

London Councils' TEC Executive Sub Committee

Thursday 7 February 2019

10:00am in Meeting Room 1, London Councils, 1st Floor,
59½ Southwark Street, London, SE1 0AL

Contact Officer: Alan Edwards **Tel:** 020 7934 9911
Email: Alan.e@londoncouncils.gov.uk

Agenda item	Pages
1 Apologies for Absence & Announcement of Deputies	-
2 Declarations of Interests*	
3 Update on Ultra Low Emission Zone (ULEZ) – Shirley Rodrigues, Deputy Mayor for Environment, GLA	-
4 Air Quality Update	
5 Future Mobility Agenda – Task and Finish Group on Clubs	
6 Transport & Mobility Performance Information	
7 TEC Month 9 Revenue Forecast 2018/19	
8 Minutes of the TEC Executive Sub Committee Meeting held on 15 November 2018 (for agreeing)	
9 Minutes of the TEC Main Meeting held on 6 December 2018 (for noting)	

<p>Part Two: Exclusion of the Press & Public</p> <p>To resolve that the press and public be excluded from the meeting during discussion of the following item of business because exempt information, as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 is likely to be made known at the meeting.</p>	
<p>E1 Exempt minutes from the TEC Main Meeting held on 6 December 2018 (for noting)</p>	

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:

Alan Edwards
Governance Manager
Corporate Governance Division
Tel: 020 7934 9911
Email: alan.e@londoncouncils.gov.uk

**Declarations of Interest – TEC Executive Sub Committee
7 February 2019**

Freedom Pass

Councillor Richard Field (LB Wandsworth)

North London Waste Authority

Cllr Daniel Anderson (LB Enfield), Cllr Feryal Demirci (LB Hackney) and Cllr Claudia Webbe (LB Islington)

South London Waste Partnership

Cllr Manuel Abellan (LB Sutton)

Thames Regional Flood & Coastal Committee (RFCC)

Cllr Denise Scott-McDonald (RB Greenwich), and Cllr Daniel Anderson (LB Enfield)

Car Club:

Cllr Julian Bell (LB Ealing – Chair), Cllr Feryal Demirci (LB Hackney), Cllr Claudia Webbe (LB Islington) and Cllr Tim Mitchell (City of Westminster)

London Cycling Campaign

Cllr Julian Bell (LB Ealing – Chair) and Cllr Feryal Demirci (LB Hackney)

London Waste & Recycling Board (LWARB)

Cllr Feryal Demirci (LB Hackney)

South East Waste Disposal Group

Cllr Denise Scott-McDonald (RB Greenwich)

Environmental Protection UK

Cllr Denise Scott-McDonald (RB Greenwich)

Dockless Bike Scheme

Cllr Julian Bell (LB Ealing – Chair), Cllr Daniel Anderson (LB Enfield), Cllr Feryal Demirci (LB Hackney), and Cllr Claudia Webbe (LB Islington)

London Road Safety Council

Cllr Denise Scott-McDonald (RB Greenwich) and Cllr Feryal Demirci (LB Hackney)

London Councils' Transport and Environment Committee

Air Quality Update

Item No: 04

Report by: Katharina Winbeck **Job titles:** Head of Transport, Environment & Infrastructure

Date: 7 February 2019

Contact Officer: Owain Mortimer

Telephone: 020 7934 9832 **Email:** Owain.mortimer@londoncouncils.gov.uk

Summary: This report provides an update on London Councils' activities on air quality policy, specifically regarding officers' work on achieving and influencing new clean air legislation and London Councils' draft response to the Environment, Food and Rural Affairs (EFRA) Select Committee inquiry into the draft Environment (Principles and Governance) Bill.

Recommendations: Members are asked to:

1. Note and comment on the report;
2. Agree the approach to influencing new clean air legislation;
3. Agree the response to the Efra Select Committee inquiry.

Overview

1. In June 2018, London Councils Transport & Environment Committee (TEC) agreed to support calls for a new Clean Air Act in the UK. This included:
 - Setting new legal limits on air pollution by adopting at least World Health Organisation (WHO) limit values;
 - Lobbying for new powers for local authorities to make enforcement against non-road traffic related sources of air pollution simpler and more wide-ranging;
 - Additional resources for local authorities to fund action to improve air quality;
 - Reviewing and aligning the tax system (such as fuel duty and Vehicle Excise Duty) with air quality and other environmental priorities.
2. Since then, London Councils officers have been working with borough and GLA officers to develop these positions further with a view to influencing government policy.
3. London Councils TEC responded to the Department for Environment, Food and Rural Affairs (Defra) consultation into the draft Clean Air Strategy in June 2018 and submitted a letter response to the draft Environment (Principles and Governance) Bill to the SoS.
4. This report further includes a draft consultation response to the Defra Select Committee inquiry scrutinising the draft Environment (Principles & Governance) Bill. This raises similar points to our response to the SoS.

Influencing new air quality legislation

5. The Clean Air Act 1993, which has historically been used by local authorities to deal with sources of air pollution other than road traffic, is outdated and not fit for today's fuels and technologies. It includes very little to deal with the main sources of air pollution in urban areas today such as road traffic, gas fired boilers, decentralised energy (Combined Heat and Power plants) and construction machinery.
6. We are expecting a new Environment Bill to be published this Spring (2019). This Bill will include proposals for new air quality legislation in the UK and will likely reflect aspects within the recently published Clean Air Strategy.

7. In the meantime, the City of London has developed proposals around reducing emission from combustion plants, which London Councils has previously agreed to support.

Current Status

8. Previous and ongoing engagement with the GLA shows there is some broad consensus on many of the key issues for improving air quality in London. For example, all are agreed that WHO standards should be adopted and that the legislation needs to be widened to include additional powers for boilers and generators.
9. Principles still under discussion are for example increasing the role of environmental permitting in providing more control for boroughs over fixed sources of emissions and looking at the practicality of London-wide non-road mobile machinery (NRMM) powers to be devolved to the Mayor. This could see the Mayor designating and enforcing NRMM emission limits across London.
10. All of the proposals taken forward by London Councils will sit alongside the request for improved resourcing.

The City of London's Emissions Reduction Bill

11. London Councils has previously agreed to support in principle a proposed Bill drafted by the City of London Corporation. The Bill includes London specific, focused proposals which would provide new adoptive powers for London local authorities to control emissions from combustion plants. It would do this by closing the regulatory gap between the current Ecodesign, and Medium Combustion Plant Directives to tackle emissions from plants in the 500kW to 1MW thermal input range.
12. The proposed contents of the Bill include:
 - Adoptive powers for London local authorities to set emission limits for a range of combustion plants (generators, boilers, combined heat and power [CHP] plants and non-road mobile machinery [NRMM]);
 - Increasing the Fixed Penalty Notice (FPN) fine for idling vehicle engines to £100.

13. This would be done through the designation of a new, area-based zone focused on improving air quality - an Air Quality Improvement Area - if levels of air pollution are higher than World Health Organisation Air Quality Guidelines. Emissions limits for Oxides of Nitrogen (NOx) and small particles (PM10) for different combustion plants would be set by the Secretary of State for Environment, Food and Rural Affairs.

14. More details on the proposals are at Appendix A.

Efra select committee on Environment (Principles and Governance) Bill.

15. The Environment, Food and Rural Affairs (Efra) Select Committee launched an inquiry scrutinising the draft Environment (Principles & Governance) Bill published by Defra in December 2018.

16. London Councils has put a draft response together, based on our previous positions.

The response's main points include:

- We welcome the creation of the Office for Environmental Protection (OEP), and support, in theory, the environmental principles outlined. The Policy Statement from the Secretary of State that explains how the principles should be applied will be crucial to the OEP's effectiveness;
- We welcome the fact that the OEP will have the power to take Ministers to court. This is a good step in ensuring the OEP has the necessary enforcement power to be effective. However, we highlight that the body should have more enforcement powers, such as the ability to levy fines.
- We question whether the Bill as drafted provides the body with the required level of independence from government. This is a key indicator of whether the OEP will be successful.
- We highlight the fact that climate policy is not included within its remit as an issue. The Committee on Climate Change does not have enforcement power and given climate change is a cross-cutting issue, we believe it should be included.

17. The full response to the Efra inquiry can be read at Appendix B.

Conclusion

18. London Councils, the boroughs and the GLA will continue to work together in more detail on the proposals that we want to see reflected in Defra's Environment Bill.

19. London Councils will also continue to work with the City of London Corporation on its Private Members Bill. As London Councils TEC has previously advised, it is important that London makes the case for improved air quality legislation at all levels, using every opportunity that presents itself.

20. The outcome of these more detailed discussions will be reported to full TEC in March, to give officers the sign off on the proposed lobbying and engagement strategy.

Recommendations: The Committee is asked to:

1. Note and comment on the report;
2. Agree the approach to influencing new clean air legislation;
3. Agree the response to the Defra Select Committee inquiry.

Financial implications for London Councils

None arising from this report

Legal implications for London Councils

None arising from this report

Equalities implications for London Councils

None arising from this report

Appendix A – Overview of City of London Emission Reduction Proposals

Introduction

The City Corporation's draft proposals

1. The City Corporation draft proposals provide new adoptive powers for London local authorities to enable the control of emissions from a variety of combustion plant. This would apply where levels of air pollution are greater than those stipulated in World Health Organisation Air Quality Guidelines. Any such area would be designated an Air Quality Improvement Area. The applicable emissions limits for Oxides of Nitrogen (NO_x) and small particles (PM₁₀) for the plant would be set by the Secretary of State for the Environment, Food and Rural Affairs.
2. The proposals include setting emission limits for gas and solid fuel boilers under 1 Megawatt in size. 'Solid fuel' is fuel such as wood or coal which is solid, rather than gas. This would capture appliances which will not be regulated under the Medium Combustion Plant Directive. This Directive has recently been transposed into domestic legislation. It sets emission limits for larger sized plant and will be regulated by the Environment Agency.
3. The proposals also recommend emission limits for a range of other machinery to ensure that any piece of defined plant used within an area, whether temporary or permanent, would meet high emission standards. Specifically:
 - non-road mobile machinery – this includes mobile generators such as those used in street works, to support filming and a range of construction equipment
 - generators – in buildings these are used for supplying electricity to that building in the event of an emergency
 - combined heat, cooling, and power plants – this is equipment that uses a heat engine to produce electricity, as well as useful heat and in some cases cooling
4. The limits imposed in respect of gas boilers, solid fuel burners, and combined cooling heat & power plants would not affect current installations. This would ensure that people who have purchased such appliances would not be disadvantaged by the provisions, which would only apply to future installations. The proposals would provide clarity and consistency for equipment installed or used in designated areas in London.
5. The proposals would also allow for the designation of times during which the operation of stationary generators in buildings would be prohibited, other than in an emergency. This is likely to be under certain weather conditions when air pollution is already high. Currently, stationary generators can be operated to sell electricity to the National Grid, or to provide electricity to the building in times of peak electricity demand. The original purpose of a standby generator is generally just to provide backup electricity during a power cut.
6. The proposals also include an increase in the fine for stationary idling from £20 to £100, to provide a more effective deterrent.

