

# London Councils' TEC Executive Sub Committee

**Thursday 13 July 2023**

14:30pm in Meeting Room 5, London Councils, 1st Floor,  
59½ Southwark Street, London, SE1 0AL

Contact Officer:	Alan Edwards	Tel:	020 7934 9911
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Agenda item	Timing	Pages
1 Apologies for Absence & Announcement of Deputies	14:30-14:33	-
2 Declarations of Interests*	14:33-14:35	
3 Mayor's Resilience Review – Presentation by Emma Howard Boyd CBE, Chair of the Environment Agency	14:35-14:55	-
4 Transport & Mobility Services Performance Information	14:55-15:05	
5 TEC Priorities 2023/24	15:05-15:25	
6 Electric Vehicle Infrastructure Co-ordination – Local Electric Vehicle Infrastructure Scheme Update	15:25-15:35	
7 TEC Climate Programmes Report	15:35-15:50	
8 TEC Pre-Audited Financial Results 2022/23	15:50-15:55	
9 TEC Budget 2023/24 Cost of Services	15:55-16:00	<i>Oral Update</i>
10 TfL Board Update by Councillor Kieron Williams	16:00-16:15	-
11 Minutes of the TEC Main Meeting held on 8 June 2023 (for noting)	16:15-16:20	

<b>12</b>	<b>Minutes of the TEC Executive Sub Committee held on 9 February 2023 (for agreeing)</b>	<b>16:20-16:25</b>	
	<b>Exclusion of the Press &amp; Public (Exempt)</b> TEC will be invited by the Chair to agree to the removal of the press and public since the following items of business are closed to the public pursuant to Part 5 and Schedule 12A of the Local Government Act 1972 (as amended):  Paragraph 3 – Information relating to the financial and business affairs of any particular person (including the authority holding that information), it being considered that the public interest in maintaining the exemption outweighs the public interest in disclosing it.		
<b>E1</b>	<b>Exempt Minutes of the TEC AGM &amp; Main Meeting of 8 June 2023 (for noting) (A Edwards)</b>	<b>16:25-16:30</b>	

### **Declarations of Interests**

If you are present at a meeting of London Councils' or any of its associated joint committees or their sub-committees and you have a disclosable pecuniary interest\* relating to any business that is or will be considered at the meeting you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or
- participate in any vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

It is a matter for each member to decide whether they should leave the room while an item that they have an interest in is being discussed. In arriving at a decision as to whether to leave the room they may wish to have regard to their home authority's code of conduct and/or the Seven (Nolan) Principles of Public Life.

\*as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

If you have any queries regarding this agenda or are unable to attend this meeting, please contact:

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**Declarations of Interest – TEC Executive Sub Committee  
13 July 2023**

Freedom Pass & 60+ Oyster Card

Cllr Nicholas Bennett (LB Bromley)

North London Waste Authority

Cllr Mike Hakata (LB Haringey)

Western Riverside Waste Management

Councillor Rezina Choudhury (LB Lambeth)

West London Waste Authority

Cllr Krupa Sheth (LB Brent)

Cllr Deidre Costigan (LB Ealing)

ReLondon

Cllr Krupa Sheth (LB Brent) and Cllr Nicholas Bennett (LB Bromley)

Thames Regional Flood & Coastal Committee

Cllr Mike Hakata (LB Haringey)

London Road Safety Council (LRSC)

Cllr Krupa Sheth (LB Brent)

Cllr Mike Hakata (LB Haringey)

LGA Board Member of Environment, Economy, Housing and Transport Board

Mayor Philip Glanville (LB Hackney)

British Cycling

Mayor Philip Glanville (LB Hackney)

Member of SERA

Mayor Philip Glanville (LB Hackney)

Councillor Deidre Costigan (LB Ealing)

Councillor Rezina Choudhury (LB Lambeth)

Councillor James Asser (LB Newham)

Labour Cycles & UK Cities Climate & Investment Commission (CCIC) Advisory Board

Mayor Philip Glanville (LB Hackney)

Friends of London Transport Museum

Cllr Nicholas Bennett (LB Bromley)

London Underground Transport Museum

Cllr Nicholas Bennett (LB Bromley)

UK 100

Mayor Philip Glanville (LB Hackney)

Cllr Mike Hakata (LB Haringey)

# London Councils' TEC Executive Sub Committee

## Transport & Mobility Services Performance Information

Item no: 04

**Report by:** Andy Rollock **Job title:** Mobility Services Manager

**Date:** 13 July 2023

**Contact Officer:** Andy Rollock

**Telephone:** 020 7934 9544 **Email:** andy.rollock@londoncouncils.gov.uk

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**Summary:** This report details the London Councils Transport and Mobility Services performance information for Q4 2022/23 and full year 2021/22.

**Recommendation:** Members are asked to note the report.

### Performance Monitoring and Reporting

1. London Councils provides various transport and mobility services on behalf of the London boroughs. These include London Tribunals, Freedom Pass, Taxicard, the London European Partnership for Transport, the London Lorry Control Scheme, the Health Emergency Badge scheme and providing a range of parking services and advice to authorities and the public.
2. Appendix 1 sets out the latest position against key performance indicators for each of the main services. This report covers Q4 in 22/23, figures for Q3(22/23) and full year 2021/22.

### Equalities Considerations

None.

### Financial Implications

None.

## APPENDIX 1: TRANSPORT & MOBILITY SERVICES: PERFORMANCE QUARTER 1

### LONDON TRIBUNALS

	Target (where appropriate)	2021/22 Full Year	2022/23 Q3	2022/23 Q4	Red / Amber / Green (RAG) rating Q4
<b>Environment and Traffic Adjudicators (ETA)</b>					
No. of appeals received	N/A	49,306	10,030	12,013	N/A
No. of appeals decided	N/A	40,443	8,536	9,735	N/A
% allowed	N/A	45%	46%	46%	N/A
% Did Not Contest	N/A	23%	24%	23%	N/A
% personal hearings started within 15 minutes of scheduled time	80%	91%	N/A	N/A	N/A
Average number of days (from receipt) to decide appeals (postal)	56 days	37 days	47 Days	44 Days	Green
Average number of days (from receipt) to decide appeals (personal)	56 days	39 days	36 Days	35 Days	Green
Average number of days (from receipt) to decide appeals (combined)	56 days	35 days	39 Days	37 Days	Green
<b>Road User Charging Adjudicators</b>					
No. of appeals received	N/A	16,921	4,312	5,753	N/A
No. of appeals decided	N/A	13,703	4,093	6,264	N/A
% allowed	N/A	38%	35%	38%	N/A
% Did Not Contest	N/A	29%	23%	28%	N/A
% personal hearings started within 15 minutes of scheduled time	80%	98%	N/A*	99%	Green
Average number of days (from receipt) to decide appeals (postal)	56 days	73 days	89 days	85 Days**	Red
Average number of days (from receipt) to decide appeals (personal)	56 days	66 days	46 Days	50 Days	Green
Average number of days (from receipt) to decide appeals (combined)	56 days	48 days	84 days	82 Days**	Red
<b>Overall Service</b>					
Notice of Appeal acknowledgments issued within 2 days of receipt	97%	99%	99%	100%	Green
Hearing dates to be issued to appellants within 5 working days of receipt	100%	99%	99%	100%	Green

Number of telephone calls to London Tribunals	N/A	36,094	6,191	7,408	N/A
% of calls answered within 30 seconds of the end of the automated message	85%	95%	97%	98%	Green

### Comment

\*This metric is no longer recorded. The mix of telephone and face-to-face hearings made this measure difficult to record and, following discussions with the Chief Adjudicator, it was decided that the measure does not provide any useful information.

\*\* The targets for the Average number of days (from receipt) to decide appeals (postal) and Average number of days (from receipt) to decide appeals (combined) were missed in RUCA. New adjudicators have been recruited to help address the delay in considering cases, though they are not due to start until Autumn 2023.

### FREEDOM PASS

	Target (where appropriate)	2021/22 Full Year	2022/23 Q3	2022/23 Q4	Red / Amber / Green (RAG) rating Q4
Number of active passes at end of period	N/A	1,125,793	1,144,849	1,137,395	N/A
Number of new passes issued (BAU)	N/A	101,920	25,902	27,630	N/A
Number of passes issued (2022 Renewal)	N/A	39,052	233	79,653	N/A
Number of replacement passes issued	N/A	70,551	20,899	14,954	N/A
Number of phone calls answered (BAU)	N/A	177,068	50,015	45,744	N/A
% Answered within 45 seconds (BAU)	85%	68%	43%	68%	Red
% of calls abandoned	<2%	5%	27%	4%	Red
Customer Satisfaction Survey rating (scoring 7 or above)	75%	84%	69%	80%	Green
Number of phone calls answered (2022 Renewal)	N/A	27,255	9,561	9,146	N/A
% Answered within 45 (2022 Renewal)	85%	68%	48%	46%	Red
Number of letters and emails answered	N/A	98,112	26,931	38,696	N/A
Number of emails answered (2022 Renewal)	N/A	6,361	7,061	2,390	N/A

(BAU = Business as Usual)

### Comment

Contact centre performance improved during Q4, although still not achieving the SLA. The contractor is still seeing higher than forecasted call volumes, which in part can be attributed to increased contact on replacement passes as travel increases post pandemic and more passes are being lost. London Council officers continue to monitor performance closely and will be assisting the contractor with their forecasting. The contractor also experienced an increase in sick absence during this period.

They are also in the process of moving over to a new telephony platform, which will provide greater options and flexibility in providing self-serve options for customers to use, instead of having to mainly rely on speaking to a contact centre agent.

### TAXICARD

	Target (where appropriate)	2021/22 Full Year	2022/23 Q3	2022/23 Q4	Red / Amber / Green (RAG) rating Q4
Number of active passes at end of period	N/A	58,379	59,506	61,732	N/A
Number of new passes issued	N/A	5,143	1,417	1,294	N/A
Number of replacement cards issued	N/A	2,426	720	346	N/A
Number of phone calls answered at London Councils	N/A	10,312	3,511	4,637	N/A
% Answered within 30 seconds	85%	96%	97%	96%	Green
Number of journeys using Taxicard	N/A	564,545	112,026	106,340	N/A
% in private hire vehicles	N/A	4.4%	27.2%	25.2%	N/A
% of vehicles arriving within 15 minutes (advance booking)	95%	95%	95%	96%	Green
% of vehicles arriving within 30 minutes (on demand)	95%	94%	94%	94%	Amber

### Comment

Taxicard performance remains strong for this quarter with the contractor achieving target for Advanced Bookings and being 1% under the required 95% for ASAP bookings. We are still seeing journeys reduce, which potentially could be due to the cost of living crisis beginning to hit Taxicard members, as they choose to spend money on other things. That said we are still seeing a high number of new applications.

ComCab London continue to integrate more of private hire suppliers to the scheme to improve performance on ASAP bookings and continue with their ongoing recruitment exercise.

Work continues on the development of the new Taxicard portal, which will allow online applications and provide applicants with progress updates as their application moves through the process.

We have seen call volumes to London Councils increase over this period, with customers mainly enquiring about the scheme and chasing progress on applications. The go live of the new system has seen slight delays in processing applications, as the team become accustomed to the new system and some post go live issues being highlighted. However, call performance targets are being.

#### TRACE (TOWAWAY, RECOVERY AND CLAMPING ENQUIRY SERVICE)

	Target (where appropriate)	2021/22 Full Year	2022/23 Q3	2022/23 Q4	Red / Amber / Green (RAG) rating Q4
Number of vehicles notified to database	N/A	35,461	9,549	10,654	N/A
Number of phone calls answered	N/A	17,910	5,127	5,026	N/A
% of calls answered within 30 seconds of the end of the automated message	85%	87%	95%	96%	Green

#### LONDON LORRY CONTROL SCHEME

	Target (where appropriate)	2021/22 Full Year	2022/23 Q3	2022/23 Q4	Red / Amber / Green (RAG) rating Q4
Number of permits on issue at end of period	N/A	70,168	72,127	70,007	N/A
Number of permits issued in period	N/A	18,149	4,660	4,750	N/A
Number of vehicle observations made	10,800 per year 2,700 per quarter	12,526	2,801	2,460	Amber
Number of penalty charge notices issued	N/A	5,104	1,145	796*	N/A
Number of appeals considered by ETA	N/A	88	17	8	N/A
% of appeals to PCNs issued.	Monitor only	2%	1%	1%	N/A

#### Comment

\* Enforcement activity was significantly reduced due to contractor deployment issues. Agreed KPI figures of 900 observations per month were not met, resulting in less PCNs issued.

**TRANSACTIONAL SERVICES: DEBT REGISTRATIONS AND WARRANTS**

	Target (where appropriate)	2021/22 Full Year	2022/23 Q3	2022/23 Q4	Red / Amber / Green (RAG) rating Q4
Traffic Enforcement Court: number of debt registrations	N/A	797,576	142,809	246,840	N/A
Traffic Enforcement Court: number of warrants	N/A	622,674	145,179	185,837	N/A
Traffic Enforcement Court: transactions to be processed accurately within 1 working day	100%	100%	100%	100%	Green

**HEALTH EMERGENCY BADGES**

	Target (where appropriate)	2021/22 Full Year	2022/23 Q3	2022/23 Q4	Red / Amber / Green (RAG) rating Q4
Number of badges on issue at end of period	N/A	18,175	4,889	4587	NA
Number of badges issued in period	N/A	2,863	660	572	NA

**Comment**

Current application assessment and badge production are good with a turnaround time of five days.

**LONDON EUROPEAN PARTNERSHIP FOR TRANSPORT****Comment**

LEPT is engaged in minimal activity as we have not been able to secure LIP funding moving forward.

There remains a commitment to continue working with pan-European city networks such as POLIS to enable knowledge sharing and best practice.

# London Councils' TEC Executive Sub Committee

## TEC Priorities for 2023/24

Item no: 5

<b>Report by:</b>	Stephen Boon Katharina Winbeck	<b>Job title:</b>	Chief Operating Officer Strategic Lead, Transport and Environment Policy
<b>Date:</b>	13 July 2023		
<b>Contact Officer:</b>	Katharina Winbeck Stephen Boon		
<b>Telephone:</b>	020 7934 9945 020 7934 9951	<b>Email:</b>	<a href="mailto:Katharina.winbeck@londoncouncils.gov.uk">Katharina.winbeck@londoncouncils.gov.uk</a> <a href="mailto:stephen.boon@londoncouncils.gov.uk">stephen.boon@londoncouncils.gov.uk</a>

**Summary** This report provides Members with proposed priorities for 2023/24, linking them to London Councils' shared ambitions as agreed by London Councils Leaders.

**Recommendation**

- To note and comment on the proposed priorities.

### Introduction

1. London Councils helps to improve the lives of millions of Londoners every day, through the London-wide services, such as the Freedom Pass, Taxicard and London Lorry Control schemes and through the highly valued support to London boroughs on a range of traffic, parking, transport, and environment policy matters.
2. This report presents the strategic priorities for the Transport and Mobility services and related policy areas, headed by Stephen Boon; and, the Transport and Environment policy function, which is headed by Katharina Winbeck. This report presents suggested priorities for the 2023/24 period under the headings of the shared ambitions agreed by London Councils leaders.

3. The high-level priorities have been considered and agreed by London Councils Leaders Committee as part of the wider London Councils' business planning process. And while the priorities contained within this report represent officers' focus on for the rest of 2023/24, London Councils responds to changing or emerging priorities.

