by unanimous vote of the Executive members present (including the vote of ALEO's existing director, RJ), that they will be appointed as company directors.
- 7.4 In order to officially appoint a new company director, it is necessary to file an AP01 - Appointment of Director form at Companies House. ALEO's bank has also provided Section 3b mandate forms for directors to fill in for the purpose of identity checking, as a fraud and money laundering prevention measure. Banks are now required to carry out these checks due to recent government legislation changes. DCo had already provided RL with a completed AP01 and Section 3b form, and RL provided ML and JKM with blank copies of both forms for them to fill in and send back to him by post.
- 7.5 CD, who wasn't present at the meeting, had also previously expressed interest in standing as a company director. It was agreed that RL would contact him to see if he would also be willing to become a director. A unanimous vote was also held to pre-approve CD as a company director, should he wish to stand.
- 7.6 ACTION: JKM and ML to return completed AP01 and Section 3b forms to RL.**
- 7.7 ACTION: RL to send AP01 forms to Hayles to file at Companies House and send Section 3b forms to the bank.**
- 7.8 ACTION: RL to contact CD to see if he is willing to be a director.**

8. New Draft Constitution and Articles of Association

- 8.1 RL had circulated the draft versions of ALEO's proposed new constitution and Articles of Association (AoA), as well as minor amendments to ALEO's Memorandum of Association (MoA), prior to the meeting.
- 8.2 The new constitution had been originally drafted by DCh, with further contributions by RL, based mainly on the wording of clauses relating to the functions of the Executive, from ALEO's existing AoA.
- 8.3 The proposed new AoA is based on the model articles of association for a company limited by guarantee available from the Gov.uk website. Some additional amendment have also been made to these model articles by RL and DCh, in order to more appropriately reflect ALEO's company model.
- 8.4 The proposal to split ALEO's existing AoA into two separate documents was the result of advice given to RL and DCh during a free consultation with EHL Solicitors, who had been recommended to us by our accountants, Hayles. This approach had also been suggested previously during discussions at previous Executive meetings, and it is believed that this model will better suit our needs. These new model AoA also relate to the Companies Act 2006, which was not in place when our original AoA were written.
- RL and DCh have attempted to change the model AoA as little as possible (although they have proposed a few changes) and have transferred relevant clauses relating to the ALEO Executive from the old AoA to the new 'Constitution' document.
- This approach should allow us to more readily update this separate Constitution document in future, without incurring legal fees that might relate to approving changes to the AoA. This should also stop ALEO's bank from asking us for the details of all Executive members for their money laundering prevention checks, as well as making a clear separation between ALEO company directors' responsibilities (relating to ALEO's setup as a company) and the responsibilities of the ALEO

Executive, at a national level, and its relation to the autonomous Regional and National ALEO Associations.

- 8.5 The Executive members present agreed that they had been given time to look at the proposed documents prior to the meeting, and were given the opportunity to raise any comments or objections to the new documents at the meeting.
- 8.6 Each of the sections of the new Constitution, that had been highlighted for discussion by RL and DCh, as well as the amended clauses of the new model AoA, and the MoA were scrutinised by the Executive and appropriate wording for each of these clauses was agreed.
- 8.7 It was agreed by unanimous vote of those present that ALEO will adopt the new AoA, MoA and Constitution, subject to legal approval of the documents by EHL Solicitors. Once approved, RL will send the final versions of these documents to the Executive, highlighting any changes that have been made, for final approval before being adopted as ALEO's new AoA and Constitution. The new AoA will then be filed at Companies House.

ACTION:

- 8.8 **RL to send the new AoA, MoA and Constitution to EHL Solicitors for approval. RL will then resend these documents to the Executive, highlighting any changes that might need to be made for legal reasons.**

9. AOB

- 9.1 There was no further business.

10. Dates of Next Meetings

- 10.1 The next meeting will be held on **Tuesday** 17 October 2017 at Camden Town Hall, London.

Further meeting dates:

- Thursday, 18 January 2018 - N.B. room booked until 4pm for possible combined Executive meeting and Away Day
- Thursday, 19 April 2018

All meetings will be held at Camden Town Hall, Judd Street, London, WC1H 9JE.