Consultation

7. London Councils has agreed to work with the City Corporation on the development of the proposals. The Chairman of London Councils Transport and Environment Committee (TEC) spoke about the proposals in an update to TEC Committee on 11 October 2018. Informal discussions have been held with London Boroughs at an officer level, all of whom were supportive of the principles outlined.
8. More formal consultation with the Department for Environment, Food & Rural Affairs (Defra), the Greater London Authority, London Councils, London Boroughs and other relevant stakeholders is proposed if Members approve this report.
9. Defra recently published a draft Clean Air Strategy for consultation. The draft strategy contains the proposals detailed below. No timescales have been given. It has been suggested by Defra that these provisions may form part of a new Environment Bill, which is scheduled for publication once the United Kingdom has left the European Union. The proposals are in line with those of the City Corporation:
 - Close the regulatory gap between the current Ecodesign, and Medium Combustion Plant Directives to tackle emissions from plants in the 500kW to 1MW thermal input range.
 - Consider the case for setting tighter emission controls for biomass installations to reduce PM pollution from energy generation.
 - Give local government new legal powers to take decisive action in the most polluted areas through local Clean Air Zones that can lower emissions from a wider range of sources than transport alone.
 - Cut emissions from non-road mobile machinery and give local authorities tough new powers to control the use of such machinery where it is causing an air pollution problem.

Proposed contents of an emission reduction bill

Air Quality Improvement Area

10. The trigger for a range of air quality measure would be the designation of an area as an 'Air Quality Improvement Area', where the levels of air pollution in an area exceed World Health Organisation Air Quality Guidelines. Within such an area the following provisions will apply.

Gas Boilers

11. The installation of boilers with a rated heat output of under 1 megawatt would be prohibited unless they comply with an emissions limit to be set by the Secretary of State. The provision would close the regulatory gap by including boilers which are not currently captured by the Medium Combustion Plant Directive. Installing or permitting the installation of a boiler in contravention of this provision would be an offence.

Non-Road Mobile Machinery

12. This would include mobile generators and construction equipment such as excavators. Unless the amount of NO_x and PM emitted by such machinery was below a limit set by the

Secretary of State or the type of machinery had been exempted, their operation within an air quality improvement area would be an offence.

Stationary Generators

13. The proposals would prohibit the installation of stationary generators with a rated thermal input of less than 1 megawatt unless the amount of NO_x and PM emitted was below a limit to be set by the Secretary of State. The installation of a stationary generator in contravention of this provision would be an offence.

14. Additionally, it is intended that, in the case of existing generators, their operation during specified periods would be prohibited, except in an emergency.

Solid Fuel Boilers

15. It is proposed that it would be an offence to install or permit the installation of a solid fuel boiler unless the amount of NO_x and PM emitted by the boiler were less than an amount to be set by the Secretary of State.

Combined Cooling, Heat and Power Plants

16. The installation of combined cooling, heat and power plants would be prohibited unless the amount of NO_x and PM emitted were less than an amount specified to be set by the Secretary of State. Installing or permitted the installation of such a plant would be an offence.

Penalties and Defences

17. Offences would be punishable on summary conviction by a fine not exceeding level 5 on the standard scale.

18. It would be a defence to show that, where a limit is exceeded, the plant was designed, or the person reasonably believed it to have been designed, to comply with the NO_x or PM limit, it had not been modified other than in accordance with the manufacturers' instructions and it had been properly maintained.

Stationary Idling

19. It is proposed to increase the penalty for stationary idling of a vehicle from £20 to £100.

► Air Quality

► London Councils' response to Efra Committee scrutiny of the draft Environment (Principles and Governance) Bill

London Councils represents London's 32 borough councils and the City of London. It is a cross-party organisation that works on behalf of all of its member authorities regardless of political persuasion.

Introduction

London Councils submitted a response to the initial consultation held by the Department for Environment, Food and Rural Affairs (Defra) – 'Environmental Principles and Governance after the United Kingdom leaves the European Union' - in August 2018. The Government published the draft Environment (Principles and Governance) Bill in December 2018. The Environment, Food and Rural Affairs (Efra) Select Committee announced an inquiry scrutinising the Bill.

Inquiry questions

Does the proposed constitution of the oversight body provide it with enough independence to scrutinise the Government?

We believe that for the Office for Environmental Protection (OEP) to be truly effective, it must be independent of government. We do not believe that the Bill, as drafted, provides the OEP the necessary level of independence from government. Provisions in the draft Bill compel the Secretary of State to "*pay to the OEP such sums as the Secretary of State (SoS) considers are reasonably sufficient to enable the OEP to carry out its functions*". The Bill also states that the non-executive members of the OEP would be appointed by the SoS and must be consulted on the appointment of the executive members. The fact that the level of resource available to the OEP would be set by the SoS, and that the SoS would in effect appoint most of the body's members does not, at this stage, provide enough independence from the government.

We also believe that the body should report to Parliament rather than directly to Government. This would protect the body from being influenced by political financial and policy pressures in the future.

Does the proposed oversight body have the appropriate powers to take ‘proportionate enforcement action’?

We welcome the move to give the body the power to take the government to court if it is not meeting its environmental obligations. Giving the OEP the ability to assess government’s environmental improvement plans and act against public bodies in breach of environmental regulation and refer cases for judicial review is crucial. However, we believe that the OEP should be given a broader range of different enforcement options, for example the ability to be able to levy fines. This would ensure that the watchdog is truly effective. It should provide like for like or better enforcement of environmental laws, replacing the function currently provided by the European Commission. Sanctions need to be sufficiently weighty to be effective, and any fines should be ring-fenced for relevant environmental improvements. The toolkit of sanctions should include restoration or stop orders where necessary, to prevent further environmental damage whilst an investigation is underway.

Are there any conflicts of interest or overlap with existing government bodies?

N/A

As drafted are the principles legally enforceable? What will need to be included in the National Policy Statement to interpret the application of the principles?

We do not feel that the principles in the draft Bill are provided with strong enough legal backing. The draft Bill includes exemptions for taxation, spending or the allocation of resources within Government from the policy statement on environmental principles. As has been mentioned above, the wording should be changed to strengthen the position of the principles, such as describing situations in which the polluter pays principle is applied. The document currently states “*The polluter pays principle will only be relevant if there is a risk of environmental damage. The precautionary principle will only be relevant where there is sufficient scientific evidence – though not full scientific proof or consensus – pointing to a potential risk of negative environmental impacts.*” This is not good enough and provides too many caveats, weakening the principles and impeding their purpose.

London Councils thinks that the wording within the Bill should be changed so that the government is required to ‘act in accordance with’ the environmental principles, rather than simply ‘have regard to’ them as is currently stated. The Government should adopt an ambitious approach to protecting and enhancing our environment at least in line with current legislation.

Are there any conflicts with other legislators or legislation, for example the Scottish Continuity Bill?

N/A

Does the Bill meet the government's commitment to non-regression from EU environmental standards?

There is a lack of clarity over some environmental elements of the Withdrawal Agreement that are not covered in the current Bill, namely those concerning the independent body's scope to enforce implementation of the "non-regression" clause¹. It is crucial that the final Bill makes provision for these elements.

Also, the Bill includes wording that allows too much leeway for policies to disregard the environmental impact if they are 'not relevant'; their application 'would have no significant environmental benefit' or if a decision 'would be in any other way disproportionate to the environmental benefit'. This does not match-up with the rhetoric in the Government's 25 Year Plan for the Environment on "leaving the natural environment in a better state than we found it".

Is there anything else missing that should be included to meet the enforcement, governance and other gaps in environmental protection left by leaving the European Union?

Some of the exempt areas in the draft Bill should be looked at again. Whilst the Committee on Climate Change (CCC) already exists, it does not have enforcement powers, it only has the power to advise and enforce. Therefore, the OEP must be given the ability to enforce carbon reduction commitments, working alongside the CCC. Climate change is a cross-cutting issue that will impact on all areas of government, not just the environment.

Chemicals policy and environmental assessment policies are also not included, which are areas where the European Union has taken a lot of action.

We also feel that leaving taxation and spending of the allocation of resources within government out of the scope of the OEP is a mistake. The body should be able to scrutinise policy across all government departments, given that there will be environmental impacts across many policy areas. This should include scrutinising the effectiveness of existing taxation regimes, law and policy delivery, particularly in relation to the 25 Year Environment Plan. It is

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/766849/draft-environment-bill-governance-principles.pdf

also important that planning policy should be included, and the body should be a key consultee on national planning policy. This will ensure a holistic approach to environmental protection in the UK.

Finally, the overarching principle of committing to high levels of environmental protection, which was included in the Lisbon Treaty is also missing from the OEPs remit.

London Councils' TEC Executive Committee

Future Mobility Agenda: Task & Finish Group on Car Clubs

Item no: 05

Report by: Paulius Mackela **Job Title:** Principal Policy & Project Officer
Date: 07 February 2019
Contact Officer: Paulius Mackela
Telephone: 020 7934 9829 **Email:** paulius.mackela@londoncouncils.gov.uk

Summary:

The car club sector could become an important part of London's journey towards a more sustainable transport but there are significant challenges to achieving this, such as varying policy approaches across boroughs, lack of engagement and support from key stakeholders, low awareness and visibility, lack of integration with other means of travel, and lack of clear research on potential benefits. These issues will be discussed in an intensive, but time limited work by the Task & Finish Group as outlined in this report, with oversight from the London Councils' TEC Executive. London Councils' TEC is well-placed to play a stronger role in understanding the complexities of the car club industry in the capital and helping to shape this policy agenda going forward.

Recommendations: The Committee is asked to:

- Note and comment on the report
- Agree the purpose, topics, size, composition and timescales of the proposed Task & Finish Group on Car Clubs

Future Mobility Agenda: Task & Finish Group on Car Clubs

Introduction / Overview

1. London Councils' Transport and Environment Executive Sub Committee (TEC Executive) received a 'Future Mobility: Recognising and seizing opportunities in London'¹ report on 15 November 2018, which suggested a more active role for London Councils TEC Executive Committee in contributing to policy development for autonomous transport, bicycle and car sharing schemes, demand-response services and developments in smart mobility platforms. Members agreed to the report's recommendation to set up temporary Task & Finish Groups with political oversight through London Councils TEC Executive Committee meetings. Members also agreed for car sharing (car clubs) to be the first focus area of the proposed Future Mobility Agenda.
2. At the London Councils Transport and Environment Committee (TEC) on 6 December 2018, the new Future Mobility Agenda was presented as part of the Chair's report. Members did not raise any objections to the proposals made in the report and no changes were proposed.
3. London Councils' officers have been engaging with London boroughs, the GLA, TfL, car club industry representatives and other key stakeholders to develop the most effective structure for the Task & Finish Group on Car Clubs. The following paragraphs will outline the proposed composition, purpose, scope, size, timeline and other relevant information about the Group.