### **Priorities 2023/24 – Delivering Our Shared Ambitions**

4. The following paragraphs set out the proposed priorities for the committee in 2023/24. In line with last year's business plan, officers have grouped the priorities under the headings of London Councils' shared ambitions. The following shared ambitions have been agreed by London Councils' leaders:
  - London's Future
  - Climate Adaptation and Net Zero
  - Wellbeing and the Borough Role in Prevention
  - London's Voice
  - Value Proposition for Boroughs
  - Organisational Development and Design

### **London's Future**

5. The impact of the Covid 19 pandemic is still affecting London transport. TfL's current financial settlement has had a significant impact on borough transport funding, which has been reduced and narrowed in scope. At the same time, the condition of London's highways is of increasing concern to members and the residents they represent.
6. For London to continue to compete as a global city and to continue progress made on active travel, wider investment in transport infrastructure and a green recovery is essential. Therefore, in 2023/24 London Councils will:
  - Support the TEC funding sub-group to make the case for a London transport settlement that enables the boroughs and TfL to effectively deliver their respective legal powers and to support investments identified in London's infrastructure framework  
<https://www.londoncouncils.gov.uk/infrastructureframework>.
  - Work together with LoTAG and LEDNet on the State of the City report, and a more sustainable funding solution for the public highway, which includes roads, pavements, drainage, lighting, and other structures, such as bridges.
  - To work with TfL to co-create a multi-year Local Implementation Plan (LIP) funding deal for boroughs using a LIP funding model, giving boroughs greater scope to deliver locally defined transport priorities for their communities and businesses.
  - Support the development of a single net zero compliant infrastructure pathway for London and a set of clear progression skills pathways with employers with a focus on green skills.
7. The London Councils transport and mobility team will continue to play a small role in providing opportunities for Londoners through the apprenticeship places it created last year.

## **Climate Adaption and Net Zero**

8. London is ambitious in tackling the climate emergency and adapting to a changing climate. The impacts of climate change are clear, and London Councils has developed a programme of activity, led by London boroughs to deal with these challenges comprehensively as well as finding ways in which they may be financed.
9. Boroughs have agreed to invest and support the next phase of London Councils' climate programme, enabling the acceleration of the delivery of the action plans that have been developed. The funding will be used to employ up to six new staff to support the lead boroughs in their work.
10. London Councils will continue to support and enable the programme through effective governance, supporting a more effective climate finance and funding landscape and climate policy oversight.
11. London Councils has a significant role to play in setting the ambition and leading collaboration across London's boroughs as well as ensuring that collectively we have the right capacity and capability to do so.
12. Priorities for the climate programme over the next year are:
  - Help boroughs make faster progress on climate action through developing shared solutions that can be adopted and implemented in multiple boroughs.
  - Address skills, capacity and coordination gaps that can help London to deliver at scale.
  - Strengthen London's research, data, and intelligence to enable more strategic action on climate and enable us to track progress.
  - Develop new delivery models and partnerships that can attract investment and bring additional capacity, expertise, and innovative solutions to London's climate challenges.
13. In addition to work on enabling the programme, we will:
  - Work with 3Ci to ensure that London boroughs can access effective funding and private finance for net zero projects.
  - Develop a clear proposition for integrated climate change capacity support to boroughs consisting of training, data, and accounting.
  - Continue London Councils journey to become net zero by 2030 and using our contracting power to do this.
  - Support the Surface Water Strategy Group in its oversight function and ensure borough colleagues are sighted and engaged in the London-wide strategy development and other discussions around funding, governance, and collaboration.
  - Utilising LEVI funding, expand the EV co-ordination and support function to support the partnerships in their delivery of EV infrastructure. This includes support in procurement, commercialisation, EV infrastructure strategies, knowledge sharing and pan-London guidance development.

## **Wellbeing and Borough Role in Prevention**

14. The health, wellbeing and safety of Londoners is of huge importance and the boroughs are well placed to understand and meet the needs of their communities through the services they deliver to adults & children, and their influence on broader determinants of health.

15. The boroughs and City of London Corporation have chosen to delegate the management of several complementary services to London Councils that help the health and wellbeing of Londoners directly and indirectly. In 2023/24, London Councils will:

- Work in partnership with our contractors and transport partners (TfL and the Rail Delivery Group) to provide the Freedom Pass and Taxicard schemes to:
  - Establish a user forum for our mobility services that will ensure the voice of the user is included where possible in the provision of these services.
  - To review and simplify the eligibility criteria and conditions of the Taxicard scheme.
  - Provide more accessible routes into the schemes, enabling qualifying Londoners to apply.
- Make improvements to the Health Emergency Badge scheme facilitating the provision of urgent care in London.
- Improve enforcement of the London Lorry Control scheme using ANPR cameras to ensure more Londoners get a good night's sleep and are not disturbed by HGV movements.

### **London's Voice**

16. London must speak with a bold, credible, and confident voice to ensure that it can meet the needs of its citizens, communities, and businesses so they can meet their full potential. London Councils will work with partners in London, in government and across the UK to show that our city wants to play its role in delivering a better Britain. During 2023/24, London councils will:

- Build on our relationship with government ministers and officials within (and beyond) DfT to make the case that investment in transport and sustainable development are pre-conditions for good growth.
- Utilise our professional networks, such as London Environment Directors Network, London Housing Directors, London Technical Advisory Group, Society of London Treasurers, and others to help shape and deliver London Councils policy goals.
- Continue to implement our climate advocacy strategy to ensure London Councils continues to be seen as a key influencer on climate change policy.
- Support the devolution proposals that are being developed by the fiscal devolution task and finish group with evidence and advocacy.
- Recognising where we are in the political cycle, deprioritise lobbying to part-decriminalise speeding, focusing instead on working with partners to enhance the enforcement of 20 mph speed limits including providing boroughs with better access to enforcement data.
- Continue to share traffic and parking knowledge and expertise at a national level with partners such as:
  - The Local Government Association
  - The British Parking Association
  - The Transport Technology Forum
- Retain its membership of the POLIS network participate in European working groups, seminars, policy discussions and imparting (and absorbing) knowledge.

## **Value Proposition for Boroughs**

17. London Councils represents London's 32 boroughs and the City of London. It is a cross-party organisation that works on behalf of all its member authorities regardless of political persuasion. Our ambition is to promote collaborative working, focussing pan-London efforts where they will really add value and to champion innovation and leading practice in the boroughs.

18. In an election year, and a time of considerable managerial change at senior levels in London, our role supporting leadership in the boroughs is a priority to ensure resilience and continuity. London Councils can also be a source of support and advice in times of challenge. Our services to Londoners on behalf of the boroughs are an essential part of our offer. In 2023/24 London Councils will:

- Ensure that TEC budgets and reserves are managed responsibly and sustainably.
- Continue to provide value for money, albeit in a challenging economic environment, through the procurement, delivery, and effective performance management of:
  - Freedom Pass\*
  - Taxicard\*
  - London Tribunals
  - London Lorry Control Scheme\*
  - Health Emergency Badge\*
  - TRACE
  - Parking debt and warrant registrations
  - Local electric vehicle infrastructure fund\*

\*Services where procurement or pre-procurement activities will take place in year.

- Negotiate the Freedom Pass appointment and settlement report delivered to TEC to ensure that boroughs are “no better or worse off” because of the scheme.
- Renew Freedom Passes expiring in 2024.
- Complete mid-term eligibility review of pass holders whose Freedom Passes expire in 2026, ensuring only those that are eligible for passes retain them.
- Complete NFI mortality screening for Freedom Pass and Taxicards
- Join the NFI London Fraud Hub, making Freedom Pass and Taxicard data more readily available for borough fraud prevention teams.
- Continue to participate in, support and/or host professional networks, including:
  - London Environment Directors network (LEDNet)
  - London Technical Advisors Group (LoTAG)
  - The Parking Managers network
  - The Freedom Pass and Taxicard borough officer liaison groups (BOLG)
  - London Heads of Procurement Network and its task and finish group on *carbon reductions in procurement processes* and London Responsible Procurement Network
- Develop in partnership with TfL a pan-London shared mobility contract, ensuring that boroughs obtain more control over the e-bike and e-scooter markets.
- Consult on the level of penalty for road traffic contraventions and additional parking charges in London.
- Complete negotiations with TfL and boroughs on traffic signal apportionment
- Develop a kerbside management toolkit with TfL and borough stakeholders.

## **Organisational Development and Design**

19. London Councils is changing to deliver the shared ambitions and enable everyone to do their best work on behalf of London and Londoners. In 2023/24, we will:

- Work with government to explore allowing joint committees to receive Section 31 grant, working through the implication of this for TEC with members.
- Identify new premises for London Councils and London Tribunals to provide value for money, accessibility, and sustainability.
- Complete the review of London Councils' operating model and identify and implement improvements and enhancements to:
  - Committee and member services.
  - Business support functions.
  - Our approach to project and programme management.
  - Become a net zero organisation by 2030.
  - Our ability to flexibly respond to emerging issues and demands.
- Achieve Cabinet Office approved Customer Service Accreditation for our mobility services with a view to rolling it out to all our services in the future.
- Continue to enhance our digital offering to service users across all our services.
- Deliver our strategy to reach net zero by 2030.

## **Next steps**

20. Following feedback from TEC Executive, London Councils officers will update this report and present the priorities to the transport and environment committee's October meeting.

## **Recommendation:**

- To note and comment on the priorities for 2023/24.

## **Financial Implications**

1. There are no financial implications to London Councils arising from this report. The priorities and projects described in this report will be delivered within approved budgets and resource allocations and/or will be subject to separate TEC reports and decisions as necessary.

## **Legal Implications**

2. There are no legal implications to London Councils arising from this report.

## **Equalities Implications**

3. There are no equalities implications to London Councils arising from this report.

# London Councils' TEC Executive Sub Committee

## Electric Vehicle Infrastructure Coordination - Local Electric Vehicle Infrastructure Scheme Update

Item no: 06

**Report by:** Femi Biyibi **Job Title:** Principal Policy and Projects Officer

**Date:** 13 July 2023

**Contact Officer:** Femi Biyibi **Email:** [Oluwafemi.biyibi@londoncouncils.gov.uk](mailto:Oluwafemi.biyibi@londoncouncils.gov.uk)

**Summary:** London Councils continues its role coordinating and supporting boroughs in delivering electric vehicle charging infrastructure. This paper provides an update on London Councils' work supporting boroughs in engaging with the Local Electric Vehicle Infrastructure Scheme.

**Recommendations:** The Committee is asked to:

- Note and comment on the report

## Electric vehicle infrastructure overview

1. DfT data for Q4 for 2022 shows that the number of plug-in cars<sup>1</sup> had reached 111,924, or 4.2 percent of the total number of cars in London.<sup>2 3</sup> this is up from 101,083 in the previous quarter.
2. Chargepoint infrastructure provision has risen to meet London's growing need - current data from Zap Map shows there are 13,455 public chargepoints available to Londoners, with over 11,000 delivered by London boroughs.<sup>4</sup>
3. However, there is still much to be done, with the Mayor's Electric Vehicle Infrastructure Strategy forecasting that 40,000 to 60,000 chargepoints could be needed to meet London's needs by 2030. Key to achieving this ambition, will be the Local Electric Vehicle Infrastructure Scheme (LEVI), through which London has been allocated £38,696,000 to deliver EV infrastructure projects.

## LEVI

4. In March 2022, the Government announced the launch of the Local Electric Vehicle Infrastructure (LEVI) Scheme - through which local authorities across England would receive funding to deliver electric vehicle charging infrastructure at a previously unseen scale.
5. The LEVI Scheme is broken into two separate funds:
  - a) A Capital Fund - to contribute to the procurement and delivery of charging infrastructure;
  - b) A Capability Fund - to deliver support to local authorities to enable the delivery of charging infrastructure,
6. London has been allocated a consolidated amount of £35,696,000 in Capital Funding, and £3,000,000 in Capability Funding.

### Capital Funding

7. LEVI Capital Funding has been allocated to tier 1 local authorities (unitary, county council or combined authorities) in England only. Combined authorities will be allocated and issued funding on behalf of authorities in their region. In London, Capital Funding will be delivered through separate borough partnerships.
8. Collaboration between local authorities is a key requirement of the LEVI Fund:
  - a) Collaboration drives scale and can increase the amount of private investment which can be leveraged into chargepoint deployment projects.
  - b) Working across authority areas also enhances the opportunity for cross-subsidisation between commercially viable chargepoint locations, and those which are less commercial but have social importance.
9. To support local authority collaboration, and engagement through LEVI, OZEV have established a LEVI support body - made up of the Energy Saving Trust, Cenex, and PA

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<sup>1</sup> Plug-in refers to fully electric vehicles, and vehicles that are hybrid, but require a chargepoint to charge their battery

<sup>2</sup> <https://www.gov.uk/government/statistical-data-sets/vehicle-licensing-statistics-data-tables> [table VEH0142]

<sup>3</sup> <https://www.gov.uk/government/statistical-data-sets/vehicle-licensing-statistics-data-tables> [table VEH0105]

<sup>4</sup> <https://www.zap-map.com/ev-stats/how-many-charging-points/>

Consulting.<sup>5</sup> These organisations will support LEVI applications, produce guidance, and help local authorities across England navigate, and get the most out of the LEVI Scheme.

10. London boroughs are in the process of establishing partnerships amongst themselves - at present, there are 9 in-principle partnership that London Councils is working with borough officers to solidify.
11. Funding will be made available to local authority partnerships in one of two tranches:
  - a) Authorities in tranche 1 will be able to access their funding in FY 2023/24 - 4 in-principle partnerships are looking to participate in Tranche 1;
  - b) Authorities in tranche 2 will be able to access their funding in FY 2024/25 - 5 in-principle partnerships are looking to participate in Tranche 2.
12. OZEV will communicate borough LEVI Capital allocations by mid-July, once amounts are confirmed and agreed internally
13. London Councils has, and will continue to engage regularly with key partners (including: OZEV, TfL, and the LEVI support body) to ensure that borough partnerships are best able to engage with the LEVI scheme, and maximise their infrastructure delivery in ways that meet the Scheme's objectives, as well as their own, and London-wide needs.

#### Capability Funding

14. London's Capability Funding will be centralised in London Councils - tasked with developing an expanded Coordination and Support function, that will support borough partnerships in procuring and delivering LEVI funded charging infrastructure. The Function will also support boroughs in delivering key objectives, including the development and enactment of borough Electric Vehicle Infrastructure Strategies.
15. Specifically, the expanded coordination and support function will be tasked with delivering the following:
  - a) Ensuring all London boroughs to have an agreed EV infrastructure strategy by December 2023, in line with national EV Infrastructure Strategy;
  - b) Development and implementation of LEVI roll out in London, including:
    - i. Coordinating and supporting the delivery of LEVI tranche 1 and tranche 2 objectives
    - ii. Governance of LEVI project delivery
    - iii. Development of applications for LEVI Capital funding (tranche 1 and 2)
    - iv. Enabling and facilitating efficient borough collaboration and procurement
  - c) Increasing commercialisation of London's EV charging infrastructure for boroughs
  - d) Supporting boroughs in delivering and commissioning LEVI procured charging infrastructure
  - e) Enabling pan-London utilisation of a suitable route to procurement
  - f) Development of policy and practice to improve consistency in approaches to chargepoint infrastructure delivery and management.

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<sup>5</sup> <https://energysavingtrust.org.uk/grants-and-loans/local-electric-vehicle-infrastructure-scheme/>

16. London's year one Capability Funding - £540,000 - has already been released by OZEV to begin building the expanded Coordination and Support Function. If funding for years two and three are confirmed, London Councils could be recruiting the following roles:
17. These roles (except the TfL Function) will be recruited, and managed by London Councils, for a period of at least 2 years.