Purpose

4. The main purpose of the Group is to provide a robust analysis of the current state of car clubs in London.
5. On the one hand, the work of the Group will enable boroughs to inform London Councils and other stakeholders of the benefits and challenges of having car club operators in their boroughs.
6. On the other hand, the car clubs currently operating in London will have the opportunity to provide their views on the current situation and future ambitions.
7. The Group will aim to reach consensus and come up with practical next steps to ensure a successful collaboration going forward.
8. This work will also enable London Councils to access a broad range of expertise on car clubs across all relevant sectors.

Suggested topics for the Group

9. It is important to clearly define the key issues to be discussed by the Group. London Councils propose that the Group should examine and make recommendations on those issues where local authorities across London have the most influence, including the following themes:

¹ Full report can be accessed here: <https://www.londoncouncils.gov.uk/node/34772>

- a) Data sharing between car clubs and boroughs / the GLA / TfL
 - b) Discussion on different car sharing models
 - c) Evolving and sharing the evidence base on best practice, key challenges and potential benefits of car sharing
 - d) Meaningful and structured engagement between car clubs and boroughs / the GLA / TfL
 - e) Procurement processes and permitting regimes
 - f) Visibility and promotion of car clubs
10. The Group will not replace or duplicate the work currently being done by other groups (i.e. TfL's EV Infrastructure Taskforce or the Go Ultra Low City Scheme (GULCS)).
11. The Chair will invite all Regular Members to vote on the suggested topics during the inaugural meeting of the Group.

Membership

12. There will be two types of membership – regular and guest. The Group will be formed of no more than 15 Regular Members.

Regular Members

13. Regular Members of the Group will include:
- a) senior officers from the public sector: London Councils, London boroughs, the GLA, TfL
 - b) senior representatives from the car club industry: CoMoUK² and the British Vehicle Rental & Leasing Association³ (BVRLA)
14. This membership is designed to bring together the expertise from both public and private sectors, so that the Group understands the complexities of the current situation and find solutions to the key challenges London is facing.
15. Six senior officers will be nominated to represent the London boroughs, ensuring representation from:
- a) Inner and outer London boroughs
 - b) Political control
16. CoMoUK and the BVRLA will be invited to be Regular Members of the Group in order to represent the views of all car club operators in London. London Councils officers have been engaging with car club operators and relevant industry bodies⁴ and received no objections to such a structure of representation.
17. London Councils will chair the meetings and provide the secretariat for the Group. Agendas, minutes of previous meetings and other relevant papers will be circulated to all members before meetings.

Guest Members

² More information about CoMoUK can be found here: <https://como.org.uk/about>

³ More information about BVRLA can be found here: <https://www.bvrla.co.uk/about-the-bvrla.html>

⁴ Including but not limited to the following: BlueCity, BVRLA, CoMoUK, DriveNow, Enterprise, RAC Foundation, Steer, UbeeGo, Taxify, Uber, ZipCar

18. Guest Members of the Group will include expert stakeholders from car club operators, academia, think-tanks, consultancies and any other relevant bodies. The Chair of the Group will invite relevant experts as Guest Members to give presentations and provide real case studies to illustrate the challenges that boroughs and/or car club operators are facing. For instance, if the Group is to discuss data sharing between operators and local authorities, it might be useful to invite an operator to explain what they are currently providing to the boroughs they are working with and respond to any questions that the Regular Members might have.
19. The Chair of the Group will ensure that guest membership is offered to external stakeholders on equal basis without showing any preferential treatment. To do so, the Chair will seek to consult with all Regular Members on inviting guests.

Timescales

20. The inaugural meeting of the Group is scheduled to be held on Wednesday 20th February 2019 at 10.00 – 12.00. Following the first meeting, the Group will meet seven times (every three weeks) on Wednesdays at 10.00 – 12.00. The dates of the meetings are as follows:
- 20 February 2019
 - 13 March 2019
 - 03 April 2019
 - 24 April 2019
 - 15 May 2019
 - 05 June 2019
 - 26 June 2019
 - 17 July 2019
21. If required, the suggested dates and times can be rearranged. The Chair will invite all Regular Members to vote on the suggested dates and times during the inaugural meeting of the Group.
22. Meetings will be held at London Councils offices: 59 ½ Southwark Street, London, SE1 0AL.

Expectations of Regular Members

23. All Regular Members are expected to attend meetings or arrange a substitute if unable to attend. The substitute should be briefed on the purpose of the Group and their representative role.
24. Although we acknowledge that borough representatives will primarily bring the experience and knowledge from their own boroughs, they are expected to provide wider views and case studies from their officer networks with other boroughs.
25. Borough representatives are expected to engage with relevant officer networks as appropriate and ensure good communication of boroughs' views back to the Group.
26. Should borough representatives become unable to continue as the representative of inner or outer London, they should notify London Councils which will organise a suitable replacement.

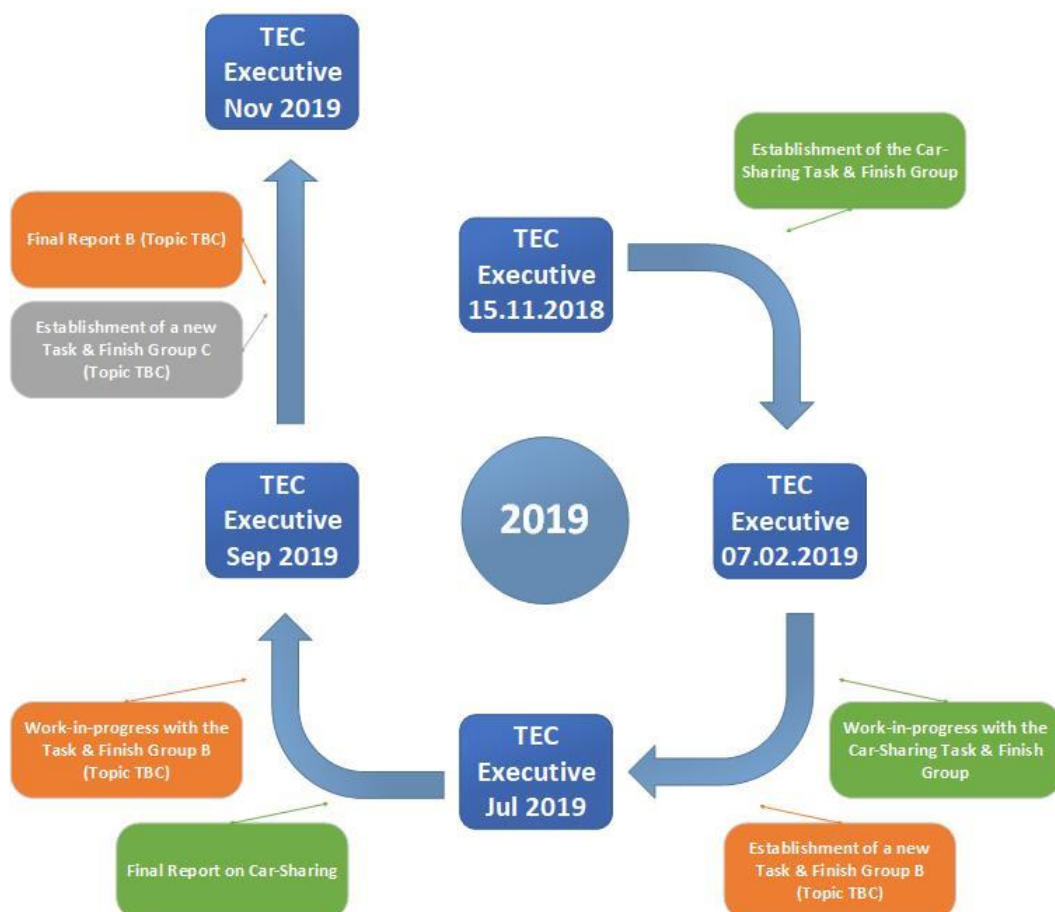
27. As stated above, CoMoUK and the BVRLA are expected to represent the views of all car club operators in London. They must ensure full transparency of the process and fair treatment of all operators.

Other Information

28. Members of the Group do not need to attend in person every meeting and can dial-in if they prefer.
29. London Councils officers will ensure that London Councils' Transport and Environment Committee (TEC), the GLA, TfL, London boroughs and London Technical Advisers Group (LoTAG) are kept appropriately updated on the Group's progress.

Conclusion

30. The car club sector could become a part of London's journey towards more sustainable transport, but there are significant challenges to achieving this goal.
31. London boroughs and London Councils TEC should play a decisive role in analysing and driving this agenda forward. In order to do so, we propose to set up a temporary Task & Finish Group on Car Clubs with political oversight through London Councils TEC Executive Committee.
32. London Councils' officers are currently in the process of recruiting the boroughs officers who will become the Regular Members – all boroughs have been invited to take part. Officers will then produce a draft Terms of Reference for the Group based on this proposal and sign this off by all Regular Members at the inaugural meeting.
33. As shown in the graph below, it is planned that the Task & Finish Group on Car Clubs finishes its work and provides an update to TEC Executive in July 2019. If the Group is not extended for another three months at the TEC Executive meeting in July 2019, officers will produce a final report and share it with TEC Executive members in September 2019.



Recommendations

The Committee is asked to:

- Note and comment on the report
- Agree the purpose, topics, size, composition and timescales of the proposed Task & Finish Group on Car Clubs

Financial Implications

The main financial implication to London Councils arising from this report would be officer time spent on the project. If the Task & Finish Group decides on additional research, this would be reported once further details were known.

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

Transport & Mobility Services Performance Information

Item no: 06

Report by: Tony O'Connor **Job title:** Mobility Services Manager

Date: 7 February 2019

Contact Officer: Tony O'Connor

Telephone: 020 7934 9501 **Email:** tony.o'connor@londoncouncils.gov.uk

Summary: This report details the London Councils Transport and Mobility Services performance information for Q3 in 2018/19.

Recommendation: Members are asked to note the report.

Performance Monitoring and Reporting

1. London Councils provides a number of 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 Q3 in 2018/19, and provides complete figures for 2017/18 and Q2 in 2018/19.

Equalities Considerations

None.

Financial Implications

None.

APPENDIX 1: TRANSPORT & MOBILITY SERVICES: PERFORMANCE QUARTER 3

LONDON TRIBUNALS

	Target (where appropriate)	2017/18 Full Year	2018/19 Q2	2018/19 Q3	Red / Amber / Green (RAG) rating Q3
Environment and Traffic Adjudicators (ETA)					
No. of appeals received	N/A	42,088	10,620	10,622	N/A
No. of appeals decided	N/A	36,183	8,955	8,693	N/A
% allowed	N/A	49%	48%	50%	N/A
% Did Not Contest	N/A	26%	25%	29%	N/A
% personal hearings started within 15 minutes of scheduled time	80%	88%	86%	87%	Green
Average number of days (from receipt) to decide appeals (postal)	56 days	27 days	28 days	28 days	Green
Average number of days (from receipt) to decide appeals (personal)	56 days	44 days	45 days	48 days	Green
Average number of days (from receipt) to decide appeals (combined)	56 days	33 days	34 days	34 days	Green
Road User Charging Adjudicators (RUCA)					
No. of appeals received	N/A	11,676	2,543	2,865	N/A
No. of appeals decided	N/A	10,627	1,991	2,840	N/A
% allowed	N/A	35%	35%	30%	N/A
% Did Not Contest	N/A	25%	22%	15%	N/A
% personal hearings started within 15 minutes of scheduled time	80%	85%	81%	85%	Green
Average number of days (from receipt) to decide appeals (postal)	56 days	51 days	61 days	60 days	Red*
Average number of days (from receipt) to decide appeals (personal)	56 days	52 days	46 days	44 days	Green
Average number of days (from receipt) to decide appeals (combined)	56 days	52 days	56 days	54 days	Green
Overall service					
Notice of Appeal acknowledgments issued within 2 days of receipt	97%	99%	99%	99%	Green
Hearing dates to be issued to appellants within 5 working days of receipt	100%	100%	99%	99%	Amber**
Number of telephone calls to London Tribunals	N/A	38,550	9,111	8,837	N/A
% of calls answered within 30 seconds of the end of the automated message	85%	99%	98%	99%	Green

Comment:

* The RUCA Chief Adjudicator schedules adjudicators to sit only when there are personal appeals scheduled to take place. With the number of appellants choosing to have their appeal dealt with at a personal hearing quite low at the moment, the tribunal regularly only has 1 adjudicator sitting each day. As postal appeals are dealt with by the adjudicator also hearing personal appeals the number of postal appeals considered between personal hearing is quite low. However, the GLA are aware of the scheduling practice and are comfortable with the delay in return for making the best use of adjudicator time.

** 2 notifications were not issued within 5 working days due to an administrative error. Both notifications were sent within 7 days.

FREEDOM PASS

	Target (where appropriate)	2017/18 Full Year	2018/19 Q2	2018/19 Q3	Red / Amber / Green (RAG) rating Q3
Number of active passes at end of period	N/A	1,170,403	1,188,229	1,188,763	N/A
Number of new passes issued (BAU)	N/A	53,808	11,320	12,148	N/A
Number of passes issued (2018 Renewal)	N/A	47,089	561	221	N/A
Number of replacement passes issued	N/A	98,100	23,020	24,384	N/A
Number of phone calls answered (BAU)	N/A	220,986	46,970	48,023	N/A
% Answered within 45 seconds (BAU)	85%	79%	80%	78%*	Red*
% of calls abandoned	<2%	N/A	3%*	2%	Amber*
Number of phone calls answered (2018 Renewal)	N/A	5,752	0	0	N/A
% Answered within 45 (2018 Renewal)	85%	62.6%	N/A	N/A	N/A
Number of letters and emails answered	N/A	63,202	16,543	19,217	N/A
Number of emails answered (2018 Renewal)	N/A	1,192	0	0	N/A

BAU = Business as Usual

Comment:

*The percentage of calls answered within the 85% target and the abandonment rate is still not meeting the target, but the percentage of calls abandoned has improved on the previous quarter. Officers are continuing to explore with the contractor ways to improve performance, and the contractor has produced a service improvement plan, which is being reviewed on a regular basis.

TAXICARD

	Target (where appropriate)	2017/18 Full Year	2018/19 Q2	2018/19 Q3	Red / Amber / Green (RAG) rating Q3
Number of active passes at end of period	N/A	60,944	63,600	57,373*	N/A
Number of new passes issued	N/A	6,986	1,809	1,994	N/A
Number of replacement cards issued	N/A	4,052	1,051	986	N/A
Number of phone calls answered at London Councils	N/A	35,354	6,415	6,878	N/A
% Answered within 30 seconds	85%	96.78%	99.94%	85%	Green
Number of journeys using Taxicard	N/A	1,251,047	293,829	270,477	N/A
% in private hire vehicles	N/A	10%	6%	6%	N/A
% of vehicles arriving within 15 minutes (advance booking)	95%	96%	95%	94%**	Red
% of vehicles arriving within 30 minutes (on demand)	95%	97%	97%	96%	Green

Comment:

* The number of Taxicard members has reduced as the annual stop of those members not using their cards in a two-year period has been carried out.

** There has been a slight reduction in service on advanced Taxicard bookings. London Councils officers are discussing ways to improve the service with the contractor.

TRACE (TOWAWAY, RECOVERY AND CLAMPING ENQUIRY SERVICE)

	Target (where appropriate)	2017/18 Full Year	2018/19 Q2	2018/19 Q3	Red / Amber / Green (RAG) rating Q3
Number of vehicles notified to database	Number of vehicles notified to database	42,335	13,398	11,698	N/A
Number of phone calls answered	Number of phone calls answered	14,646	5,323*	5,067	N/A
% of calls answered within 30 seconds of the end of the automated message	85%	94%	95%	97%	Green

Comment:

* In June 2018 the Trace call number changed. Unfortunately, the call figures previously reported for Q2 incorrectly recorded only calls to the old number and were therefore under reported. The number of telephone calls reported in Q2 has now been corrected.

LONDON LORRY CONTROL SCHEME

	Target (where appropriate)	2017/18 Full Year	2018/19 Q2	2018/19 Q3	Red / Amber / Green (RAG) rating Q3
Number of permits on issue at end of period	N/A	59,850	64,682	65,423	N/A
Number of permits issued in period	N/A	18,206	4,460	4,538	N/A
Number of vehicle observations made	10,800 per year 2,700 per quarter	13,116	2,417	3,031	Green
Number of penalty charge notices issued	N/A	5,038	1,431	1,333	N/A
Number of appeals considered by ETA	N/A	86	17	33	N/A
% of appeals allowed	Less than 40%	49%	64%	68%	*Red

Comment:

*The relatively low number of appeals means performance against this objective can fluctuate greatly. Allowed appeals include those that are not contested by London Councils as the enforcement authority. Appellants often do not provide evidence that vehicles were not in contravention until the appeal stage rather than at enquiry stage as they should do.

TRANSACTIONAL SERVICES: DEBT REGISTRATIONS AND WARRANTS

	Target (where appropriate)	2017/18 Full Year	2018/19 Q2	2018/19 Q3	Red / Amber / Green (RAG) rating Q3
Traffic Enforcement Court: number of debt registrations	N/A	638,191	144,278	162,869	N/A
Traffic Enforcement Court: number of warrants	N/A	462,784	133,221	93,267	N/A
Traffic Enforcement Court:	100%	100%	100%	100%	Green

HEALTH EMERGENCY BADGES

	Target (where appropriate)	2017/18 Full Year	2018/19 Q2	2018/19 Q3	Red / Amber / Green (RAG) rating Q3
Number of badges on issue at end of period	N/A	3,758	3,955	4,029	N/A
Number of badges issued in period	N/A	1,874	546	427	N/A

LONDON EUROPEAN PARTNERSHIP FOR TRANSPORT

	Target (where appropriate)	2017/18 Full Year	2018/19 Q2	2018/19 Q3	Red / Amber / Green (RAG) rating Q3
Number of Boroughs participating in EU transport funding projects	7	5	4	4	Amber*

Comment:

*The number of suitable funding calls and borough bid proposals has limited the ability for the target to be met to date.

London Councils TEC Executive Sub-Committee

Month 9 Revenue Forecast 2018/19 Item no: 07

Report by: Frank Smith **Job title:** Director of Corporate Resources
Date: 7 February 2019
Contact Officer: Frank Smith
Telephone: 020 7934 9700 **Email:** Frank.smith@londoncouncils.gov.uk

Summary

This report outlines actual income and expenditure against the approved budget to the end of December 2018 for TEC and provides a forecast of the outturn position for 2018/19. At this stage, a surplus of £1.411 million is forecast over the budget figure, compared to £1.184 million at the half-year point. In addition, total expenditure in respect of Taxicard trips taken by scheme members is forecast to underspend by a net figure of £1.627 million, if current trip volumes continue for the remainder of the year. The net borough proportion of this underspend is projected to be £1.376 million, with £251,000 accruing to TfL.

Recommendations

The Executive Sub-Committee is asked to:

- note the projected surplus of £1,411,000 for the year, plus the forecast net underspend of £1,627,000 for overall Taxicard trips, as detailed in this report; and
 - note the projected level of Committee reserves, as detailed in paragraph 5 of this report and the commentary on the financial position of the Committee included in paragraphs 6-8.
-

Report

1. This is the final budget monitoring report to be presented to the Committee during the current financial year. The next report will be the provisional outturn figures for the year, which will be reported to the July 2019 meeting of this Committee.
2. The London Councils Transport and Environment Committee's income and expenditure revenue budget for 2018/19 as approved by the Full Committee in December 2017, is set out in Appendix A (Expenditure) and Appendix B (Income), as adjusted for the confirmation of borough funding and TfL funding for the Taxicard scheme for the year (a reduction of £463,000) and confirmation of the resources carried forward from 2017/18 (£130,000). In addition, carried forward sums from 2017/18 of £130,000 approved by this Sub-Committee in July 2018 have also been added to the revised budget for the current year, funded by additional transfers from reserves. The appendices show the actual income and expenditure at 31 December 2018 and an estimate of the forecast outturn for the year, together with the projected variance from the approved budget.

Variance from Budget

3. The current figures indicate that the Committee is projected to underspend gross expenditure budgets by £1,344,000 and post a surplus of income of £67,000 over the approved budget target for the year. These figures include offsetting amounts of £1,627,000 relating to payments and income for taxicard trips, making an overall projected net surplus of £1,411,000. Table 1 below summarises the forecast position, with commentary that details the trends that have began to emerge during the first quarter and providing explanations for the variances that are projected.