<b>LEVI Co-ordination and Support Function structure</b>				
<b>TfL</b>	<b>Lead Officer</b>			
TfL Function	Commercial Officer	LC Policy and Projects Officer	Team Leader (Tranche 1)	Team Leader (Tranche 2)
			Up-to five Policy and Project Officers	Up-to five Policy and Project Officers

18. Job descriptions have been produced for the Lead Officer, the Commercial Officer, and the Team Leader. They are being evaluated, and advertising will commence as soon as possible.
19. London Councils officers will undertake the initial recruitment of the Lead and Commercial Officers. It is then expected that the Lead Officer will undertake all further recruitment.
20. The LC Policy and Project Officer is currently in post.

### **Next Steps**

21. Through 2023, London Councils will continue to support boroughs in accessing and delivering EV infrastructure projects funded by the LEVI scheme.
22. London Councils will also support borough engagement with other means of funding and delivering EV infrastructure - this includes supporting their engagement with TfL on the EVID project - particularly the utilisation of borough owned land to deliver rapid charging infrastructure.

### **Recommendations**

The Committee is asked to:

- Note and comment on the report

### **Financial Implications**

All officers that are recruited to the expanded coordination and support function (including the TfL Function) will be funded through the LEVI Capability Fund.

### **Legal Implications**

There are no legal implications to London Councils arising from this report.

### **Equalities Implications**

There are no equalities implications to London Councils arising from this report.

# London Councils' TEC Executive Sub Committee

Climate Programme for 2023/24 &  
2024/25

Item  
No: 07

**Report by:** Hannah Jameson      **Job title:** Climate Change Programme Director

**Date:** 13<sup>th</sup> July 2023

**Contact Officer:** Hannah Jameson

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**Summary:** This report sets out the proposed activity for the London Councils Climate Programme for 23/24 and 24/25. Boroughs have collectively invested £2 million in the programme to accelerate climate action over the next two years. This report sets out how that investment will be used to meet London's climate goals.

**Recommendations:**

- 1) To agree the proposed actions and deliverables for the climate programme for 23/24 and 24/25
- 2) To agree the allocation of resources and oversight arrangements
- 3) To note the reporting and oversight arrangements for the programme



# London Councils' Climate Programme – 2023-2025

## Introduction

1. This report provides the TEC Executive Sub Committee with an overview of the plans to support the next phase of the climate programme, transitioning from the action planning and set up phase into delivery and growth.
2. The report marks a significant milestone in the development of London Council's climate programme. 27 boroughs have agreed to invest in the next phase of the programme, providing input, leadership and financial contributions. TEC can therefore expect to see the programme move into delivery with the roll out of pan-London projects, research and data to support boroughs' individual and collective climate action.

## Background

3. The London Councils Climate Programmes was launched in 2019, following LEDNet and TEC's joint statement on the climate emergency. Each of the 7 themes are led by London's boroughs, and each brings together a range of partners to collaborate on some of our city's biggest climate challenges.
4. Over the course of 2020 and 2021, the lead boroughs established governance arrangements, engaged partners and undertook work to scope the programmes. This culminated in the publication of action plans for each programme, which were shared with TEC and Leaders' Committee in 2022 and which are available on the [London Councils website](#).
5. During 2022 the lead boroughs worked closely with their steering groups to identify a set of delivery priorities from the agreed action plans that would accelerate London's climate transition and build momentum for further action and investment. At the same time, London Councils has been working with LEDNet and SLT to agree a resourcing model for this first phase of delivery.
6. In February 2023 a proposal was sent to all the boroughs and the City of London. The proposal asked for a financial contribution of £40,000 per year for the next two years to provide some core funding for the programme. It also set out the proposed activity and therefore what benefits boroughs, and London as a whole, could expect to see. Boroughs were asked to provide feedback on the plans and how leadership, governance and reporting should operate. That feedback has been incorporated and is reflected in the plans presented in this report.

## **Programme activity 23/24-34/25**

7. In response to the proposal 27 boroughs have agreed to invest and support the next phase of the climate programme. The investment from boroughs allows London Councils and the lead boroughs to begin to accelerate the delivery of the action plans. This is an important opportunity for London; while every borough is leading climate action in their area they also recognize that if we are to achieve our goals we must be able to act more quickly and at scale through collaboration. Local government has a critical role to play in leading and coordinating climate action, but we must also invest in our capacity and capability to do so. Therefore, the priorities identified for the next two years focus on pan-London projects that:
  - Help boroughs make faster progress on climate action through developing shared solutions that can be adopted and implemented in multiple boroughs
  - Address skills, capacity and coordination gaps that can help London to deliver at scale
  - Strengthen London's research, data and intelligence to enable more strategic action on climate and enable us to track progress
  - Develop new delivery models and partnerships that can attract investment and bring additional capacity, expertise and innovative solutions to London's climate challenges
8. A breakdown of projects by theme is included in Appendix 1. It should be noted that these may evolve over the next two years, with further activity added should resources be found.
9. The funding provided by boroughs will be used to employ up to 6 new staff to support the programme. These staff will be employed by London Councils but work closely with the lead boroughs to support project delivery. This is in addition to the programme team already established for Retrofit London and funded by Housing Directors. Each programme will also have a commissioning budget to fund projects or use as match funding to enable them to attract grants or other forms of investment.
10. London Councils will continue to support and enable the programmes through effective governance, supporting a more effective climate finance and funding landscape and climate policy oversight.

## **Reporting, oversight and communications**

11. Each programme's steering group will be responsible for overseeing their project delivery, making day to day decisions on the use of resources and ensuring value for money. The role of the Climate Oversight Group will expand to include overseeing the allocation of resources across the programmes, monitoring and supporting overall delivery as well as

disseminating progress reports back into London's professional networks and the boroughs and engaging them in the programmes' development.

12. TEC continues to provide a key role in sponsorship and oversight for the climate programme. In this next phase we propose to strengthen their role to ensure they have input into the strategic direction of the programmes, can monitor programme delivery, and are able to effectively advocate for them. We will report to report to the TEC Executive Sub Committee twice yearly, consult TEC on the two-year implementation plans, and provide access to live monitoring data once it is established in year 2.

13. As the programme moves into delivery there is an opportunity to strengthen our communications to engage a wider audience in our climate work. This will be important in supporting greater knowledge transfer across London, engaging new partners in our work, and influencing policy. London Councils is therefore committing more of its resources to this work including improving the programmes' online presence, stakeholder engagement and advocacy work.

## **Recommendations**

1. To agree the proposed actions and deliverables for the climate programme for 23/24 and 24/25.
2. To agree the allocation of resources.
3. To note the reporting and oversight arrangements for the programmes.

## **Financial implications for London Councils –**

London Councils will collect the financial contributions from boroughs and be responsible for managing and reporting on those budgets in line with its own policies and procedures.

At this point we are anticipating receiving £2,080,000 over the two years – 2023/24-2024/25. This equates to 25 boroughs contributing £40,000 per year and two boroughs contributing £20,000 per year.

## **Legal implications for London Councils - None**

**Equalities implications for London Councils –** The 7 action plans describe the climate risks facing London's communities and the risk associated with an unjust

transition. Within the action plans lead boroughs have identified opportunities to address London's inequalities and considerations for policy development to ensure that those most at risk from climate change are at the centre of decision-making.

During this next phase it will be important to develop this initial insight into a cross-programmes equalities analysis and set of equalities objectives. This will allow the programme to proactively identify opportunities to promote equality of opportunity and good relations between groups sharing protected characteristics and systematically address equalities risks in individual projects and programmes. This work will be incorporated into the programme for 23/24.



## Appendix 1: London Council's Climate Programme 23/24-24/25

Thematic area	Project	Output	Timeline
<b>Retrofit London:</b> Our focus is on scaling residential retrofit across London, increasing the number of homes retrofitted to EPC B or above and in doing so reducing energy costs for Londoners at the same time as reducing emissions. Over the next two years Retrofit London will work on the factors that will enable us to scale retrofit in London, such as policy, partnerships, finance, skills, coordination and technical solutions. Retrofit London will support and connect boroughs and their partners to develop new funding and delivery models. It will become the centre of collaboration and innovation for our city; a trusted partner to regional and central government and the private sector with the ability to bring knowledge of delivery to policy and investment discussions.			
	Outcomes based funding and delivery model for retrofit in London	Options appraisal to identify approaches to scale retrofit in London	Q4 23/24
	Home Upgrade Grant 2	400 low income homes receive measures to improve energy efficiency and reduce energy bills	Q4 24/25
	Community engagement for retrofit	Pilots to trial new approaches to engaging Londoners on retrofit and collation of best practice and learning to support boroughs, housing associations and other landlords	Q2 24/25
	Retrofit training and skills	Programme of training for council staff developing skills and knowledge needed for retrofit	Q3 23/24
	London's retrofit pipeline	Collation of data to build a pipeline of London's retrofit projects to help inform skills planning, procurement and delivery approaches, and funding and finance	Q2 24/25
	Supporting borough-led retrofit	Guidance and support including on leaseholders, engagement and integrating retrofit into repairs and maintenance programmes. Regular practitioner network meetings to enable peer learning.	Q3 23/24
<b>Renewable Power for London:</b> Our aim is to maximise local innovative energy and heat generation and storage projects and to support the development of a net zero energy plan for London. Over the next two years the programme will work closely with the GLA to roll out Local Area Energy Planning, identify the decentralised energy assets London needs to achieve net zero, and work with commercial partners, central government and other stakeholders to realise delivery of that network, including through development of the necessary resources and capabilities.			

<p>RP4L will support public sector bodies to increase their procurement of renewable energy by developing a model for collective Power Purchase Agreements that can be replicated by groups of boroughs, supporting the decarbonisation of the grid, reducing costs and enabling boroughs to reach their own net zero goals.</p> <p>The programme will work with GLA and others to review London's energy advice services to ensure they are supporting residents to access renewable power effectively while reducing energy costs and contributing to decarbonisation.</p>			
	Developing the strategic leadership in London boroughs needed to deliver a net zero energy system	<p>Assessment of energy-related capacity and capability gaps within boroughs, including overall technical, financial and leadership skills and model JDs, approaches to organisational support and governance models for LAEP delivery</p> <p>A dynamic resource that brings together information and best practice on funding, financing and investment and skills development on energy</p>	<p>Q3 23/24</p> <p>Q3 23/24</p>
	Deliver Local Areas Energy Plans (LAEPs) across London boroughs and sub-regions that enable and accelerate a net zero energy system	A funded sub-regional LAEP roll out plan with clear roles and responsibilities for boroughs and GLA to result in a LAEP for each sub-regional grouping (stage 1-4), including an outline of next steps needed to deliver stages 5 – 7	Q4 24/25
	Make full use of the new statutory powers on heat zoning across London to accelerate the decarbonisation of heat	<p>Coordination of heat zoning plans with current infrastructure plans to build a holistic understanding of London's net zero infrastructure needs and pipeline.</p> <p>Support provided to boroughs to engage strategically with heat zone planning to develop their new functions.</p>	<p>Q3 23/24</p> <p>Q4 23/24</p>
	Build the London net zero energy	Support to create a small suite of energy infrastructure catalysts that can accelerate boroughs' learning around delivery models.	Q4 23/24

	infrastructure pipeline	An updated, dynamic 3Ci Net Zero Project Pipeline for current energy projects, including heat networks.	Q1 24/25
	To collaboratively procure 100% renewable energy for London's public sector	Establish options for collaborative routes to market and deliver a collaboratively procured Power Purchase Agreement for a group of London boroughs.	Q4 24/25
	Energy advice to decarbonise and reduce bills	Evaluation of the current energy advice model across the capital with delivery partners, GLA and other stakeholders.  Proposals to strengthen current services and review and improve information available to all Londoners to support decarbonisation	Q2 23/24  Q1 24/25
<b>Resilient and Green:</b> This programme's goal is to help London become environmentally, socially and economically resilient to the changing climate, in a way that safeguards and enhances green and blue infrastructure and ensures that they are equally accessible to all. Over the next two years, the programme will focus on developing a strong shared vision for a climate resilient London, and strengthening London local government's strategic adaptation capacity. It will focus on developing effective partnership, governance and leadership arrangements to manage London's key climate risks. These will be supported by the identification, collation and promotion of the data and evidence needed by boroughs to effectively understand climate risks and to assess the impact we are having on London's resilience. In two years, we will have identified and promoted good practice on adaptation for London's councils – for example, developing toolkits and core elements for producing local adaptation plans or incorporating adaptation into CAPs, Local Plans, and risk management frameworks.			
	Strengthening borough leadership and capacity on adaptation	Best practice for boroughs to effectively identify, manage and mitigate climate risks. Guidance on defining and developing strategic adaptation leadership roles within councils and access to training to support leaders in their roles.	Q4 24/25
	Developing data and evidence base on adaptation	Frameworks and guidance for data and information sharing, supporting boroughs to identify, monitor and respond to climate risk. Improved access to research for boroughs on flood, drought and heat inform local planning.	Q4 23/24

	Strategic partnership development	Review of London's governance and partnership arrangements on climate resilience with recommendations and actions for improvement to support pan-London and local area coordination.	Q3 23/24
	Adaptation Planning Blueprint	Develop blueprint and guidance for boroughs to develop their adaptation plans	Q1 24/25
	Integrating adaptation and resilience	Developing integrated plans and guidance with other climate themes to ensure adaptation and resilience are incorporated. For example in Low Carbon Development, Retrofit London and Low Carbon Transport.	Q3 23/24
<p><b>Low Carbon Development:</b></p> <p>London's councils are ambitious about achieving low carbon development and in challenging themselves and each other to go further and faster. They recognise that low carbon development will not only reduce emissions, but help create buildings that enable occupants to have healthier, more sustainable lives and to better cope with a changing climate. This programme aims to provide the support boroughs need to achieve low carbon outcomes through policy, research, guidance and learning.</p> <p>Over the next two years this programme will provide councils with the support they need to lead low carbon development and strengthen collaboration across London. The programme will provide resources and training for borough planning teams, support to strengthen strategic leadership on low carbon development, research to drive innovation and policy development, greater recognition of best practice and improved access to information to allow Londoners to take action on their own homes.</p>			
	Improving the take-up of low carbon materials and technology	Research report on the potential of cross laminated timber in London's new development with recommendations for policy-makers	Q1 24/25
	London's low carbon outcomes policy toolkit	Toolkit of guidance, draft policies and resources to enable borough planning teams to secure low carbon development	Q2 2023/4
	Low Carbon Development training programme	Training modules for London's planning teams to strengthen the application of policy	Q1 2024/5

	LCD Engagement and awareness	Events programme for members, borough planning and development teams to share, promote and celebrate best practice	Q2 23/24 – end 24/25
	Linking carbon offset pricing with the cost for London's boroughs of offsetting carbon emissions	Implement carbon offset pricing increase across London boroughs	Q1 2024/5
	Increasing access to retrofit information for residents in conservation areas	Clear guidance for residents in each borough on the benefits, process and priority steps for achieving low carbon in conservation areas	Q2 2023/4
<p><b>Low Carbon Transport:</b>  This programme's goal is to halve road journeys made by petrol and diesel and encourage sustainable and active travel options. The focus of the programme over the next two years will be to strengthen London's data and evidence on pathways and interventions to reduce transport emissions, while providing support and guidance for boroughs to implement low carbon transport strategies and infrastructure. The programme will develop London's sub-regional approach to EV charging planning and roll-out to enable the shift to EVs, while providing support and coordination for the successful expansion of micro-mobility.  The ambition for the programme is to become the centre of practice, data and expertise for London local government on transport decarbonisation. It is to become an effective convener of boroughs to help align and accelerate policy development and allow Net Zero interventions to be delivered at scale by building coalitions of the willing. By bringing together boroughs it can also support councils to be an effective strategic partner to TfL and DfT on shared climate goals.</p>			
	Data, evidence and pathways to net zero	Consistent methodology for transport emission data and borough level baseline data for London	Q4 23/24
	Supporting boroughs to use parking levers for decarbonisation	Commissioned evidence base for carbon impact of CPZs, kerbside strategies, net zero led parking permits. Guidance and best practice to support boroughs to implement kerbside strategies.	Q2 24
	Active travel evidence base, and engagement.	Report summarising the benefits of active travel interventions, including health and other co-benefits, and how to communicate these. Programme of member training and dissemination to boroughs with resources to enable boroughs to implement behaviour change campaigns.	Q3 24 Q4 23