Table 1 –Summary Forecast as at 31 December 2018

	M9 Actual	Budget	Forecast	Variance
Expenditure	£000	£000	£000	£000
Employee Costs	496	688	678	(10)
Running Costs	76	294	127	(167)
Central Recharges	83	111	111	-
Total Operating Expenditure	655	1,093	916	(177)
Direct Services	6,533	8,168	8,960	792
Research	11	40	37	(3)
Payments in respect of Freedom Pass and Taxicard	269,402	358,748	356,792	(1,956)
Total Expenditure	276,601	368,049	366,705	(1,344)
Income				
Contributions in respect of Freedom Pass and Taxicard	(266,022)	(358,885)	(357,564)	1,321
Income for direct services	(7,118)	(8,573)	(9,922)	(1,349)
Core Member Subscriptions	(73)	(97)	(97)	-
Government Grants	-	-	-	-
Interest on Investments	(15)	-	(20)	(20)
Other Income	(78)	(75)	(94)	(19)
Transfer from Reserves	0	(419)	(419)	-
Total Income	(273,306)	(368,049)	(368,116)	(67)
Net Expenditure	3,295	-	(1,411)	(1,411)

4. The projected surplus of £1,411,000 is made up broadly of the following:

- A projected overall surplus of £196,000 in respect of TEC parking traded services, after considering an estimate of the level of borough/TfL/GLA usage volumes during the first six months of the year. This is attributable to a number of areas.
 - Firstly, there is a projected net surplus of £135,000 in respect of environmental and traffic appeals. This is made up of a surplus in appeals income of £73,000 and a net saving against budget of £62,000 on Northgate unit charges and adjudicator fees. The number of notice of appeals and statutory declarations received the first three quarters of the financial year amounts to 31,447, giving a projected number for the year of 41,929 which is 651 more than the budgeted figure of 41,278. The current indicative throughput of appeals is 3.38 appeals per hour, compared to a budget figure of 3.14.
 - Secondly, the transaction volumes for other parking systems used by boroughs and TfL over the first nine months of the year are projected to result in a net surplus of £55,000; and
 - Finally, the Northgate fixed costs are forecasted to underspend by £6,000, which reflects a lower than anticipated inflation factor applied to the annual contract increase compared to when the budget was set.
- A marginal overspend in respect of employee costs. The cost of staff providing direct services (included within the direct services administration charge) is estimated to overspend by £21,000, although this is offset by an underspend on staffing costs attributable to non-operational and policy staff of £10,000.
- The deadline for independent bus operators to submit claims for quarter 3 is mid February therefore calculating the projected expenditure to the bus operators for the year using complete Quarter 3 data is not possible. However, the position as reported in the quarter 2 report is not anticipated to change significantly where there is a projected underspend of £390,000 in respect of the £1.5 million budget. The main factors driving the underspend are:
 - The increase of the eligibility age
 - The Mid-Term Review completed at the beginning of this year, where 34,000 passes were deactivated
 - The wider trend to fewer bus journeys
 - The Provider base has expanded for the same number of routes but with a different timetable and fares
- A projected overspend of £54,000 in respect of the £1.518 million budget for the issuing/reissuing costs of Freedom Passes. The reason for this overspend is higher than forecast call volumes associated with the 2021 mid-term review (i.e. passes due to expire in 2021). Total expenditure against this line is predicted to be £97,000 for the year. A number of changes to the way the review was communicated compared to the previous mid-term reviews meant there has been a much higher calls to letters sent ratio. However, officers consider that the investment still represents value for money and will ultimately result in overall cost avoidance of c.£345,000 per annum over the next two and

half years. In addition, overspends can be covered by income from additional replacement Freedom Passes as noted below.

- Based on income collected up to quarter three of the financial year, income receipts from replacement Freedom Passes are forecast to exceed the budget of £684,000 by £322,000, which will be applied to into the TEC committee Specific Reserve.
- Based on income collected during quarters 1 to 3 of the financial year, receipts from Lorry Control PCN income are forecast to exceed the £800,000 budget by approximately £200,000.
- In addition to the Lorry Control surplus income there is also an underspend on Lorry Control administration of £136,000. This is largely due to budget set aside of £50,000 in the current year and £86,000 carried forward from prior years to fund further work on the development of the Lorry Control scheme remaining unspent. The majority of this expenditure, including recruitment of a Project Manager/Research Officer will now take place in 2019/20.
- A forecasted amount of interest on investments of £20,000.
- A £167,000 underspend on running costs which is made up of various small underspends within supplies and services including system development.

Committee Reserves

5. Table 2 below updates the Committee on the projected level of reserves as at 31 March 2019, if all current known liabilities and commitments are considered:

Table 2– Analysis of Projected Uncommitted Reserves as at 31 March 2019

	General Reserve	Specific Reserve	Total
	£000	£000	£000
Audited reserves at 1 April 2018	3,060	3,111	6,171
Transfer between reserves	(140)	140	-
Approved in setting 2018/19 budget (December 2017)	(289)	-	(289)
Carried forward amounts from 2017/18	(130)	-	(130)
Projected Budget Surplus 2018/19	1,143	268	1,411
Estimated Residual Balances at 31 March 2019	3,644	3,519	7,163

Conclusions

6. This report reflects the position at the third-quarter stage in the current financial year and forecasts a surplus position of £1,411,000 for the year. In addition taxicard trips are forecast to underspend by £1,627,000, with the borough proportion of this underspend projected to be £1,376,000, with £251,000 accruing to TfL.
7. The majority of the projected surplus is attributable to trading operations based on transaction volumes during the first three quarters of the financial year, plus additional projected income from replacement Freedom Passes and Lorry Control scheme PCNs.

8. After taking into account the forecast surplus and known commitments, general reserves are forecast to be £3.644 million at the year-end, which equates to 30.8% of budgeted operating and trading expenditure of £11.835 million. This figure continues to exceed the Committee's formal policy on reserves, agreed in November 2015 that reserves should equate to between 10-15% of annual operating expenditure. However, as agreed by the main Committee in December 2018, there are a number of projects and other issues that will be progressed over the next 12 months that may require support from uncommitted reserves.

Recommendations

9. Members are asked to:

- note the projected surplus of £1,411,000 for the year, plus the forecast underspend of £1,677,000 for overall Taxicard trips, as detailed in this report; and
- note the projected level of Committee reserves, as detailed in paragraph 5 of this report and the commentary on the financial position of the Committee included in paragraphs 6-8.

Financial Implications for London Councils

As detailed in report

Legal Implications for London Councils

None

Equalities Implications for London Councils

None

Appendices

Appendix A (Expenditure), Appendix B (Income)

Background Papers

London Councils-TEC Budget working papers 2018/19

London Councils Income and Expenditure Forecast File 2018/19

LONDON COUNCILS' TRANSPORT AND ENVIRONMENT EXECUTIVE SUB COMMITTEE

Minutes of a meeting of the London Councils' Transport and Environment Executive Sub Committee held on **15 November 2018** at 10:00am, at London Councils, Meeting Room 1, 1st Floor, 59½ Southwark Street, London, SE1 0AL.

Present:

Councillor Julian Bell	LB Ealing (Chair)
Councillor William Huntington-Thresher	LB Bromley
Councillor Guney Dogan	LB Enfield (Deputy)
Councillor Denise Scott-McDonald	RB Greenwich
Councillor Claudia Webbe	LB Islington
Councillor Manuel Abellan	LB Sutton
Councillor Richard Field	LB Wandsworth
Councillor Tim Mitchell	City of Westminster

1. Apologies for Absence & Announcement

Apologies for absence had been received from Councillor Feryal Demirci (LB Hackney), Councillor Rachel Tripp (LB Newham) and Christopher Hayward (City of London).

2. Declarations of Interest & Deputies

Councillor Dogan (LB Enfield) announced a declaration of interest in being a member of the North London Waste Authority. Councillor Dogan was also deputising for Councillor Daniel Anderson (LB Enfield).

3. Urban Design London (UDL) – Presentation by Sue Vincent (Head of Learning, UDL) and Paul Dodd (Head of Design Advice, UDL)

Sue Vincent (Head of Learning, UDL) introduced the presentation and made the following comments:

- UDL worked closely with the London Boroughs, especially with regards to borough feedback.
- Copies of the various UDL programmes were available for members to take away from the meeting, including the "Councillor's Companion".
- UDL had recently carried out site visits to the boroughs of Ealing and Enfield.
- UDL members included TfL, Housing Associations, London Boroughs, GLA, London Councils and South East Planning Authorities.
- UDL focussed on issues like the Mayor's London Plan.
- UDL had offered design reviews since 2010, including specialist panels for infrastructure projects like Crossrail and Silvertown Tunnel.
- In house resources, mainly for borough officers, eg rain gardens - copies of the "Design Companion" and "Designing Rain Gardens: A Practical Guide" were available for members to take away.
- Councillor's Companion provided training for councillors. Copies would be distributed to 22,000 councillors, via pdf. The document would be launched on 29 November 2018.

Daniel Moylan and Councillor Haselden, Co-Chairs of UDL Board made the following comments:

- Councillors Haselden and Moylan were London Councils' appointments to the UDL Board, and were present to report back on UDL work to London Councils.
- UDL was grateful for London Councils continued support. The UDL team had kept the product very fresh.
- The staffing issue regarding the secondment to UDL had now been resolved.
- A longer-term problem existed in that the UDL did not have a formal identity as an organisation, only as a corporation. A review of governance had therefore been carried out, with the results of this expected on Monday 19 November 2018.
- A formal action was required from London Councils for the UDL to be able to co-opt with external members.
- There was also the need to explore the possibility to establish UDL as a legal entity in its own right - UDL already had subscribers outside of London, along with sponsorships and funding from the Ministry of Housing, Communities and Local Government (MHCLG). UDL would be approaching partners in the next few months, with regards to any new structure.

The Chair thanked UDL for the positive report back that they gave to TEC and also for the high quality publications that were made available.

Q & As

Councillor Huntingdon-Thresher asked how boroughs could access the funding for town centres. Sue Vincent said that UDL was working with boroughs on this. She said that a round table had taken place, and boroughs were asked to put forward areas on delivery and cases for funding. The issue of town centres had already been discussed with the GLA. Paul Dodd said that, in terms of funding, all parties would be involved in this and knowledge would be shared.

Councillor Scott-McDonald said that there was currently a real reduction in affordable housing. She asked what the UDL role would be in helping local authorities with this. Sue Vincent said that it was important to understand the design and typology of housing. She said that viability sessions were also taking place with the boroughs so they understood the schemes. Between 80 to 100 people had attended the viability sessions and UDL was arranging more. Councillor Scott-McDonald said that the Royal Borough of Greenwich had already publicised viability in the borough.

Councillor Webbe thanked UDL for the Councillor's Companion publication, which would be beneficial. Daniel Moylan said that there would be two versions of the Councillor's Companion – one of which would be specifically for London. Councillor Webbe said that a number of the training events (eg Street Designs/Healthy Streets) had been fully booked. She said that places to enjoy/smart criteria were enabling people to do more "on the go".

Councillor Webbe asked about the effects on cuts to budgets. Paul Dodd explained that Healthy Streets and Liveable Neighbourhoods came with funding, and proposals were being brought forward. He continued that three days training took place for the designs of schemes – TfL staff, health practitioners and Will Norman (Commissioner for Walking and Cycling) were involved. The sessions were well attended and the sessions would be repeated in the event of them being oversubscribed. Paul Dodd

said that TfL and the GLA would look at how smart criteria like apps/data and the allocation of street space could be delivered.

Daniel Moylan confirmed that all the training programmes were open to London councillors, and they currently had 100% attendance. A 2019 Programme was in the process of being prepared. Sue Vincent said that Alan Edwards would send TEC Executive members the outline of the UDL draft outline Programme. Daniel Moylan said that the training sessions were being used to influence early on, therefore TfL, councillors and borough officers came together to discuss aspects in the London Plan. Feedback and ideas were passed on – this was a two-way process. Daniel Moylan confirmed that the UDL was not a lobbying group/party political organisation.

The Chair said that it had been very useful update on the work that UDL were undertaking. He said that TEC Executive looked forward to receiving an update on the review of UDL governance.

Decision: The TEC Executive Sub Committee:

- Agreed that Alan Edwards to send round the UDL draft outline programme with TEC Executive members; and
- Noted that when UDL had undertaken the review on its Governance, an update would be brought back to TEC.

It was agreed to take Item 6 – “Cycle Action Plan” presentation next in the agenda.

6. Cycling Action Plan (CAP)

Andy Simmonds, TfL, introduced the Cycle Action Plan presentation. He sent apologies from Will Norman, the Walking and Cycling Commissioner, TfL, who was due to present to the TEC Executive Sub Committee, but was unable to attend. Andy Simmonds made the following comments:

- A modal shift target for 80% of trips in London by walking, cycling or using public transport to be achieved by 2041.
- The growth of cycling had increased greatly and was now the fastest growing mode of transport (730,000 cycle trips were made every day in 2016).
- There was a 54% increase in cycling levels on East West Cycle Super Highway and a 56% increase in cycling levels on Quietway 1 (between 2001 to 2016).
- A large number of trips could be carried out by cycling (especially journeys of 5km and under).
- There was a great deal of cycling potential in inner and outer London.
- The role of the CAP was to set out the 5-year investment programme. The key issue was to have a collaborative approach to delivering actions by TfL, boroughs and other partners.
- More consultation needed to take place with the boroughs.
- Proposed content of CAP would be evidence based and investment needed to be shaped around cycling going forward.
- An insight-led approach to planning and investment for cycling was needed. Focus would also be on a high quality network (a three-pronged approach).
- There would also be a delivery strategy for cycling, including having: (i) streets that encouraged cycling, (ii) making it easier to get around by bicycle, and (iii) promoting cycling for all Londoners.

- A “Cycling Delivery Plan” would include the delivery of new cycle routes and safer junctions, neighbourhood schemes and more cycle parking.
- By 2041, there would be a broad strategic cycle network. The network would be built based on evidence. A local element would also be very important
- A new classification approach was needed, where terminology like “Superhighway” needed to not discourage cycle take-up, as many people found the names confusing. Work would be carried out on branding over the next few years, and a more unified approach would be taken.
- There was new quality criteria that set out six criteria of what people might expect (eg total volume and speed of motor traffic and appropriate width for cycling).
- The Cycling Delivery Plan would also make it easier for cyclists to identify routes, including enhanced journey planners. Santander cycle hire was going from strength to strength (50 million hires) and would continue to be developed.
- Cycling would be promoted for all Londoners. A large number of people did not identify themselves as cyclists, and there was a need to change people’s perception of cycling.
- A collaborative approach was needed, and TfL and the boroughs would be key delivery partners in the Plan.
- Cycling future routes programme – 25 new routes had been announced in 2017. Engagement workshops would feed into the delivery of these plans

Q & As

The Chair said that engagement with the boroughs was important, as was input from London Councils. He asked whether TEC could see a draft of the CAP prior to the launch in December 2018. Andy Simmonds said that the detail of the CAP could be shared with TEC.

Councillor Field said that there were issues around how drivers and cyclists perceived each other. He felt that both sides were guilty of problems when it came to safety, and greater harmony between the two (cyclists and drivers) was needed. Andy Simmonds informed members that an enforcement programme had been drawn up with the Met Police to identify the top 100 junctions in London. Arrests had been made for poor behaviour on the roads. Also, “Vision Zero” played a crucial part in the safety on roads.

Councillor Field said that parents needed to be content that their children were safe when cycling on the roads. Andy Simmonds said that the STARS programme had been presented to schools and had proved very successful. He said that 8/10 children were not getting enough exercise.

Councillor Huntington-Thresher voiced concerns over cycle routes to train stations. He said that there were safety issues when cyclists shared the same routes as pedestrians, as cyclists sometimes collided with pedestrians. Councillor Huntington-Thresher said that he hoped that this issue would be pointed out to cyclists. He hoped that the issue of cycle storage would also be fed into the Mayor’s Plan. Councillor Huntington-Thresher said that the issue of education continued to be part of a viable LIP funding from the Mayor.

Councillor Webbe asked for an update on the baseline statistics on cycling take-up across boroughs. She also asked about the level of funding going into cycling and the percentage of modal shares of travel. Councillor Webbe said that the borough of Islington had an 83% level for walking, cycling and public transport take-up. She

asked what this meant in terms of a separate cycling funding programme across boroughs.

Councillor Webbe felt that there was a need to simplify modelling, as current modelling took a very long time. She said that there was also the issue of inclusivity when it came to cycling, and there was a need to get a wider diversity of people engaged in cycling.

Councillor Mitchell said that it was crucial to get cycle storage right for London. He said that there was an issue of perceived conflict between pedestrians and cyclists, especially among older people. Councillor Mitchell felt that Cycle Superhighways had little usage outside the rush hour times, and the model needed to be changed to build greater public acceptance. He said that the design of road schemes and junctions were also critical when it came to cycle safety, and the GLA needed to work in partnership with London Councils to make cycling safer.

Councillor Mitchell said that he welcomed the collaborative approach. He said that evidence-based modelling was required – these proposals could not be driven through without the appropriate information. Councillor Mitchell said that it was important to listen to residents on any proposed changes.

Councillor Dogan said that the Cycling Action Plan was useful, along with the good guidance. However, he said that the reduction in LIP funding would reduce borough ability to promote cycling.

Councillor Abellan said that outer London Boroughs had a relatively low level of cycling take-up, as many people in these boroughs did not identify with cycling. He said that help was needed, as councillors and borough officers, in general, did not feel the wider benefits of cycling.

Councillor Scott-McDonald felt that there had not been a great deal of liaison with the business community. She felt that there was also a need for ordinary people to access cargo bikes. Councillor Scott-McDonald said that the STARS programme was very good and it would be beneficial to encourage mothers to start cycling.

Andy Simmonds said that he agreed with the issue of pedestrians walking to stations, and walking design guidance would be worked on. He said that the issue of cycle parking and storage needed to be looked at in the wider cycling strategy, and a plan was required for cycle parking as a whole. A borough workshop had taken place and the aim was to have a strategy in place for this in the next couple of months. Action was also taking place to improve the monitoring programme for that. Andy Simmonds informed Committee that stats baseline across London would be published at the end of November/early December 2018.

With regards to the levels of funding for Healthy Streets/Liveable Neighbourhoods, Andy Simmonds said that when the new Mayor had come in, there had been a reorganisation in investment. The old 'Major Projects' programme has been replaced with the Liveable Neighbourhoods funding and the Healthy Street budget now includes money for cycling and would fund the CAP. Andy Simmonds explained that there was a Borough Cycling Team at TfL, and contact details for this team could be given to members if they needed them.

Andy Simmonds said that there was an economic case when it came to the issue of modelling and convincing local people to take-up cycling. He said that most of the modelling was carried out on cars and not cycling and pedestrians. Attempts were

being made to try and turn this around, although a great deal of work was required to change this.

Andy Simmonds said that it was crucial to do more on the issue of inclusivity, and support from colleagues was needed on this. Everyone needed to feel that they could take-up cycling and not just select groups that classed themselves as avid cyclists. Councillor Webbe said that resources needed to be made available in order to achieve this. Andy Simmonds said that a local community grant would be available to equip this with the basics for cycle training.

Andy Simmonds said that he did not have an answer to the issues around cargo bikes. He said that better use of cycle routes at off-peak times needed to be looked into. Councillor Webbe asked if the issue of specific funding for the CAP could be taken back to Will Norman.

The chair thanked Andy Simmonds for his presentation to the TEC Executive on the Cycle Action Plan.

Decision: The TEC Executive Sub Committee:

- Agreed that detail of the draft Cycle Action Plan would be shared with TEC members;
- Noted safety issues regarding cycle routes to stations vs pedestrians needed to be highlighted. The issue of cycle storage also needed to be mentioned;
- Agreed that the Cycling Action Plan presentation would be distributed to TEC members via email; and
- Agreed to take back to Will Norman the issue of a specific funding pot being made available for the Cycle Action Plan.

4. Draft Consultation Response to TfL's Central London Bus Service Review

The TEC Executive Sub Committee received a report informing members of the review that TfL was conducting into the Central London Bus Service. London Councils planned on providing a submission on the proposals.

Owain Mortimer introduced the report and made the following comments:

- TfL's changes would affect 33 bus routes in the form of frequency, curtailment, route restructuring and three bus service withdrawals.
- The impact would be negligible on journey times overall.
- The reason for the review of bus services was that bus usage had reduced by 12% overall (data was available on this).
- The key principal behind London Councils' response was to get the evidence behind the proposals to change the bus services.
- There were accessibility issues for vulnerable groups as a result of the increase in interchanges on bus routes.
- There was not a great deal of linkage to the changes to bus services and the Healthy Streets or air quality agendas.
- Although a stated aim of the review is that services are being deployed to outer London, there is currently no transparency on how this will be achieved.
- Comments from boroughs had been received where there were specific route concerns.

The Chair said that Councillor Demirci had sent apologies to this meeting, but had seen the response and was content with it. Councillor Mitchell said that the City of Westminster supported and had responded to the consultation response, but would have liked to have seen the paper earlier. He said that TfL needed to start sharing modelling information with the boroughs. Councillor Mitchell said that a rethink on underused bus routes in central London was needed. He said that TfL did not address the issue of how interchanges were going to work, especially for older people and people with mobility difficulties.