	Enabling active travel infrastructure	Research and toolkit for boroughs on approaches to funding active travel infrastructure. Guidance for boroughs on the barriers and levers for active travel infrastructure roll out in the planning system	
	Support boroughs to introduce rental schemes for e-bikes and e-scooters, and support London's long-term strategy on micro-mobility rental services	Deliver phase 1 of the e-scooter trial and publish findings. Deliver phase 2 contract of the e-scooter trial. Prioritise safety, collect data on usage, and assess the scheme's environmental impact. Identify best practice and support boroughs to deliver high-quality schemes locally. Complete procurement for a single contract for rental e-scooters and e-bikes in London. Carry out procurement in line with environmental best practice. Ensure the new contract is set up to maximise environmental and health benefits from the scheme.	Ongoing – Q4 23 Q3 23 – Q2 25  Ongoing – Q2 25  Q2 25
	Accelerate the transition to electric vehicles through the provision of EV charging infrastructure	Develop sub-regional partnerships to coordinate the planning and implementation of EV charging infrastructure plans. Invest £35m over the next 3 years to double the number of on-street charge points in London.	Q3 23/24  Q4 25/26
	Work with LEDNet to explore common policy positions on future road user charging	Road user charging policy options paper	Q1 24/25
	Decarbonising the freight sector	Commission a study to determine the challenges faced by the Freight, Servicing and Deliveries industry in replacing London's fleet by 2030-2040 with Zero Carbon alternatives and to replace some journeys with walking, cycling and small EV alternatives, and the levers that boroughs have to make change.	Q3 24/25

<p><b>Building the Green Economy:</b></p> <p>This programme's goal is to double the size of the green economy in London. Over the next two years the programme will focus on building a robust evidence base for boroughs to act to support the growth of the green economy in their area and ensure a just transition. It will develop data and metrics to enable London to collectively track its progress and identify the right interventions.</p> <p>The programme will grow London's understanding of the skills and business support needed to ensure the growth of key sectors and engage partners in developing plans to address these gaps.</p> <p>It will test and develop new models for financing and delivering climate infrastructure and support boroughs to navigate the right funding sources for their projects.</p>			
	Data, insight and research to grow the green economy	Monitoring and evaluation framework and metrics to track growth of green economy and just transition	Q3 24/25
	Green skills for London	Assessment of current green skills provision relative to employment opportunity and market demand. Engagement of partners, including other programmes, to agree interventions to address gaps through a green skills plan.	Q3 23/24
	Supporting green SME growth	Best practice analysis and mapping of effective green finance and support programmes for SMEs	Q3 23/24
	Mobilisation of financing to stimulate Green Economy transition	<p>Set up of working group for Net Zero Neighbourhoods to develop learning for boroughs and influence policy on funding and delivery models for climate infrastructure.</p> <p>Collate guidance to support boroughs to access appropriate green financing.</p> <p>Support development of a robust Net Zero Projects pipeline for London, and associated skills and capabilities within boroughs</p>	Q4 23/24
	Public procurement to support the green economy	Analysis of public sector procurement and projects pipeline to identify key opportunities for green economy businesses and skills development/ transfer. Support and guidance for boroughs and partners to make these opportunities accessible to a wide range of businesses.	Q4 24/25

<p><b>One World Living:</b>  This programme's goal is to reduce consumption emissions by focusing on food, textiles, electricals and plastics. Over the next two years the OWL programme will focus on creating a city-wide and bottom-up model of consumption-based emissions reduction.  It continue to focus on the three main action areas we've identified where local authorities can make a real difference:  1) Engaging with Communities: We will enable London boroughs to support businesses and residents to take practical actions  2) Data-Driven &amp; Influencing Policy: We will develop good data which London can rely upon and influence change  3) Our Organisations: We will help London boroughs reduce our own consumption emissions and walk the talk</p> <p>The outputs the programme seeks to create are 1) a <b>culture of sustainability</b> amongst Londoners where new attitudes and behaviours around diet, sustainable product choices, food waste, repair, reuse recycling and refills are normalised, and 2) an <b>enabling environment</b> where Londoners are provided with accessible and convenient means to take practical actions in these areas.</p>			
Engaging with Communities	Food Campaign	Continue with the delivery of the pan-London food campaign (Eat Like a Londoner) focusing on sustainable diet and food waste	Phase 2 from Q3 23/24
	Expansion of TRAID textile collections	Roll out phase 3 of the TRAID refresh campaign with the final 11 boroughs	Q4 23/24
	Scaling of resident facing initiatives	Across each material theme, work with boroughs to scale up successful existing models and/or pilot new initiatives, e.g. school based refill stations, local repair cafes, local rental schemes	Q2 24/25
Data-Driven & Influencing Policy	Consumption Based Emissions Account for London	Promote consumption-based emissions accounting across all London boroughs and incorporation into local climate action strategies	Ongoing from Q2 23/24
	Textile Material Flow Analysis (MFA)	Using textile MFA to raise awareness of textile emissions with London boroughs and develop actions and interventions local authorities can take (subject to funding) to enable residents to reduce emissions within this material theme	Ongoing from Q2 23/24
	Plastics Material Flow Analysis (MFA)	Develop a Plastic MFA (subject to funding)	Q3 24/25
Our Organisations	Food procurement by London boroughs	Implement sustainable and circular food procurement commitment	Q2 24/25
	Plastics commitment	Develop and implement low plastic commitment for councils	Q2 24/25

	Textile procurement	Implement sustainable and circular textile procurement commitment	Q2 24/25
	Electricals procurement	Implement sustainable and circular electricals procurement commitment (e.g. IT)	Q2 24/25

# Transport and Environment Executive Sub-Committee

**TEC Pre-Audited Financial Results  
2022/23**

**Item  
No: 08**

**Report by:** David Sanni

**Job title:** Director of Corporate Resources

**Date:** 13 July 2023

**Contact Officer:** David Sanni

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**Summary:** This report details the provisional pre-audited final accounts for the Transport and Environment Committee for 2022/23. The summary figures are detailed in the box below:

<b>Revenue Account</b>	<b>Budget £000</b>	<b>Actual £000</b>	<b>Variance £000</b>
Expenditure	231,908	231,269	(639)
Income	(230,330)	(230,206)	124
<b>Sub-Total</b>	<b>1,578</b>	<b>1,063</b>	<b>(515)</b>
Net Transfer to/ (from) reserves	(1,578)	(1,578)	-
Decrease in bad debt provision	-	(51)	(51)
<b>(Surplus)/Deficit for the year</b>	<b>-</b>	<b>(566)</b>	<b>(566)</b>

<b>Reserves and Provisions</b>	<b>General Reserve £000</b>	<b>Specific Reserve £000</b>	<b>Total Reserves £000</b>
Audited as at 1 April 2022	3,826	1,944	5,770
Transfer (to)/from revenue	(1,022)	(556)	(1,578)
Surplus/(Deficit) for the Year	848	(282)	566
<b>Provisional as at 31 March 2023</b>	<b>3,652</b>	<b>1,106</b>	<b>4,758</b>

**Recommendations:** The TEC Executive Sub-Committee is asked to:

- note the provisional pre-audited financial results for 2022/23, which show an indicative surplus of £566,000 for the year;
- agree the charge of £282,000 against the specific reserve in relation to net freedom pass survey and issue costs and replacement pass income, in accordance with the usual Committee practice;
- agree the carry forward of the underspend on the London Lorry Control Scheme review budget of £123,000 into 2023/24;
- agree a contribution of TEC general reserves up to £154,000 to contribute towards London Councils Records Management and Website projects; and
- note the provisional level of reserves, as detailed in paragraph 39 and the financial outlook, as detailed in paragraphs 43-45 of this report.

## **Introduction**

1. The appendices to this report show the following information:
  - Appendix A – The provisional outturn expenditure position for 2022/23; and
  - Appendix B – The provisional outturn income position for 2022/23.
2. This report details the provisional financial results prior to audit and provides commentary on the variances against the revised approved budgets for the year. PKF Littlejohn LLP will audit the accounts for 2022/23 during July 2023 and present the accounts to the Audit Committee, along with the annual audit report. At its November 2023 meeting, the London Councils Executive will be asked to adopt the three audited accounts and the annual audit report.

## **TEC Functions**

3. Members will recall that TEC's activities are accounted for in two separate ways. The first can be classified as traditional local authority-type expenditure, where specific committee approved borough subscriptions and charges are levied by the Committee to cover the costs of the policy, permit-issuing and concessionary fares functions of the committee. Traditionally Income and expenditure in these areas are relatively consistent year-on-year, with few significant variations from the budgeted figures at the year-end, however the continued effect of the Covid-19 pandemic on transport trends along with significant inflationary increases have impacted income and expenditure during 2022/23.
4. The second method is classified as traded services and covers the boroughs and TfL/GLAs use of the various services provided by the Committee, the main services being the hearing of environment and traffic appeals and road user charging appeals at the London Tribunals hearing centre based at Chancery Exchange. Levels of income and expenditure cannot be precisely forecast, as overall levels of activity are based on usage volumes determined by the public (in the case of appeals), boroughs

and TfL/GLA. The contractor, NEC Software Solutions, currently provides these services to the Committee for a combination of a fixed contract sum of around £1.3 million per annum and by a unit charge for each time the various services are used by the boroughs, the GLA and TfL. Users are recharged for their actual usage of the variable cost services, plus a fixed charge to cover the fixed costs of operating these functions. The fixed charge is apportioned to each borough in accordance with the proportion of Penalty Charge Notices (PCNs) issued in London during the course of the last full financial year for which figures are available. For 2022/23, this period was the 2020/21 financial year.

5. The Committee also leads on projects that are funded from non-London Councils/borough sources. The single significant project that continued to be managed by the Committee in 2022/23 was the London European Partnership for Transport (LEPT). Funding for this project is ring-fenced, meaning that any surplus or deficit of income over expenditure at the year-end will be carried forward in the Committee's general balances for application to or recovery from this project in the next financial year.

### **Revised Budget 2022/23**

6. The Full Committee approved the original budget for TEC for 2022/23 in December 2021. The revised revenue expenditure budget for 2022/23, as adjusted for the confirmation of borough funding and TfL funding for the Taxicard scheme for the year, was £231.908 million.
7. The corresponding revised revenue income budget was £230,330 million, with the approved transfer of £1.578 million from reserves, including use of the special projects reserve, producing a balanced budget for the year.

## Provisional Results 2022/23

8. The provisional outturn figures for income and expenditure in 2022/23, compared against the above revised budgets, are detailed in full at appendices A and B, and summarised in Table 1 below:

**Table 1 – Comparison of Provisional Income and Expenditure against Revised Budget 2022/23**

Actual 2021/22		Revised Budget 2022/23	Actual 2022/23	Variance 2022/23	
£000	Expenditure	£000	£000	£000	%
762	Non-operational Staffing	823	851	28	3.4
361	Running Costs	324	339	15	4.6
561	Central Recharges	536	533	(3)	(0.6)
<b>1,684</b>	<b>Total Operating Expenditure</b>	<b>1,683</b>	<b>1,723</b>	<b>40</b>	<b>2.4</b>
11,796	Direct Services	10,634	13,228	2,594	24.4
304,073	Payments in respect of Freedom Pass and Taxicard	218,925	215,689	(3,236)	(1.5)
-	Research	40	-	(40)	100
101	System Developments	281	281	-	-
146	Transfer to Joint Committee – Environmental Initiatives	345	345	-	-
39	Changes to the value of investments held at fair value	-	3	3	-
<b>317,839</b>	<b>Total Expenditure</b>	<b>231,908</b>	<b>231,269</b>	<b>(639)</b>	<b>(0.3)</b>
	<b>Income</b>				
(304,487)	Contributions in respect of Freedom Pass and Taxicard	(218,989)	(215,973)	3,016	1.4
(12,914)	Charges for direct services	(11,079)	(13,867)	(2,788)	(25.2)
(97)	Core Member Subscriptions	(97)	(97)	-	-
(28)	Interest on Investments	-	(97)	(97)	-
(82)	Other Income	(74)	(88)	(14)	(18.9)
(76)	TfL Environmental initiatives	(91)	(84)	7	7.7
(1,191)	Net transfer to/(from) Reserves	(1,578)	(1,578)	-	-
<b>(318,875)</b>	<b>Total Income</b>	<b>(231,908)</b>	<b>(231,784)</b>	<b>124</b>	<b>0.0</b>
8	Increase/(Reduction) in bad debt provision	-	(51)	(51)	-
<b>(1,028)</b>	<b>Deficit/(Surplus)</b>	<b>-</b>	<b>(566)</b>	<b>(566)</b>	<b>-</b>

9. In addition to the transactions detailed in Table 1 above, there are costs and income associated with the London European Partnership for Transport (LEPT), which is TfL/EU funded, and shown in table 2 below:

**Table 2 – Income and Expenditure relating to LEPT 2022/23**

	<b>£000</b>
Employee Related Costs	33
Premises Costs	5
Running/Central Costs	25
<b>Total Expenditure</b>	<b>63</b>
Grant/Other Income including c/f	(63)
<b>Deficit/(Surplus)</b>	<b>-</b>

10. A provisional surplus on revenue activities of £566,000 has been posted for 2022/23, the headlines of which are summarised in Table 3 below.

**Table 3 – TEC – Analysis of revenue account surplus 2022/23**

	<b>Outturn Variance</b>
	<b>£000</b>
Freedom Pass non-TfL bus services	(448)
Freedom Pass survey and reissue costs (including replacement Freedom Passes income surplus)	282
Interest earned on investment of cash-balances	(97)
Research	(40)
Net Position on Taxicard	(97)
Shortfall in replacement taxicard passes income	17
Net position on parking appeals	71
Net position on other traded parking services	(86)
NEC Software Solutions Fixed Costs	(7)
Net position on London Tribunals Administration	50
Lorry Control Administration	(123)
Lorry Control PCNs	(117)
Freedom Pass Administration	68
Taxicard Administration	(24)
Non-operational staffing costs	28
Fair Value of investments	3
Net additional in Health Emergency Badge income	(14)
Miscellaneous Income	19
Decrease in Bad Debt provision	(51)
<b>Provisional surplus for the year</b>	<b>(566)</b>

11. From this provisional surplus figure, the Committee is being asked to carry forward balances amounting to £123,000 into 2023/24 (paragraph 22 below refers). If this request is approved, the provisional surplus reduces to £443,000. An explanation for each of the variances is provided in the subsequent paragraphs.

**Freedom Pass non-TfL bus services (-£448,000)**

12. The level of trips made in the claims submitted by the independent bus operators has not recovered to the extent anticipated post-pandemic, which was reflected when setting the 2022/23 budget. While there is an ongoing recovery, actual expenditure of £652,000 for 2022/23 remains a significant underspend on the annual budget of £1.1 million.