Councillor Field said that the borough of Wandsworth also supported the response. He said, however, that he strongly opposed the changes to Route 19, as it would have a detrimental effect on older people and families. He said that people relied on this route and a petition from 2,200 people had been handed in to TfL (Chris Hall), campaigning against these changes.

Councillor Abellan said that he also supported the response, but expressed that earlier engagement should take place with regards to revisions to bus routes. Councillor Scott-McDonald said that she also supported the response, except to the changes to the No 53 bus route. She said that this bus route crossed three boroughs with some of the poorest neighbourhoods (RB Greenwich, and LBs Lewisham and Southwark). This was a link for these residents to get into London and Cllrs Livingstone, Dacres and Scoot-McDonald had sent a letter to TfL outlining their concerns. Owain Mortimer informed members that TfL had now extended the consultation response deadline for London Councils and additional borough comments could now be incorporated.

Councillor Webbe said that she also welcomed the response, although there were concerns around the impact the changes to bus services would have on people with lower incomes, the disabled and older people. She felt that these cuts to bus services were unnecessary, and the Mayor needed to push back on these cuts. Councillor Webbe said that ongoing dialogue needed to take place with the Deputy Mayor for Transport regarding the cuts. The Chair said that the TEC vice chairs and himself would sign off the final version of the consultation response.

Decision: The TEC Executive Sub Committee:

- Noted that there was also strong opposition to the cut to the No 53 bus service, as this route affected three boroughs with the poorest neighbourhoods; and
- Agreed that the Chair and vice chairs of TEC would sign off the final consultation response to TfL's Bus Service Review.

5. Future Mobility: Recognising and Seizing Opportunities in London

The TEC Executive Sub Committee considered a report that informed members of the major impact that new technology had on London's transport sector. The report suggested a more active role for London Councils' TEC to drive this policy agenda forward.

Katharina Winbeck, Head of Transport, Environment and Infrastructure, London Councils, said that the issue of "Future Mobility" had been discussed at TEC in December 2017, and had now been reinvigorated by Paulius Mackela, the new

Principal Policy and Project Officer at London Councils. She said that TEC was now taking up a more active role on this issue, without the need to set-up new councillor working groups. Katharina Winbeck said that it was now proposed to set-up a Task and Finish Group for each of the separate policy areas. The groups would comprise of officers from boroughs and other relevant stakeholders. The TEC Executive Sub Committee would oversee this process.

Katharina Winbeck informed members that the first Task and Finish Group going forward would be on car-sharing schemes. She said that there was a need to ascertain who should be on this group and to bring back the terms of reference to the TEC Executive on 7 February 2019.

Councillor Field said that he was supportive of the report. Councillor Huntington-Thresher felt that driverless buses could have an effect on car clubs, and removing guards from trains was also an issue. Katharina Winbeck said that there was a need to try and avoid the setting up of more sub-groups. She said that the issue of autonomous buses could be addressed in one of the task and finish groups. Councillor Abellan said that further engagement with the private sector was required on this. He said that the Mayor's Transport Strategy had been silent on this so far. Funding cuts would also have an effect on this.

The Chair said that he was happy to agree to the setting up of officer led task and finish groups, with oversight through the TEC Executive Sub Committee. He thanked London Councils' representatives for their interest in these topics.

Decision: The TEC Executive Sub Committee:

- Agreed to set up temporary Task and Finish groups, with political oversight through the London Councils TEC Executive Sub Committee meetings;
- Agreed that car-sharing schemes would be the first focus area of the proposed Future Mobility Agenda; and
- Noted that the issue of autonomous buses could be addressed in one of the Task and Finish groups.

7. Transport & Mobility Performance Information

The TEC Executive Sub Committee received a paper that detailed the London Councils' Transport and Mobility Services performance information for Q2 in 2018/19.

Decision: The TEC Executive Sub Committee noted the Transport and Mobility performance information for Q2 in 2018/19.

8. TEC Month 6 Revenue Forecast 2018/19

The TEC Executive Sub Committee received a paper that outlined actual income and expenditure against the approved budget to the end of September 2018 for TEC and provided a forecast of the outturn position for 2018/19.

Frank Smith, Director of Corporate Resources, London Councils, said that the half year TEC Revenue Forecast was favourable and fed into the reserve position for moving forward into 2019/20.

Decision: The TEC Executive Sub Committee:

- Noted the projected surplus of £1,184,000 for the year, plus the forecast net underspend of £1,256,000 for overall Taxicard trips; and
- Noted the projected level of Committee reserves, as detailed in paragraph 5 of the report, and the commentary on the financial position of the Committee included in paragraphs 6-8.

9. Draft Revenue Budget & Borough Charges 2019/20

The TEC Executive Sub Committee considered a report that detailed the outline revenue budget proposals and the proposed indicative borough subscription and charges for 2019/20.

Frank Smith introduced the report and said that there had been no recommended increases to charges proposed. There had been an 11% reduction in PCN charges and a 6 to 8% reduction in costs for various appeals heard. Frank Smith said that there was also a zero charge for TRACE and TEC, and this had all left the Committee's finances in a strong position.

Frank Smith said that paragraph 56 of the report outlined the factors for holding the level of reserves of 10% above the 15% upper benchmark, including TfL's introduction of ULEZ in April 2019, and the development of the Phase 2 delivery of the Go Ultra Low City Scheme (GULCS). Paragraph 58 highlighted the Chair of TEC's opinion on the reserves, which recommended that £410,000 be transferred from the general reserve to the specific reserve. Any comments today on the Revenue Budget would be fed into the report going to TEC on 6 December 2018.

Councillor Dogan asked about lost income through foreign nationals that did not pay parking fines. He said that the latest technology should help in being able to recover PCN charges from foreign nationals. Spencer Palmer, Director of Transport and Mobility, London Councils, said that the main problem was getting the foreign nationals to pay the PCN charges. He said that technology was continuing to improve via CCTV technology and number plate recognition.

The Chair said that the GULCS project was still progressing and the Londonwide GULCS would be determined by London Councils. He said that there would be financial implications and risks in setting this up. A steering group had been set-up to look at the benefits of having a Londonwide system and to ascertain where the GULCS money was best spent. Councillor Huntington-Thresher said that there was a need to ensure that the outer London boroughs received a fair share of the GULCS funding.

Frank Smith said that the budget total would change marginally as a result of the concessionary fares negotiations. Spencer Palmer said that TEC were negotiating further reductions to the concessionary fares budget.

Decision: The TEC Executive Sub Committee:

The Executive-Sub Committee is asked to recommend that the main Committee approve at their meeting on 6 December:

- The Parking Core Administration Charge of £1,500 per borough and for TfL (2018/19 - £1,500; paragraph 38);
- The Parking Enforcement Service Charge of £0.3760 per PCN which would be distributed to boroughs and TfL in accordance with PCNs issued in 2017/18 (2018/19 - £0.4226 per PCN; paragraphs 36-37);
- No charge to boroughs in respect of the Freedom Pass Administration Charge, which was covered by replacement Freedom Pass income (2018/19 – nil charge; paragraph 15);
- The Taxicard Administration Charge to boroughs of £338,182 in total (2018/19 - £338,182; paragraphs 17-18);
- No charge to boroughs in respect of the Lorry Control Administration Charge, which was fully covered by estimated PCN income (2018/19 – nil charge; paragraphs 19-20);
- Environment and Traffic Adjudicators (ETA) – charge of £28.75 per appeal, or £25.08 per appeal where electronic evidence was provided by the enforcing authority (2018/19 - £30.63/£27.02 per appeal) For hearing Statutory Declarations, a charge of £23.23 for hard copy submissions and £22.50 for electronic submissions (2018/19 - £25.21/£24.49 per SD) (paragraphs 26-27);
- Road User Charging Adjudicators (RUCA) – to be recovered on a full cost recovery basis under the new contract arrangements with the GLA (paragraph 28);
- A unit charge of £12 for the replacement of a lost or damaged Freedom Pass (2018/19 - £12; paragraph 10);
- The TRACE (Electronic) Charge of £7.53 per transaction (2018/19 - £7.53; paragraphs 29-35);
- The TRACE (Fax/Email) Charge of £7.70 per transaction, which was levied in addition to the electronic charge of £7.53 per transaction, making a total of £15.23 (2018/19 - £15.23; paragraphs 29-35);
- The TEC Charge of £0.175 per transaction (2018/19 - £0.175; paragraphs 29-35);
- The provisional gross revenue expenditure of £368.828 million for 2019/20, as detailed in Appendix A; and
- On the basis of the agreement of all the above proposed charges as outlined in this report, the provisional gross revenue income budget of £368.641 million for 2019/20, with a recommended transfer of £187,000 from uncommitted Committee reserves to produce a balanced budget, as shown in Appendix B.

Agreed that a sum of £410,000 be transferred from the general reserve to the specific reserve, and recommend that the Main Committee approved the transfer in December 2018 (as set out in paragraph 58 of the report)

The Executive-Sub Committee was also asked to note the indicative total charges to individual boroughs for 2019/20, dependent upon volumes generated through the various parking systems, as set out in Appendix C1.

10. Minutes of the TEC Executive Sub Committee held on 13 September 2018

The minutes of the TEC Executive Sub Committee held on the 13 September were agreed as an accurate record.

11. Minutes of the TEC Main Meeting held on 11 October 2018.

The minutes of the TEC Main meeting held on 11 October 2018 were noted.