**Net Freedom Pass survey and issue costs (+£282,000)**

13. The budget for the freedom pass survey and issue processes for the year was £1.518 million. This budget covers the issuing of Freedom Passes to new applicants and for the replacement of passes which are lost, stolen or faulty. Total expenditure for 2022/23 was £2.025 million, a significant overspend of £507,000. This budget has been impacted in part due to inflationary pressure on expenditure and contracts within this budget, along with additional costs associated with the postal strike. The mid-term review carried out in the year is the largest cohort, incorporating the 2020 applicants and has resulted in additional costs in the year. However, a sum of £975,000 was collected during 2022/23 in respect of replacement Freedom Passes, £225,000 above the £750,000 budgetary provision. In net terms, there was a deficit of £282,000, which, in accordance with approved TEC practice, will be charged against the Freedom Pass specific reserve.

### **Interest earned on investment of cash-balances (-£87,000)**

14. Cash-flow management undertaken at the City of London, who invest London Councils cash balances on behalf of boroughs, has yielded interest receipts of £97,000 against a zero budgetary provision.

### **Research Budget (-£40,000)**

15. No expenditure on research was recorded in 2022/23 against an annual budget of £40,000.

### **Taxicard (-£97,000)**

16. Total payments to the contractor, City Fleet were £6.912 million, £3.345 million below the revised total budgetary provision of £10.257 million, based on actual trips taken to during the year.
17. Due to the reduction in expenditure, no boroughs were required to contribute to the scheme cost; therefore, boroughs will be refunded for any actual contributions made. The net refund to the Boroughs is £2.257 million. TfL fund the scheme cost in arrears, based on actual trips data from the preceding quarter. Payments received from TfL have therefore reduced in line with actual claims by £990,000 during the year.
18. A historic residual balance, which has been held within the committee since 2007/08, has been written back and has resulted in a surplus of £97,000.

### **Income from the issue of replacement Taxicards (+£17,000)**

19. Minimal charges were made for replacement Taxicards during the year against the annual income budget of £18,000.

### **Traded Services (-£22,000)**

20. The Traded Services budget is made up of several elements the majority of which produce a neutral effect and do not change the overall net surplus position.

### **Net position London Tribunals Administration (+£50,000)**

21. The appeals Hearing Centre overspent the budget of £3.172 million by £50,000 due to a combination of small inflationary overspends across various expenditure codes.

### **Lorry Control Administration/PCN income (-£123,000)**

22. The administration of the London Lorry Control Scheme underspent the revised budget of £909,000 by £123,000. This is attributable to the net impact of small overspends on general office costs along with an underspend on the review of the LLC scheme where a budget of £141,000 was carried forward. As a result of delays to completing the review, the TEC Executive Sub-Committee is asked to approve the carry forward of these funds of £123,000 into 2023/24.

### **Lorry Control PCN income (-£117,000)**

23. Enforcement of the London Lorry Control Scheme continues to significantly recover since the pandemic. The number of PCNs issued have returned to normal levels and this recovery has meant that there is a surplus against the budget of £1 million. The bad debt provision has decreased by £51,000 in respect of outstanding amounts, in accordance with usual accounting practice.

### **Freedom Pass and Taxicard Administration (+£45,000)**

24. The administration of the Freedom Pass and Taxicard schemes overspent their budgets by £45,000, largely attributable to bank charges applied to the service. This

overspend is against a budget which is already not fully funded, as detailed in paragraph 42.

### **Non Operational Staffing Costs (+£28,000)**

25. The non-operational employee cost budget of £823,000, including £20,000 for member's allowances and £30,000 of maternity cover, overspent by £28,000. There was a low turnover of staff in the year therefore the 2% vacancy factor was not achieved and in some instances agency cover was sought, resulting in higher costs.

### **Fair Value Investments (+£3,000)**

26. There has been additional expenditure of £3,000 recognised in the accounts as a result of changes in the fair value of short-term cash bonds held by the City of London, therefore reducing the value of investments held.

### **Miscellaneous income (+£5,000)**

27. The net impact of small reductions of miscellaneous income and additional Health Emergency Badge receipts.

### **Bad Debts provision (-£51,000)**

28. The Committee's bad debt provision as at 1 April 2022 was £136,000 all of which related to Lorry Control PCNs that had been registered at the County Court but which were unpaid at 31 March 2022. A review of debts at the year-end has resulted in a revised year-end provision of £85,000 all of which relates to Lorry Control PCN income, a decrease of £51,000.

## Balance Sheet as at 31 March 2023

29. The summary provisional balance sheet position as at 31 March 2023 is shown in Table 4 below, compared to the position 12 months ago:

**Table 4 – Balance Sheet Comparison - Provisional Figures 2022/23 and 2021/22**

	<b>As at 31 March 2023 (£000)</b>	<b>As at 31 March 2022 (£000)</b>
Fixed Assets	204	307
Pension Fund Asset	1,164	-
Current Assets	9,833	10,121
Current Liabilities	(5,321)	(4,718)
Long-term liabilities	-	(8,387)
Total Assets less Liabilities	<u>5,880</u>	<u>(2,677)</u>
General Fund	3,652	3,826
Specific Fund	1,106	1,944
Pension Fund	1,164	(8,387)
Accumulated Absences Fund	(42)	(60)
Total Reserves	<u>5,880</u>	<u>(2,677)</u>

30. The main features of the provisional balance sheet as at 31 March 2023 are as follows:

- Fixed Assets have decreased by £103,000 to £204,000 from £307,000. The reduction is attributable to an annual depreciation charge of £103,000;
- The IAS19 net pension fund valuation has increased by £9.551 million from a net liability of £8.387 million to a net asset of £1.164 million. The reason for the movement in net pension fund valuation is explored in paragraph 31 onwards
- Current assets have decreased by £288,000 from £10.121 million to £9.833 million which is attributable to a decrease in cash balances of £1.918 million and an increase in debtors of £1.630 million. The increase in debtors is due to:

- an increase in respect of amounts owed by TfL and the boroughs for the Taxicard scheme of £510,000 and £88,000 respectively;
  - an increase of £494,000 in respect of charges to the GLA for the Road User Charging Adjudication service;
  - an increase of £221,000 in respect of borough contributions to non-TfL concessionary fares scheme;
  - an increase in the level of Lorry Control PCNs owed of £81,000;
  - an increase of £48,000 in respect of the borough contributions for the registration of PCN debts at Northampton County Court (NCC), along with an increase in the balance held at NCC of £156,000; and
  - residual variances of £32,000;
- Current liabilities have increased by £603,000 from £4.718 million to £5.321 million, which is attributable to the net effect of;
    - an increase £969,000 in respect of borough Taxicard budget refunds;
    - a decrease of £134,000 in respect of amounts owed to independent bus operators;
    - a reduction in a balance of TfL funding held in relation to environmental initiatives of £84,000;
    - A decrease in the amounts owed in respect of the Parking IT system provider, NEC Software Solutions of £71,000; and
    - residual variances of £77,000.

- Long-term liabilities, which consisted solely of the IAS19 pension deficit in 2021/22, has decreased by £8.387 million.

The above movements have resulted in an overall increase in reserves to a positive balance of £5.88 million as at 31 March 2023, inclusive of the IAS19 pension fund (which is explored from paragraph 31 onwards) and the accumulated absences reserves.

### **Effect of IAS19 Employee Benefits**

31. International Accounting Standard 19 (IAS19), Employee Benefits, is an international accounting standard that all authorities administering pensions funds must follow. London Councils through its Admitted Body status as part of the Local Government Pension Scheme (LGPS) administered by the London Pensions Fund Authority (LPFA) through the Local Pensions Partnership (LPP), is subject to this accounting standard.

32. IAS19 requires an organisation to account for retirement benefits when it is committed to give them, even if the actual giving will be many years to come and is, therefore, a better reflection of the obligations of the employer to fund pensions promises to employees. It requires employers to disclose the total value of all pension payments that have accumulated (including deferred pensions) at the 31 March each year.

33. This value is made up of:

- The total cost of the pensions that are being paid out to former employees who have retired; and
- The total sum of the pension entitlements earned to date for current employees – even though it may be many years before the people concerned actually retire and begin drawing their pension.

34. IAS19 also requires London Councils to show all investments (assets) of the Pension Fund at their market value, as they happen to be at the 31 March each year. In reality, the value of such investments fluctuates in value on a day-to-day basis but this is ignored for the purpose of the accounting standard. Setting side by side the value of all future pension payments and the snapshot value of investments as at the 31 March, results in either an overall deficit or surplus for the Pension Fund. This is called the IAS19 deficit or surplus.
35. London Councils has to obtain an IAS19 valuation report as at 31 March each year in order to make this required disclosure. This is done through the actuaries of the LPFA fund, Barnett Waddingham. The effect of IAS19 is apportioned across London Councils three functions – this Committee, the London Councils Grants Committee (GC) and the London Councils Joint Committee (JC) core functions in proportion to the actual employer's pensions contributions paid in respect of staff undertaking each of the three functions. IAS19 has no effect on the net position of income and expenditure for the year. However, the IAS19 deficit or surplus needs to be reflected in the balance sheet. For the TEC, the Pension Fund surplus as at 31 March 2023 is £1.164 million, which compares against the deficit on the Pension Fund as at 31 March 2022 of £8.387 million, an increase of £9.551 million.
36. The key financial assumptions required for determining the defined benefit pension obligation under IAS19 are the discount rate, linked to corporate bond yields, and the rate of future inflation. There has been an increase in the discount rate which reduces the value of the pension obligation offset by an increase in the rate of inflation which increases the value of the obligation. There was a decrease of £11.003 million in the value of the pension obligation. The triennial valuation as at 31 March 2022 was the starting point for the 'roll forward' estimation process for the IAS19 valuation. The triennial valuation showed an improvement in the funding level of the scheme which increased from 107.9% in March 2019 to 125.3% in March 2023. This result has led to a reduction to the level of employers' contribution to the scheme.

37. London Councils' External Auditors, PKF Littlejohn LLP, will test the assumptions made by the actuary in arriving at this valuation in the course of their external audit during July 2023.

38. Table 4 clearly demonstrates that the Committee's balances are notionally increased by £1.164 million as a result of the requirement to fully disclose the pension fund surplus on the balance sheet. Future reviews of the employer's pension contribution rate are intended, over time, to ensure it remains at the appropriate level.

### Committee Reserves

39. The Committee's unaudited balances as at 31 March 2023 are broken down in Table 5 below, together with known commitments for the 2023/24 and 2024/25 financial years:

**Table 5 – Analysis of Committee Reserves as at 31 March 2023**

	<b>General Reserve</b>	<b>Specific Reserve</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Audited reserves at 1 April 2022</b>	<b>3,826</b>	<b>1,944</b>	<b>5,770</b>
Approved in setting 2022/23 budget	(881)	(275)	(1,156)
Approved reserves c/f into 2022/23	(141)	-	(141)
Use of TEC Special Projects reserve	-	(281)	(281)
Provisional (deficit)/surplus for 2022/23	848	(282)	566
<b>Provisional reserves at 31 March 2023</b>	<b>3,652</b>	<b>1,106</b>	<b>4,758</b>
Committed in setting the 2023/24 budget	(463)	(258)	(721)
LLC review budget c/f into 2023/24*	(123)	-	(123)
Transfer to Freedom Pass Renewal Reserve	(500)	500	-
Shared ambition projects*	(154)	-	(154)
<b>Estimated uncommitted reserves</b>	<b>2,412</b>	<b>1,348</b>	<b>3,760</b>

\*Subject to approval by this Committee

### Budget Pressures

40. The Shared Ambitions Roadmap update was reported to the Executive at its 20 June meeting, where two projects were agreed by members:

- London Councils' website is to move to a new platform and be redesigned to ensure that it effectively reflects the organisation's brand, supports the delivery of the Shared Ambitions, and enables us to provide a highly accessible and

excellent user journey for the customers of our services such as the Freedom Pass; and

- Implementation of the record management strategy, which involves planning, designing, and building a global Sharepoint site, cleansing and migrating data and managing cultural change including providing training and learning for all members of staff on the new ways of working.

41. The total cost of the projects is £366,000 and will be shared across London Councils' three joint committees in accordance with the accounting policy of sharing central support costs. TEC's share of the costs is estimated to be in the region of £154,000. If the additional costs cannot be met from existing in year budgets, then a call on TEC general reserves will be required. Therefore, the Executive Committee is asked to approve the use of up to £154,000 of general reserves, as required, to contribute to the website and records management projects.

42. Several factors, including the high rates of inflation on TEC contracts and additional project expenditure as detailed in paragraphs 40 and 41 has resulted in budget pressures and a reduction of committee reserves, which is anticipated to continue into 2023/24 and beyond. Currently the income received from member boroughs in relation to administering the Taxicard service is budgeted to be £324,000, against the actual estimated costs of the service of £510,000, resulting in a deficit of £186,000 in 2023/24. Traditionally this deficit has been met by use of TEC reserves, some of which are a result of service underspends. Consideration of this and wider implications for future TEC budgets such as the Freedom Pass Survey and Reissue budget, are featured in a separate item on this agenda.

## **Conclusions**

43. The provisional 2022/23 outturn for the Transport and Environment Committee shows a surplus over budget of £566,000, which is analysed in Table 3. This compares to a forecast surplus as at 31 December 2022, the three quarter stage of the year, of £957,000. The analysis of actual income and expenditure against the approved budgets, is detailed in paragraphs 12-29.

44. Uncommitted general reserves are forecast to be £2.412 million as at 31 March 2023 and reflects:

- the forecast surplus on general reserves of £848,000 for 2022/23;
- and £463,000 contribution towards the 2023/24 budget; and
- other known commitments and transfers of £777,000.

45. This represents 15.0% of operating and trading expenditure of £16.109 million in the 2023/24 budget, which is in line with the minimum level of reserves, previously agreed by members of between 10% a 15%. Whilst this level of reserves is above the minimum 10% threshold by £801,000 the level of uncommitted general reserves has reduced from previous years due in part to inflationary and other pressures as detailed in paragraph 42. Options on how this may be addressed are detailed in a separate paper on this agenda.

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### **Financial Implications for London Councils**

Included in the body of the report

### **Legal Implications for London Councils**

None

### **Equalities Implications for London Councils**

None

### **Appendices**

Appendix A: Provisional Outturn Expenditure 2022/23

Appendix B: Provisional Outturn Income 2022/23

### **Background Papers**

London Councils TEC Budget File 2022/23;

London Councils TEC Forecast File 2022/23;

London Councils TEC Final Accounts Files 2021/22 and 2022/23; and

London Councils Consolidated Final Accounts File 2022/23.

	Revised Budget 2022/23 £000	Provisional Outturn £000	Variance £000
<b>Payments in respect of Concessionary Fares</b>			
TfL	197,350	197,350	0
Rail Delivery Group	7,548	7,548	0
Other Bus Operators	1,100	653	-447
Freedom Pass issue costs	1,518	2,025	507
Freedom Pass Administration	522	590	68
City Fleet Taxicard contract	10,257	6,912	-3,345
Interest on late payments to TfL by boroughs	0	4	4
Taxicard Administration	630	607	-23
	218,925	215,689	-3,236
<b>TEC Trading Account Expenditure</b>			
Payments to Adjudicators- ETA	937	855	-82
Payments to Adjudicators - RUCA	917	503	-414
Northgate variable contract costs - ETA	311	278	-33
Northgate variable contract costs - RUCA	140	134	-6
Northgate variable contract costs - Other	204	247	43
Payments to Northampton County Court	4,000	7,145	3,145
Lorry Control Administration	909	786	-123
ETA/RUCA Administration	3,172	3,222	50
HEB Administration	43	58	15
	10,634	13,228	2,594
<b>Sub-Total</b>	<b>229,559</b>	<b>228,917</b>	<b>-642</b>
<b>Operating Expenditure</b>			
<b>Contractual Commitments</b>			
Northgate Fixed Costs	98	100	2
Fair Value Movement	0	3	3
	98	103	5
<b>Salary Commitments</b>			
Non-operational staffing costs	773	822	49
Members	20	29	9
Maternity Provision	30	0	-30
	823	851	28
<b>Other Commitments</b>			
Supplies and service	226	239	13
Research	40	0	-40
System Developments	281	281	0
Environmental initiatives	345	345	1
	892	865	-26
<b>Total Operating Expenditure</b>	<b>1,813</b>	<b>1,819</b>	<b>7</b>
<b>Central Recharges</b>	<b>536</b>	<b>533</b>	<b>-3</b>
<b>Total Expenditure</b>	<b>231,908</b>	<b>231,269</b>	<b>-638</b>

## TEC Provisional Outturn Income 2022/23

## Appendix B

	Revised Budget 2022/23 £000	Provisional Outturn £000	Variance £000
Borough contributions to TfL	197,350	197,350	0
Borough contributions to RDG	7,548	7,548	0
Borough contributions to other bus operators	1,100	1,100	0
Borough contributions to Freedom Pass issue costs	1,518	1,518	0
Borough contributions to freedom pass administration	0	0	0
Income from replacing lost/faulty freedom passes	750	975	-225
Income from replacing lost/faulty taxicards	18	1	17
Borough contributions to taxicard	2,257	0	2,257
TfL contribution to Taxicard scheme	8,000	7,010	990
Borough contributions to taxicard administration	324	338	-14
TfL Contribution to taxicard administration	124	129	-5
Borough Contributions towards interest on late payments to TfL	0	4	-4
	218,989	215,973	3,016
<b>TEC trading account income</b>			
Borough contributions to Lorry Control administration	0	0	0
Lorry Control PCNs	1,000	1,117	-117
Borough parking appeal charges	1,072	1,105	-33
TfL parking appeal charges	176	204	-28
GLA Congestion charging appeal income	1,057	433	624
Borough fixed parking costs	1,807	1,786	21
TfL fixed parking costs	275	197	78
GLA fixed parking costs	1,188	1,195	-7
Borough other parking services	504	689	-186
Northampton County Court Recharges	4,000	7,140	-3,140
	11,079	13,866	-2,788
<b>Sub-Total</b>	<b>230,068</b>	<b>229,839</b>	<b>228</b>
<b>Core borough subscriptions</b>			
Joint Committee	46	46	0
TEC (inc TfL)	51	51	0
	97	97	0
<b>Other Income</b>			
TfL secretariat recharge	31	0	31
Lorry Control Court Fees	0	15	-15
Investment income	0	97	-97
TfL Environment policy priorities	91	84	7
Sales of Health Emergency badges	43	74	-31
	165	270	-105
<b>Transfer from Reserves</b>	<b>1,578</b>	<b>1,578</b>	<b>0</b>
<b>Central Recharges</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Decrease in Bad Debt Provision</b>	<b>0</b>	<b>51</b>	<b>-51</b>
<b>Total Income Base Budget</b>	<b>231,908</b>	<b>231,835</b>	<b>72</b>

## London Councils' Transport and Environment Committee AGM – 8 June 2023

Minutes of a meeting of London Councils' Transport and Environment Committee held on Thursday 8 June 2023 at 2:30pm, in the Conference Suite, 59½ Southwark Street, London, SE1 0AL

### Present:

Council	Councillor
Barking and Dagenham	Cllr Syed Ghani
Barnet	Cllr Geof Cooke
Bexley	Cllr Cafer Munur (Deputy)
Brent	Cllr Krupa Sheth
Bromley	Cllr Nicholas Bennett
Camden	Cllr Adam Harrison
Croydon	<b>Apologies</b>
Ealing	Cllr Deidre Costigan
Enfield	Cllr Rick Jewell
Greenwich	Cllr Averil Lekau
Hackney	Mayor Phil Glanville (Chair)
Hammersmith and Fulham	Cllr Sharon Holder
Haringey	Cllr Mike Hakata
Harrow	Cllr Anjana Patel
Havering	Cllr Barry Mugglestone
Hillingdon	
Hounslow	Cllr Katherine Dunne
Islington	Cllr Rowena Champion (virtual)
Kensington and Chelsea	Cllr Cem Kemahli
Kingston Upon Thames	Cllr Ian Manders
Lambeth	Cllr Rezina Chowdhury
Lewisham	Cllr Louise Krupski
Merton	Cllr Stephen Alambritis (Deputy, virtual)
Newham	Cllr James Asser
Redbridge	Cllr Jo Blackman
Richmond Upon Thames	Cllr Alexander Ehmann
Southwark	Cllr James McAsh
Sutton	Cllr Barry Lewis
Tower Hamlets	
Waltham Forest	Cllr Clyde Loakes
Wandsworth	Cllr Jenny Yates
City of Westminster	Cllr Paul Dimoldenberg
City of London Corporation	<b>Apologies</b>
Transport for London	Alex Williams (Deputy)

Stephen Boon, chief operating officer, opened up the TEC meeting, which he said the public could access online via the livestream. Stephen Boon reminded Members to keep noise to a minimum as the meeting was being livestreamed and the microphones were very sensitive. Members were also asked if they could state their names and where they were from when addressing the Committee.

Stephen Boon said that he would introduce agenda items 1 to 3, until the Chair of TEC was nominated and confirmed.

#### Part A: AGM

### **1. Apologies for Absence & Announcement of Deputies**

#### Apologies:

Cllr Richard Diment (LB Bexley)  
Cllr Scott Roche (LB Croydon)  
Cllr Natasha Irons (LB Merton)  
David Rowe (Transport for London)  
Shravan Joshi (City of London Corporation)

#### Deputies:

Cllr Cafer Munur (LB Bexley)  
Cllr Stephen Alambritis (LB Merton)  
Alex Williams (Transport for London)

### **2. Declaration of Interests (additional to those not on the supplied sheet)**

#### UK 100

Cllr Louise Krupski (LB Lewisham)  
Mayor Philip Glanville (LB Hackney)  
Cllr Mike Hakata (LB Haringey)

### **3. Election of Chair of TEC for 2023/24**

Councillor Clyde Loakes nominated Mayor Philip Glanville (LB Hackney) to be the Chair of TEC. This was seconded by Councillor Cem Kemahli. Mayor Philip Glanville was elected as the Chair of TEC for 2023/24.

### **4. Election of Vice Chairs of TEC for 2023/24**

The Committee received a report that set out the process for electing three Vice Chairs for the 2023/24 municipal year.

The Chair nominated Councillor Deidre Costigan to be the Labour Vice Chair. Councillor Cem Kemahli was nominated to be the Conservative Vice Chair and Councillor Alex Ehmann to the Liberal Democrat Vice Chair. Councillor Loakes seconded these nominations.

The Committee appointed the following TEC vice chairs:

Councillor Deidre Costigan (Labour Vice Chair – LB Ealing)  
Councillor Cem Kemahli (Conservative Vice Chair – RB Kensington & Chelsea), and  
Councillor Alex Ehmann (Liberal Democrat Vice Chair – LB Richmond)

## **5. Revised Membership of London Councils' TEC for 2023/24**

The Committee considered a revised report that set out the latest details of the Committee's Membership for 2023/24. It was agreed that the TEC Membership would be reported at the AGM.

The Chair welcomed Councillor Jenny Yates, the new TEC representative from LB Wandsworth, along with Councillor James McAsh from LB Southwark and Councillor Richard Diment from LB Bexley.

The Committee noted the latest London Councils' TEC Membership for 2023/24.

## **6. Appointment of the TEC Executive Sub Committee for 2023/24**

The Committee received a report that set out the arrangements for the appointment of the TEC Executive Sub Committee for 2023/24.

The Committee elected the following members to the TEC Executive Sub Committee for 2023/24:

### Labour Representatives:

Mayor Phil Glanville (Chair – LB Hackney)  
Cllr Deidre Costigan (LB Ealing)  
Cllr Krupa Sheth (LB Brent)  
Cllr Mike Hakata (LB Haringey)  
Cllr James Asser (LB Newham)  
Cllr Rezina Chowdhury (LB Lambeth)  
One Labour vacancy for the TEC Executive Sub Committee

### Conservative Representatives:

Cllr Cem Kemahli (RB Kensington & Chelsea)  
Cllr Richard Diment (LB Bexley)  
Cllr Nicholas Bennett (LB Bromley)

### Liberal Democrat Representative:

Cllr Alex Ehmann (LB Richmond)

### City of London Corporation Representative:

Shravan Joshi

## **7. TEC Nominations to Outside Bodies 2023/24**

The following nominations were made to the TEC Outside Bodies for 2023/24:

### (a) Heathrow Airport Consultative Committee

Cllr Shantanu Rajawat (LB Hounslow)  
Cllr Scott Roche (LB Croydon, Deputy)

(b) Thames RFCC

*West* – Cllr Anjana Patel (LB Harrow)

*South West* – Cllr Julia Neden-Watts (LB Richmond, LD)

*South East* – Cllr Averil Lekau (RB Greenwich)

*North East* – Cllr Syed Ghani (LB Barking & Dagenham)

*Central North* – Cllr Sharon Holder (LB Hammersmith & Fulham)

*Central South* – Cllr James McAsh (LB Southwark)

*North* – Cllr Mike Hakata (LB Haringey)

(c) London Sustainable Development Commission

Cllr Jo Blackman (RB Redbridge)

(d) Urban Design London (UDL)

Cllr Nigel Haselden (LB Lambeth)

Cllr Johnny Thalassites (RB Kensington & Chelsea)

(e) London City Airport Consultative Committee

Cllr Jo Blackman (LB Redbridge)

(f) ReLondon (formerly LWARB)

No nominations needed. Representation is for a 4-year term

(g) London Fuel Poverty Partnership

Cllr Natasha Irons (LB Merton)

(ii) TEC Funding Sub-Group (Membership)

Cllr Deidre Costigan (LB Ealing, Lab)

Cllr Catherine Rose (LB Southwark, Lab)

Cllr Rick Jewell (LB Enfield, Lab)

Cllr Clyde Loakes (LB Waltham Forest, Lab)

Cllr Cem Kemahli (RB Kensington & Chelsea, Con)

Cllr Nicholas Bennett (LB Bromley)

Cllr Alex Ehmann (LB Richmond, Lib Dem)

**8. TEC AGM Minutes of 9 June 2022 (already agreed – for noting)**

The Committee noted the TEC AGM minutes from 9 June 2022

**9. TEC Constitutional Items (Appendices A-B) & Member Protocols (previously sent under agenda item 15)**

This report proposed amendments to the London Councils' Scheme of Delegation and Standing Orders and sought agreement to the discontinuation of London Councils maintaining a register of members' interests and presented the latest Terms of Reference for Leaders' Committee sub-committees/forums for approval.

There were also a number of London Councils policies and protocols which applied to Members.

These were:

- Declaration and Registration of Interests protocol;
- Gifts and Hospitality protocol;
- Member and Officer Relations protocol;
- Members' Rights of Access to Information protocol;
- Note on Securing Political Sign-off;
- Guidance on the Use of the Urgency Procedure;
- Media Protocol;
- Party Group/Political Adviser/London Councils Relations protocol;

**The Committee:**

- Agreed the proposed amendments to London Councils Scheme of Delegation and Standing Orders and agree to the discontinuation of London Councils maintaining a register of members' interests as detailed in this report and Appendices A and B; and
- Noted the policies and protocols that applied to Members.

## **10. Amendments to London Councils' Financial Regulations**

The Committee received a report that recommended changes to the Financial Regulations in respect of changes to procurement thresholds and other arrangements detailed in the report.

The Committee agreed to the proposed changes to the Financial Regulations as detailed in the report.

### Part 2: Items of Business

## **11. Environment & Traffic Adjudicator (ETA) Re-appointments**

The Committee received a report that proposed the re-appointment of one environment and traffic adjudicators and the appointment of three environment and traffic adjudicators under the terms of the Traffic Management Act 2004.

**The Committee agreed that:**

- The following serving adjudicator was re-appointed for a period of five years from 25 September 2023:  
Greenslade, Henry Michael
- The following adjudicators were appointed for a period of five years from 8 June 2023:  
Hoare, Martin  
Coombe, Joanne  
Richardson, James

The Chair thanked Anthony Chan and the adjudicators for all their hard work.

## **12. Flooding Levy for the Thames Regional Flood & Coastal Committee (RFCC) Region**

The Committee received a paper that presented Members with the justification and rationale on behalf of Thames Regional Flood and Coastal Committee (RFCC) for an

increase in locally raised levy of 1.99 per cent to invest in flood risk management schemes across the Thames catchment. The increase in levy funding for boroughs is between £417 and £7,204 at 1.99 per cent.

Robert Van de Noort (Chair of Thames RFCC) introduced the report and made the following comments:

- The Thames RFCC and TEC continued to have a strong relationship
- A pre-meeting had taken place with Mayor Philip Glanville and one of the key issues was the £26.7 million levy balance that was being carried forward, which was quite large.
- The levy balance would reduce to £6.4 million and £15.7 million was already committed (longer than the 6-year programme).
- The local levy had wider benefits, especially Sustainable Drainage Systems (SUDs) with Thames Water.
- Commitments included a teaching programme (a report was being developed) and a surface water strategic approach. Monies would be collected from all boroughs.
- The 1.99 per cent ask for the levy increase was far below the current inflation figures.
- Brexit had not been beneficial and there was growing pressures owing to climate change (rainfall events and rises in sea levels).
- Work on the successor to the Thames Barrier would all come through the Thames RFCC.

The Chair thanked Robert Van de Noort for his work as Chair of the Thames RFCC and for addressing the levy issue. Councillor Manders asked whether there would be more information available about what the increase would be used for. The Chair said that these could normally be found alongside the levy recommendations. He asked whether there was going to be a general update on projects, or whether this would be a combined report. Robert van de Noort said that the Thames RFCC usually came to TEC every six months and the next report would provide TEC (in December 2023) with a list of projects integrated in the report.

#### **The Committee:**

- Noted the report; and
- Provided a steer to the TEC members who sit on the Thames RFCC regarding a levy increase of 1.99 per cent for 2024/25

### **13. Chair's Report**

Members considered a report that updated Members on transport and environment policy activity since the last TEC meeting on 23 March 2023.

The Chair said that much of the work in the report was down to the officers at London Councils and this was a team effort. He said that the report gave an EV delivery update that highlighted the value of London Councils' work in partnership with TfL and the Mayor of London. The Chair said that London was in a positive place at the moment when it came to the delivery of EVs.

The Chair said that London Councils and the boroughs needed to continue to advocate for London. He said that Thames Water should be invited to a future TEC meeting in order to look at how the utilities worked. The report also highlighted the work that was taking place on climate change - 3Ci work was presented to Leaders' Executive Committee.

Looking forward, the Chair informed Members that it was London Climate Action Week from 24 June to 2 July 2024. Councillor Loakes asked whether UK Power Networks could be invited to a future TEC meeting. The Chair said that a letter would need to come from TEC outlining any evidence before UK Power were invited to a TEC meeting.

#### **The Committee:**

- Noted that a letter from TEC should be sent to UK Power Network with regards to supporting EV roll out in London; and
- Noted the report.

#### **14. Direct Vision Standard (DVS) Phase 2 of the HGV Safety Permit Scheme: Consultation Outcomes**

The Committee received a report that updated London Councils' Transport and Environment Committee on the feedback received during the consultation on proposals for the Heavy Goods Vehicle (HGV) Safety Permit Scheme's Progressive Safe System (PSS) which the Committee was asked to approve and to authorise Transport for London (TfL) to implement.

The Chair said that Alex Williams, Chief Customer & Strategy Officer, TfL would be introducing the report, which would be a recap of Phase 1 and work going forward for Phase 2. Information had been received from the Road Haulage Industry, some of which referred to the consultation. The Chair said that the recommendations would be updated and officers would look at how to improve the recommendations. Alex Williams said that the DVS document was very detailed and comprehensive piece of work (120 pages) and looked at how to improve safety on lorries.

Alex Williams made the following comments:

- This was the sixth time a report on the DVS had been presented to TEC. The aim was to improve lorry safety (DVS Phase 1 was a world leading initiative).
- The results of DVS Phase 1 had resulted in a 75% reduction in fatalities. This was a sign that the scheme had been successful and worked. However, more needed to be done to prevent casualties.
- Phase 2 needed a definition of the system, policy commitment, academic research and safe distancing (5-star rating). There was urgently needed in order to improve safety on some vehicles.
- Proposals included having more sensors on lorries and an audio warning in vehicles.
- The consultation results showed that 469 responses from industry approved of the proposals, which meant that more than half supported the DVS in general. There were concerns however, including the launch date of October 2024 and the implementation of a three-month grace period.
- The DVS Phase 2 applied to articulated lorries and further improvements. The costs for these improvements amounted to approximately £1,500 per vehicle, although some vehicles had already had some safety features fitted which would lower these costs. The next progression would be to achieve a completely safe system.
- The next steps included communications over the summer period and the launch in October 2024.
- A further report would be presented to TEC at its AGM in 2024, where Members could take stock of the grace period. Also, more information would be available next summer in order to make an informed decision.

- The impact of lorry safety went way beyond the boundaries of London.
- The TEC priorities were now grouped under London Councils' Shared Ambitions (page 9 in the report).

#### Q and As

The Chair asked about the updates to recommendations 1 to 9, which had been shared with members prior to the meeting. Stephen Boon, chief operating officer, London Councils, said that TEC had delegated the administration of the scheme to TfL in March 2020. He said that it was proposed to update the recommendations: Rec 4 to highlight changes in personnel at London Councils and TfL, Recs 5, 6 & 6A would name specific officers involved in future decision making. An additional Rec 10 had been amended to refer to the changes to the titles of the roles concerning the administration and operation of the HGV Permit Scheme.

The Chair said that Rec 6A allowed boroughs to review the grace period in June 2024. This could be extended if Members were unhappy with this. Further engagement on this would take place in good time for that date. Members suggested a grace period of six-months to evaluate responses might be more appropriate. There was also concern that the figure of £1,500 quoted to make lorries safer was at the lower band of the estimates, which could go up to £9,000 in total. There was an issue about whether this was an accurate portrayal of the costs involved. Councillor Hakata asked whether a more detailed breakdown regarding the numbers (ie 75% reduction in fatalities) could be provided.

Alex Williams said that any important decisions would be made in summer 2024. He informed Members that the cost of £1,500 to make HGVs safe was the mid-level amount. Scott Wilding, TfL, said that fatalities and serious injuries had fallen. Fatal collisions had resulted in a reduction from 12 to 6 people being killed. This fell to 3 in March 2023. Scott Wilding said that the DVS was having a huge impact in reducing these fatalities. Members said that unsafe lorries impacted upon the drivers as well and many were unable to see properly from their vehicles. The Chair said that it would be useful to find out the country of origin of these vehicles. Scott Wilding informed TEC that he had been out with some HGV drivers whose vehicles were not safe and this was causing them a great deal of stress.

The Chair said that following the amendments, this item would come back to TEC in June 2024. The Chair thanked TfL for their work on the DVS and thanked Stephen Boon and legal advisors for the making the amendments to the recommendations in the report.

#### **The Committee:**

1. Noted this paper and the Consultation Report from TfL setting out the Progressive Safe System (PSS) consultation feedback and TfL responses to issues raised in **Appendix 1**
2. Noted TfL's recommendations for the elements recommended for inclusion in the Progressive Safe System including the two detailed technical specifications regarding the Moving Off Information System (MOIS) and the proposed Sensor Systems set out in **Appendices 2 and 2 A**.
3. Approved the Progressive Safe System requirements set out in the table at paragraph 28 for inclusion as conditions to Safety Permits issued to zero, one and two star rated vehicles from 28<sup>th</sup> October 2024.

4. In accordance with the updated delegations at Recommendation 10 below, authorise TfL to grant HGV Safety Permits from 28<sup>th</sup> October 2024 to zero, one and two star rated vehicles with appropriate conditions that require compliance with the new PSS requirements and a terminal date of 28<sup>th</sup> October 2030 and authorise TfL's Road User Charging ("RUC") General Manager, following consultation with London Council's Chief Operating Officer, to determine the Permit conditions to reflect the arrangements set out in the Report and its Appendices.
5. Subject to recommendation 6A below, approve the giving of a three-month grace period until 31<sup>st</sup> January 2025 to operators of unrated, existing zero, and all one and two star rated vehicles in order to allow sufficient time to buy, fit and test any new equipment as a result of new PSS requirements as set out in paragraph 28 below, and to authorise TfL's RUC General Manager, following consultation with London Council's Chief Operating Officer, to approve further extensions to the grace period beyond that date if necessary.
6. Subject to recommendation 5 and 6A, authorise TfL's RUC General Manager, following consultation with London Council's Chief Operating Officer, to grant extensions to the duration of any Safety Permits currently issued to operators of unrated, zero, one and two star rated vehicles that meet the grace period requirements set out in paragraph 21 below, until the 31<sup>st</sup> January 2025 or any later date for that purpose.
- 6A. A report shall be brought to the Committee in June 2024 on the progress of readiness to fit PSS measures prior to the delegations in recommendations 5 and 6 being exercised.
7. Approve the updated *London Lorry Control Scheme London HGV Safety Permit Scheme Policy Statement on the issue of Permits* in **Appendix 3** (changes are shown as tracked).
8. To note that TfL may undertake a review of the HGV Safety Permit Scheme in 2028 to ensure the PSS considers any advances in safety technology, and to ensure the minimum star rating to enter and operate in Greater London remains appropriate. This Committee will be kept informed of any progress made, and should any alteration be needed to the Scheme a further paper will be submitted to this Committee requesting approval for any such changes.
9. To approve that all new HGV Safety Permits for vehicles unrated or rated zero to five stars (inclusive) granted on or after 28<sup>th</sup> October 2024 have an end date of 28<sup>th</sup> October 2030 (midnight) in order to potentially allow any new revision of the PSS (as referred to above) to apply to any star rated vehicle, if appropriate.
10. To note that the following roles mentioned in the delegation approved by the Committee on 20 March 2020 concerning the administration and operation of the HGV Safety Permit Scheme by TfL be amended accordingly to refer to:
  - London Councils *Chief Operating Officer* for its Director: Mobility & Transport; and
  - Transport for London's *Road User Charging: General Manager* for its Director: Licensing, Charging & Regulation.

## **15. TEC Achievements 2022/23**

The Committee received a report that provided Members with a look back at what had been achieved in 2022/23. Officers were preparing a forward work plan over the summer, aligned to the wider work through Leaders Committee on the Shared Ambitions.

Stephen Boon said that the report provided Members about what TEC had delivered during the past year. He said that TEC actions for 2023/24 would be reported on at the meeting on 12 October 2023. The Chair thanked the team for all their support.

The Committee noted the TEC Achievements for 2022/23.

## **16. Parking & Traffic Enforcement Charges Consultation Proposal**

The Committee received a report that set out the background and included details of the proposed public consultation for vehicles on the borough road network, in relation to:

- Current levels of Penalty Charge Notices (PCNs) for parking, bus lane and moving traffic contraventions
- PCN banding regime in London
- Discount payment arrangements
- Clamping and Removal fees
- Storage and Disposal fees.

Andrew Luck, Transport Manager, London Councils. Introduced the report, which outlined the proposal for boroughs to consult on road traffic charges. These had not been reviewed since 2010. Andrew Luck said that TEC had previously agreed to consult on this issue. Very positive feedback had been received from the boroughs and Andrew Luck thanked officers and Members for this.

Andrew Luck said that respondents will asked whether they felt that “rogue parking” had increased and if the current penalty charge remained a suitable deterrent. With regards to “banding” (Q5), Andrew Luck said that the wording should be simplified and action would be taken to rectify this. The work on the consultation would take 3-months over the summer period.

Councillor Loakes said that he would now like to see a regular review of the parking charges going forward, especially as this had not been revisited for 13 years. Councillor Manders said that he also supported a regular review. The Chair said that a great deal of work took place on this before he became the Chair of TEC. The Mayor of London was doing more with regards to enforcement. The Chair suggested that officers take away what more the boroughs could do on this.

The Chair asked whether the consultation period of 3-months over the summer would be enough time to engage and communicate, especially with it being in the middle of school holidays. He said that a longer consultation period would be preferable. Some members felt that drivers often parked illegally as the current fine was not that much and did not act as a sufficient deterrent. Andrew Luck said that the 3-month consultation period was long enough for this. He said though that, going forward, a regular review every 4 years would be carried out, especially with the fall in compliance.

The Chair asked whether a decision paper would be needed to make this more automatic, or whether officers could build this into the review. Councillor Ehmann voiced concern at the lower level of speeding fines. Andrew Luck said that there was an

argument that speeding fines needed to be increased to reflect the severity of the offence.

Andrew Luck said that a progress report on parking and traffic enforcement charges would be brought back to TEC, probably in time for the meeting in December 2023. Members of TEC would then be able to make an informed decision about the charges and changes to the banding regime. Stephen Boon informed Members that in order to do an automatic “uplift”, a consultation would have to be carried out first. The Chair said that there would be “cliff edges” on the horizon as this issue had not been reviewed since 2010. He empathised the need to consult and engage on this.

Andrew Luck said that a number of boroughs found that some drivers would rather pay the fine for illegally parking as the current charges were so low. However, there was a need to be realistic about increasing parking charges too much, especially as there was currently a cost of living crisis and a large number of people would not support this. Councillor Loakes felt that the operating of car pounds should be looked at separately from the consultation. Andrew Luck said that local authorities were keen on looking at vehicle removal costs and how those charges were reflected as these charges had not changed since 2006. He said that this would be hugely beneficial and boroughs were keen for London Councils to do this.

Councillor Lewis said that he would like all local authorities to have only one band (“Band A”). Stephen Boon said that this question was within the scope of the proposed consultation and London Councils would welcome the response to the consultation from officers in the boroughs. The Chair said that any changes to the current banding would have to come to TEC first. He said that there was the potential to have a single band. Andy Lucrew said that there was a “blurring of lines” for Band B to Band A and this was one of the questions that was being asked in the consultation (ie to have just a single band)

#### **The Committee:**

- Agreed the draft consultation document (Appendix 2).
- Noted that it would be beneficial to see a regular review of parking and traffic enforcement charges going forward. This would be carried out every 4 years now.
- Noted that the 3-month consultation period would be taking place over the summer 2023.
- Noted that a further report on parking and traffic enforcement charges would be brought back to TEC at the December 2023 meeting so Members could make an informed decision.
- Noted that any potential proposals to have a single banding for London (eg Band A for all local authorities) would need to be presented to this Committee in the first instance.

#### **17. Dates of the TEC & TEC Executive Sub Committee for 2023/24**

The Committee agreed the proposed dates for TEC and TEC Executive Sub Committee meetings for the year 2023/24, as outlined in the report.

**18. Minutes of the TEC Main Meeting held on 23 March 2023**

The Committee agreed the minutes of the TEC Meeting held on 23 March 2023 to be an accurate record.

**The meeting finished at 17:19pm**

## **INFORMAL MEETING OF THE LONDON COUNCILS' TRANSPORT AND ENVIRONMENT EXECUTIVE SUB COMMITTEE**

Minutes of a formal meeting of the London Councils' Transport and Environment Executive Sub Committee held on 9 February 2023 at 10:00am in Meeting Room 5.

### **Present:**

Mayor Philip Glanville	LB Hackney (Chair)
Councillor Nicholas Bennett	LB Bromley
Councillor Deidre Costigan	LB Ealing
Councillor James Asser	LB Newham
Councillor Alex Ehmann	LB Richmond (Virtual)
Graham Packham	City of London Corporation (Deputy)

### **1. Apologies for Absence & Announcement & Deputies**

Apologies for absence were received from Councillor Peter Craske (LB Bexley), Councillor Mike Hakata (LB Haringey), Councillor Krupa Sheth (LB Brent), Shravan Joshi (City of London Corporation), Councillor Cem Kemahli (RB Kensington & Chelsea, and Councillor Rezina Choudhury (LB Lambeth).

Graham Packham attended as a deputy on behalf of the City of London Corporation.

### **2. Declarations of Interest**

#### Freedom Pass

Graham Packham (City of London Corporation)

#### ReLondon

Cllr Nicholas Bennett (LB Bromley)

### **3. TfL Board Update (Oral) by Councillor Kieron Williams**

Councillor Kieron Williams (TfL Board Member on behalf of TEC) made the following comments:

- A funding agreement had now been agreed and the TfL Business Plan approved. Andy Lord was the new TfL Commissioner.
- Use of services was now up to 80% in terms of fares revenue. The new Elizabeth Line had made a difference and had driven figures up.
- A key area was getting people back on public transport – the Mayor was carrying-out a “Let’s do London” campaign.
- There was insufficient funding for Active Travel and a case was being made for a longer-term settlement. Only about a half of the funds needed had been received.

Councillor Asser asked whether a timeline/more progress could be made with regards to capital funding for projects. He said that the borough of Newham had a lot of local bus travel, as well as travel on the tube and Elizabeth Line. Councillor Williams said that infrastructure work was very important, although a great deal

would be down to how much capital funding could be secured. He said that it was good news that the proposed reduction to bus services had been largely avoided, although this was all about ridership and getting the numbers up. Councillor Williams informed Members that a pilot was taking place in North London with the aim of making bus services more reliable. This was having real progress and was looking at the timing of traffic lights and the use of bus lanes. It was hoped that this pilot could be extended to other boroughs.

Councillor Ehmann said that there was still disparity in spend between the inner and outer London boroughs, especially with regards to bus provision in outer London boroughs like Kingston, Sutton and Richmond. With regards to the tube network, Councillor Costigan asked when the delivery of step-free access at stations was going to take place. She said that she was keen to also expand bus provision in the Borough of Ealing. Councillor Costigan said that she would like to hear about any changes to bus routes in the borough prior to any decisions being made and emailed out boroughs.

The Chair said that the boroughs were trying to get some granularity and to establish an agreement with London Councils. He asked whether any network planning and long-term thinking was taking place on these issues. Councillor Williams said that he would take the issues about step-free access and bus service frequencies back to Andy Lord, the TfL Transport Commissioner. However, step-free access was tied-up in the capital programme. Councillor Bennett said that boroughs in the south east were not served by the Underground, which was a real problem. He said that there was a need to look restructuring bus services in these boroughs. Councillor Williams said that this was a conversation that needed to be had with TfL and individual boroughs. Councillor Bennett said that the Silvertown Tunnel stopped a mile outside where anybody lived. The Chair said that extra links needed to be included in that debate, along with the ULEZ.

Graham Packham voiced concern that the Elizabeth Line had become so successful that it had caused displacement. He said that a number of near empty buses were travelling through the City and there was a now a need to look at altering the frequency of some of these bus services. Councillor Williams said that the Elizabeth Line had helped to reduce overcrowding, although there was no clear picture with regards to displacement. He said that each borough had their own individual issues when it came to bus services and frequencies and that they should discuss these issues with TfL directly. The Chair said that the boroughs welcomed Andy Lord, the new Transport Commissioner. He said that more details regarding "Vision Zero" would be presented to TEC at the full meeting on 23 March 2023.

Stephen Boon said that there was concern over the condition and lack of maintenance of some roads and this linked into a number of other areas. The Chair asked whether Vision Zero was part of a Government initiative as well. Stephen Boon said that TfL was working with the Government on this. Councillor Williams said that TfL recognised that the utilities and repairs of roads were a problem. He said that he would ensure that the Powerpoint slides and copies of the TfL Business Plan would be circulated to TEC Members.

Members thanked Councillor Williams for giving an update to the TEC Executive Sub Committee.

### **The TEC Executive Sub Committee:**

- Noted that more details regarding “Vision Zero” would be presented to TEC at the full meeting on 23 March 2023; and
- Agreed that the TfL Powerpoint slides and copies of the TfL Business Plan would be circulated to TEC Members.

## **4. Micromobility**

The TEC Executive Sub Committee received a report that updated Members on London Councils’ activity in relation to the micromobility agenda, including the e-scooter trial, dockless bikes, the Transport Bill and longer-term plans for micromobility.

The Chair said that this had been a large task to take on and thanked London Councils’ officers for their work on this and for taking into consideration the competing views of the boroughs.

Agathe de Canson, Principal Policy & Project Officer, London Councils, introduced the report and made the following comments:

- The procurement process for the second e-scooter contract was continuing and London Councils would be reviewing bids from the operators.
- London Councils had helped eight boroughs set up MOUs for rental e-bikes and streamline approaches. Kalpini Dave from London Councils was also working on a template MoU to be shared with boroughs.
- There were issues around parking and a meeting had taken place with TEC Members a couple of weeks ago to consider long term options. Common themes raised at the meeting were being looked into and along with how to bring all existing MoUs under one umbrella.
- A briefing would be circulated on a proposal for a long term approach. London Councils officers were engaging with borough officers through biweekly meetings.
- A decision on a micromobility approach would be sought from TEC at the AGM on 8 June 2023 rather than at the 23 March 2023 meeting. It was also important to ensure that stakeholder engagement was carried out by then.
- The Government’s Transport Bill had been drafted which would give strategic transport authorities powers to run rental schemes and make e-scooters legal. TfL would be given the powers to licence operators in London. However, this had been delayed until at least October 2023. London Councils was planning to carry out advocacy with London MPs before the next General Election on increased powers around micromobility.

### **Q and As**

The Chair said that a great deal of work had been carried out on this and that the recent meeting with operators had proved to be very useful. He said that it made sense that information about parking and MOUs was shared. A Londonwide approach would not be in place until at least 2024. The Chair asked whether Members were happy to go with the June 2023 TEC date in which to agree an approach. He said that a lot of work would need to take place and it would be useful to provide a steer to TEC at this meeting.

Councillor Ehmann said he was in favour of a June date to agree an approach and said that he was grateful to TEC colleagues for all the work they were doing on this. In relation to the proposal of a Londonwide approach, he asked what the “value proposition” would be for boroughs. He voiced concern about the unstructured entry into boroughs and asked how a Londonwide approach would solve these problems. He said that these sorts of problems needed to be mapped out.

Councillor Asser said that the March TEC date was too soon for boroughs to agree an approach and June would be better, although it could take even longer than this. The Chair said that a great deal of project work would need to be produced by then.

Graham Packham said that the City of London was experiencing problems with e-bikes and said that it would be very desirable to have a pan-London approach on this. He said that the June TEC date seemed fine and efforts should be made to try and get all the boroughs on board (boroughs that were not on board could always join later). Graham Packham felt that it was alarming that private e-scooters would be legalised. He said that changes would be needed in the way in which roads were maintained in order to make e-scooters safer.

Councillor Costigan thanked officers for their work on this and also agreed with the June date to agree an approach. She said that there was a lot of uncertainty and fears around e-scooters that needed addressing. There was also an impact on boroughs’ own resources when it came to setting up and negotiating MOUs. Councillor Costigan said that London Councils should deal with MOUs and the argument should be made that there was an advantage in London Councils doing this. The Chair said that boroughs could choose to opt-in or opt-out of the e-scooter trials. The Chair said that there were also issues concerning borough boundaries, geofencing and parking.

Councillor Costigan felt that a Londonwide approach would help to improve on existing arrangements and a case should be made for this. Councillor Ehmann agreed and said that boroughs needed to provide evidence that doing this on a Londonwide basis would make things appreciably better. He said that compromises would need to be made in a pan-London approach and it was difficult to see a “trade-off” at the moment. The Chair said that he was also happy to take this to the June TEC meeting. Agathe de Canson said that there were problems even with boroughs that had MOUs in place, and lots of complaints had been received from residents. She said that the briefing for TEC Members would seek to address all these points.

With regards to the “value proposition”, Agathe de Canson said it was important not to over-regulate, although work was being looked at to see what could be done in a Londonwide contract. TEC Members were thanked for their input. Agathe de Canson said that generally-speaking having a byelaw was harder to do and more problematic than a procurement, as there were a lot of things that could not be done with a byelaw. She said that London Councils would ensure that the boroughs had a strong voice in this.

#### **The TEC Executive Sub Committee:**

- Agreed that a briefing would be circulated to TEC Members, explaining the benefits of a potential pan-London approach, and
- Agreed that a decision on a micromobility approach would be sought from TEC at the June 2023 AGM meeting (rather than at the March 2023 meeting).

## **5. Climate Change Update: Programme Funding, Advocacy and 3Ci**

The TEC Executive Sub Committee received a report that updated Members on three key areas of climate change work: climate programmes funding, climate advocacy, and 3Ci. Members were asked to note and comment on progress to date.

Hannah Jameson, Programme Director, Climate Change and Kate Hand, Head of Climate Change, London Councils, introduced the report and made some of the following comments:

- London Councils has been working closely with the lead boroughs to develop implementation plans and support early delivery..
- Work was being carried out with LEDNet and the boroughs, to look at what resources would be required over the next two years to increase the pace and scale of delivery. .
- This report proposed a mixed “resource model” to address that challenge. London Councils would maintain funding in the programme (investment), especially with regards to staffing reflecting the priorities in Shared Ambitions. Talks would take place with the GLA and partners who have a shared interest in increasing London’s delivery capacity. Finally, there was a need to ask boroughs for a financial contribution to support six of the programmes. It was noted that Retrofit London had already received funding from the majority of boroughs through the Housing Directors Network. ).
- Upfront investment was required in order to get the programmes up and running. This amounted to around £1,000,000 per year for six programmes (approximately £40,000 per borough).
- An “implementation programme plan” would be published at the end of the financial year.
- TEC approved a paper on climate advocacy priorities in October 2022, on the basis of which officers have developed a strategy that will put in place a robust approach to securing our current priority asks, develop policy on areas where we do not have a clear line and addresses the cross-cutting barriers London Councils faces in influencing – including developing deeper relationships with government departments. A delivery plan will be developed to operationalise the strategy.
- A number of immediate activities are underway, including meetings of the political Local Net Zero Forum; London Councils are working closely with the LGA on this.
- A full update will be brought back to TEC in March 2023.
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- The Cities Commission for Climate Investment (3Ci) has submitted a full Outline Business Case to BEIS, demonstrating a positive return on investment for the 3Ci model. The partnership has also developed a net national zero project pipeline, which includes a large number of London projects. There was a lot of variation in the projects – partly due to the lack of feasibility funding, which 3Ci are addressing to make the pipeline more robust.
- A regional investors event is taking place in June 2023, which would give boroughs an opportunity to talk to investors and profile well-developed projects, as well as opening a more strategic conversation about 3Ci engagement and support.

### Q and As

The Chair wished Zak Bond, London Councils, a speedy recovery. He said that an update had already been provided to the London Councils' Leaders Executive on Tuesday 7 February 2023. Councillor Ehmann asked about the substantial variations across individual boroughs in the 3Ci pipeline (para 36 of the report). Kate Hand said that the information was grouped by boroughs and did not show information by each borough separately. She said that London Councils would be happy to share information with individual portfolio holders. Councillor Ehmann said that it was important to make sure that certain areas of London were getting their fair share of the funding. He said that the figures looked concerning at the moment.

The Chair said that the work carried out would be almost 4 years' old now as it was started in 2019. He said that not all the themes had retrofitting work behind them and this would make it harder going forward. The Chair asked whether there were ways of raising funds without having to go back to the boroughs. He said that 3Ci was a critical part of the advocacy. The City of London was also hosting a dinner in March 2023 in order to encourage investment.

Piali Das Gupta, Strategy Director, London Councils, said that discussions were starting with the most engaged boroughs. She felt that the sum of £40,000 per borough, over 2-years seemed "doable". A number of different approaches were being taken – an operating model was building our core. Piali Das Gupta said that London Councils was starting with a modest collection of resources as there was a need to keep everything moving and to demonstrate value. It was hoped to also bring TfL money to the table. Katharina Winbeck said that there was a need to be more creative – "Innovate UK" was being asked to do more and there was also the need to use the information that was already available. The Chair said that there was a need to highlight the well developed projects in the pipeline, to ensure that 3Ci as a whole is shown to be underpinned by credible activities; however, it was understood that not all boroughs were ready to share project details at this point.

#### **The TEC Executive Sub Committee:**

- Noted that boroughs would be asked for a financial contribution of around £40k per year over two years. An implementation programme would be published at the end of the financial year;
- Noted that a report on progress against the strategy would be taken to TEC in March 2023; and
- Note the climate advocacy strategy for 2023-24 and the 3Ci work.

## **6. Transport & Mobility Performance Information**

The TEC Executive Sub Committee received a report that detailed the London Councils' Transport and Mobility Services performance information for Q3 2022/23 and full year 2021/22.

Stephen Boon, Director of Transport & Mobility, London Councils, informed Members that there had been Freedom Pass issue problems due to the recent postal strikes. These issues had been spotted quickly and measures had been put in place to address any problems. The Chair said that it was important to ensure that the customers were kept informed about any delays. Stephen Boon said that there was information available on the Freedom Pass website and charges had been waived for replacement passes.

The Chair asked whether the issues that had affected Taxicard had stabilised and whether the TfL review of Taxicard was still ongoing. Stephen Boon said that more details on the TfL review of Taxicard would be presented to TEC in due course as more legal advice on the issue needed to be sought. He said that further details should be available in time for the June TEC meeting. Councillor Asser asked whether London Councils had spoken to the Royal Mail regarding the general level of service (impact) that the strikes were having on Taxicard. Stephen Boon informed Members that the Royal Mail had not been spoken to directly, but London Councils was monitoring their website to look for any issues. Stephen Boon said that any Taxicard issues were being managed and meetings had been planned with the contractors.

#### **The TEC Executive Sub Committee:**

- Agreed that officers would report back to TEC at the AGM in June 2023, regarding the review of Taxicard, as more legal advice needed to be sought on this; and
- Noted the Transport & Mobility Performance report for Quarter 3 (2022/23) and full year 2021/22.

#### **7. Transport Funding Sub Group Update.**

The TEC Executive Sub Committee considered a report that provided an update on the activities of the London Councils' Transport Funding Sub Group.

Councillor Costigan said that a meeting of the sub group had taken place on 12 December 2022. She said that a number of issues had been discussed, including the carry-over of £10million over 2-years and also the formula (it was accepted that the formula for the funding would be the same next year). There was a push to change the formula, especially the funding "pots" that boroughs had. However, the Mayor and TfL wanted to keep the funding/formula as it was. Councillor Costigan informed Members that the issue of "rewards" had also been talked about, although no agreement had been reached on this.

Councillor Costigan said that TfL did agree to release more funding for cycle training if it was available. She said that no money was currently available for sub regional partnerships. The sub group would look at funding and infrastructure at the next meeting being held on 24 February 2023. The Mayor asked whether the borough funding letters had been sent out. Katharina Winbeck said that she thought that these letters had been sent out at the end of January 2023. The Mayor asked if the spending profile for TfL could be double checked. Councillor Costigan confirmed that TfL had been asked how they came up with their projects.

Councillor Bennett said that no money had been received from TfL for the Borough Principle Road Network (BPRN). He said that a large number of (principal) roads were now in a very bad state of repair. Councillor Costigan said that this was included in the funding deal with the Government. Councillor Asser said that the local authorities often got the blame for the poor state of the roads even though they received no national funding to repair potholes. Stephen Boon said that the lack of funding for road maintenance was on the agenda for the quarterly meetings that London Councils had with the DfT.

The TEC Executive Sub Committee noted the update from the TEC Transport Funding Sub Group and that the next meeting of the sub group was scheduled to take place on 24 February 2023.

## **8. TEC Month 9 Revenue Forecast 2022/23**

The TEC Executive Sub Committee received a report that outlined actual income and expenditure against the approved budget to the end of December 2022 for TEC and provided a forecast of the outturn position for 2022/23. At this stage, a surplus of £957,000 was forecast. In addition, total expenditure in respect of Taxicard trips taken by scheme members was forecast to underspend by a net figure of £3.436 million, which reflected weaker than anticipated demand recovery following Covid-19. The net borough proportion of this underspend was projected to be £2.257 million, with £1.179 million accruing to TfL.

David Sanni, Director of Corporate Resources, London Councils, introduced the report, which highlighted the underspend on independent bus operators and the London Lorry Control Scheme (LLCS). He informed Members that the underspend on Taxicard trips was matched with a corresponding decrease in income and therefore had no impact on London Councils net outturn for the year. David Sanni said that Members were asked to approve a transfer from the General Reserve to the Freedom Pass Renewal Specific Reserve of £500,000 to go towards the Freedom Pass renewal exercise in 2025. He informed Members that the level of reserves still remained above the level that had previously been agreed by TEC (10 to 15% of annual operating expenditure)

### **The TEC Executive Sub Committee:**

- Noted the projected surplus of £957,000 for the year, plus the forecast net underspend of £3.436 million for overall Taxicard trips, as detailed in this report;
- Agreed a transfer from General Reserves to the Freedom Pass Renewal Reserve to fund the 2025 re-issue process; and
- Noted the projected level of Committee reserves, detailed in paragraph 5 and 6 and the commentary on the financial position of the Committee included in paragraphs 7-9.

## **9. Proposed TEC & TEC Executive Sub Committee Dates for 2023/24**

The TEC Executive Sub Committee received a report that notified Members of the proposed TEC and TEC Executive Sub Committee dates for the committee cycle year 2023/24.

The Mayor asked if Members would consider moving the start times of the TEC Executive Sub Committee meetings to 14:30pm, instead of 10:00am, in order for the Conservative Vice Chair to attend these meetings.

### **The TEC Executive-Sub Committee:**

- Agreed that the TEC Executive Sub Committee meetings would now commence at 14:30pm instead of 10:00am, subject to the agreement of the full TEC in March 2023; and
- Noted the proposed dates of the TEC & TEC Executive Sub Committee dates for 2023/24, which would be presented to the full TEC meeting in March 2023 for ratification.

**10. Minutes of the TEC Executive Sub Committee held on 17 November 2022 (for agreeing)**

The minutes of the TEC Executive Sub Committee meeting held on the 17 November 2022 were agreed.

**11. Minutes of the TEC Main Meeting held on 8 December 2022 (for noting)**

The minutes of the TEC Main meeting held on 8 December 2022 were noted.

**The meeting finished at 11:40am**