The meeting finished at 12:02pm

London Councils' Transport and Environment Committee – 6 December 2018

Minutes of a meeting of London Councils' Transport and Environment Committee held on Thursday 6 December 2018 at 2:30pm in the Conference Suite, London Councils, 59½ Southwark Street, London SE1 0AL

Present:

Council	Councillor
Barking and Dagenham	Cllr Syed Ghani
Barnet	Cllr Dean Cohen
Bexley	Apologies
Brent	Apologies
Bromley	Cllr William Huntington-Thresher
Camden	
Croydon	Cllr Stuart King
Ealing	Cllr Julian Bell (Chair)
Enfield	Cllr Daniel Anderson
Greenwich	Cllr Denise Scott-McDonald
Hackney	Cllr Feryal Demirci
Hammersmith and Fulham	Cllr Wesley Harcourt
Haringey	Cllr Kirsten Hearn
Harrow	Cllr Jerry Miles (Deputy)
Havering	Cllr Osman Dervish
Hillingdon	
Hounslow	Cllr Hanif Khan
Islington	Cllr Claudia Webbe
Kensington and Chelsea	
Kingston Upon Thames	Cllr Hilary Gander
Lambeth	Cllr Claire Holland
Lewisham	Apologies
Merton	Cllr Nick Draper (Deputy)
Newham	
Redbridge	Apologies
Richmond Upon Thames	Cllr Martin Elengorn (Deputy)
Southwark	Cllr Richard Livingstone
Sutton	Cllr Manuel Abellan
Tower Hamlets	
Waltham Forest	Cllr Clyde Loakes
Wandsworth	Cllr Richard Field
City of Westminster	Cllr Tim Mitchell
City of London	Apologies
Transport for London	Alex Williams

1. Apologies for Absence & Announcement of Deputies

Apologies:

Councillor Peter Craske (LB Bexley)
Councillor Shama Tatler (LB Brent)
Councillor Varsha Parmar (LB Harrow)
Councillor Brenda Dacres (LB Lewisham)
Councillor Martin Whelton (LB Merton)
Councillor John Howard (LB Redbridge)
Councillor Alex Ehmann (LB Richmond)
Christopher Hayward (City of London)

Deputies:

Councillor Jerry Miles (LB Harrow)
Councillor Nick Draper (LB Merton)
Councillor Martin Elengorn (LB Richmond)

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

60+ Oyster & Freedom Pass

Cllr Jerry Miles (LB Harrow)
Cllr Martin Elengorn (LB Richmond)

West London Waste Authority

Cllr Martin Elengorn (LB Richmond)

Western Riverside Waste Authority

Cllr Wesley Harcourt (LB Hammersmith & Fulham)
Cllr Claire Holland (LB Lambeth)

East London Waste Authority

Cllr Osman Dervish (LB Havering)

Thames Regional Flood & Coastal Committee

Cllr Martin Elengorn (LB Richmond)
Cllr Richard Livingstone (LB Southwark)

London Road Safety Council

Cllr Wesley Harcourt (LB Hammersmith & Fulham)
Cllr Jerry Miles (LB Harrow)
Cllr Richard Livingstone (LB Southwark)

3. Vision Zero Presentation by Transport for London

The presentation started by a video footage from the emergency services attending a serious collision between a skip lorry and a cyclist. Afterwards, Victoria Le-Brec from Road Peace, gave a presentation about her near-death experience shown in the video when a skip lorry collided with her when she was cycling to work. This accident crushed her pelvis, resulted in the loss of one leg and required her to undergo 13 operations. Victoria Le-Brec went on to say that 127 people had been killed on the roads in the same year that her accident occurred. She said that less than two years' later another person was hit by a van a hundred yards from where she was hit and also lost their leg, as did another lady this summer. Victoria stated that this should not be allowed to happen and she felt it was very encouraging that TfL were now adopting a "Vision Zero"

approach, with the aim of having no deaths or serious injuries on the roads.

The Chair thanked Victoria Le-Brec for her presentation and the video, which was very moving. He said that the issue of how to tackle road safety was regularly discussed at TEC and one of the items on the agenda for today was the TfL "Direct Vision Standard Scheme". Alex Williams, Director, City Planning, TfL, said that a joint letter from the TfL Commissioner and the Chair of TEC would be sent to every borough leader, giving them information about what accidents were taking place in their boroughs. He said that the letters would be sent out week commencing 10 December 2018. Victoria Le-Brec said that she was happy to show individual boroughs the video if they so desired.

Councillor Mitchell said that the City of Westminster was trying to tackle road traffic accidents on a daily basis. He said that it would be good for his borough to see the video and have the presentation. Councillor Webbe said that the accidents referred to had taken place in the borough of Islington, and in her ward. She informed members that Islington was the first borough to have a 20mph speed restriction on all its roads. Councillor Webbe said that measures were being taken to reduce accidents, but this was taking a very long time due to delays with modelling. She said that all boroughs should sign-up to "vision zero". Councillor Webbe said that a multi-pronged approach needed to be taken with regards to road safety, and especially with issues around modelling.

Councillor Scott-McDonald said the Royal Borough of Greenwich had been approached with regards to safety issues. She said that Victoria had also met with the Director of Transport at Greenwich. Councillor Abellan asked what the boroughs could do to raise road safety awareness with Londoners on a bigger scale. Victoria Le-Brec said that the issue was reducing danger on the roads in the first place, and also enforcing 20mph speed limits. The Chair thanked Victoria Le-Brec for her talk and allowing TEC to see her video.

Decision: The Committee:

- Agreed that a joint letter be drafted by TfL and the Chair of TEC and sent to every borough leader, giving them information about what accidents were occurring in their boroughs. This letter would be sent out week commencing 10 December 2018; and
- Noted that there was a need to enforce 20mph speed limits and to pursue the "Vision Zero" agenda vigorously.

4. London Waste & Recycling Board – Presentation by Dr Liz Goodwin OBE (Chair of LWARB), Wayne Hubbard (CEO, LWARB) and Anthony Buchan (LWARB)

Dr Liz Goodwin OBE, Chair of LWARB, gave a brief overview of LWARB. She said that there were currently two TEC members on actively involved in LWARB, namely Councillor Clyde Loakes as the chair of Resource London and Councillor Feryal Demirci as a board member. She informed TEC that she had been the Chair of LWARB for the past 18 months.

Wayne Hubbard, CEO of LWARB, thanked members for the invite to TEC and made the following remarks:

- LWARB had three main programmes: (i) Resource London, (ii) Circular London and (iii) Advance London.

- London's circular economy represented £7 billion a year in London.
- LWARB provided free business support to SMEs, as well as investment programmes like venture capital and growth equity.
- The aim was to reduce waste in London by 60% by 2030.

Anthony Buchan introduced himself and informed members that he headed up the partnership of LWARB's and the Waste and Resources Action Programme's (WRAP) Resource London Programme. He made the following comments:

- There were four key focus areas: (i) minimizing the amount of waste produced, (ii) increasing and improving the capture of food waste, (iii) improving the yield and quality of dry recycling, and (iv) restricting residual waste.
- Direct service support to pursue behavioural change.
- Current support areas included reduction and recycling plans, contamination and flats recycling. LWARB were there to help facilitate all of this and to pull the plan together.
- Flats recycling needs to improve for London to reach its recycling targets, especially in inner London authorities. It is estimated that people living in flats will grow to about £1.9 million by 2030.
- Resource London has set up a partnership between Peabody Housing Association and 6 inner London boroughs, trialling five resident focused interventions across 10 estates. Peabody currently has properties in 26 of the London boroughs and the aim is to roll out those interventions that have proofed to increase recycling.
- The five interventions to help make it easier for residents to recycle, were (1) a tenant recycling pack (this lets tenants know what was expected of them with regards to recycling), (2) smaller bins (these would be placed at the front of the flats, rather than hidden at the back), (3) emotive messaging (to get resident to think more about recycling), (4) in-home storage solution (there is not much space in flats and plastic bags with hooks were provided to separate waste), and (5) a feedback mechanism (a personalised poster would be put up that related to the flats/street it was on) .
- In additional, there would be targeted campaigns (eg for 16 to 24 year olds) that related to food waste and old clothing.

Q and As

Councillor Ghani asked how LWARB would be supporting the borough of Barking and Dagenham. Councillor Anderson said that it was difficult to motivate residents in flats to recycle. He asked whether there had been any major changes to recycling rates since September 2017. Councillor Huntington-Thresher said that a large number of bins for blocks of flats were hidden in sheds. He asked what engagement had been taking place with regards to waste and recycling in schools.

Councillor Demirci said that recycling in flats was a big problem for local authorities. She asked whether any engagement had taken place with borough officers when delivering the pilot and when the outcome of the trials would be shared with boroughs. Councillor Draper said that the South West London Partnership (SWLP) was working to separate plastics, metals and paper. He said that the Peabody Housing Association was still putting all these items together. Councillor Khan asked whether the bags used for recycling in the flats were made from plastic.

Wayne Hubbard said that LWARB had been working with LEDNet to develop new guidance, as well as work on retrofitting. He said that the circular economy was being formulated for developers. He said that a lot more work needed to be carried out on

circular economy guidance. Anthony Buchan informed Committee that a short briefing note on the "Flats Recycling Project" could be emailed to TEC members, if required.

Anthony Buchan said that people in flats needed to segregate their recycling, and testing was taking place with regards to home storage. He said that a second recycling bin was also needed. Anthony Buchan said that LWARB was also looking at the issue of new builds and factoring in recycling into the buildings.

Anthony Buchan confirmed that the bags used in flats to separate waste were plastic and were not biodegradable, although they were used a number of times. They could easily be unhooked and this made it easier for residents to recycle. Anthony Buchan said that details regarding costings were not known yet but would be available in May 2019.

Anthony Buchan said that officers were engaging with the six boroughs and the Peabody Housing Association. He said that local authorities ran local recycling projects in their schools. Also, the impact of any recycling improvements would be known by February 2019. Anthony Buchan confirmed that LWARB had been working with officers in the borough of Barking and Dagenham and was looking at what services could be delivered in the borough.

Councillor Anderson asked whether LWARB would come back to TEC in a year's time to update the Committee on the progress/impact of the trials. Anthony Buchan said that LWARB would report back to TEC as soon as it had any results. Councillor Loakes said that TEC had been engaging with LWARB since it started. He said that his borough, Waltham Forest worked on a range of projects with LWARB and had gained a great deal of knowledge. Councillor Loakes said that, with regards to waste and recycling, LWARB knew what worked and what did not work. He asked what support boroughs would receive from LWARB, when sending recycling materials overseas, after Brexit.

Claudia Webbe asked whether any clear guidance would be developed and made available to other housing associations aside from the Peabody Housing Association. She said that many housing associations did not know about recycling and could do with some guidance, especially smaller housing associations and private estates.

Wayne Hubbard said that LWARB was undertaking a survey, with regards to waste and recycling after Brexit (ie where the waste and recycling would be sent to). Anthony Buchan confirmed that Peabody was the largest housing association in London. He said that once solutions had been found, they could then be passed on to other housing providers. A guide would also be produced for the rental sector (eg landlords' responsibilities etc). Wayne Hubbard informed members that no other organisation other than LWARB had carried out this level of analysis, and any evidence would be presented to TEC.

The Chair thanked LWARB for the presentation. He said that it would be beneficial if LWARB could attend and update TEC on a more regular basis. Liz Goodwin said that she welcomed this suggestion.

Decision: The Committee:

- Agreed that the "Flats Recycling Project" briefing would be emailed to TEC members; and
- Agreed that LWARB would attend TEC on a more regular basis to update members on progress with regards to waste and recycling projects.

5. Chair's Report

The Committee considered a report that updated members on transport and environment policy since the last TEC meeting on 11 October 2018, and provided a forward look until the next TEC meeting on 21 March 2019.

The Chair informed TEC that the LEDNet conference that was scheduled for 7 December 2018 had now been postponed. He said that London Councils had also submitted a response to TfL's Central London Bus Review. TfL would meet with individual boroughs to discuss any concerns to changes to buses/bus routes. The Chair said that discussions had taken place with Heidi Alexander, the Deputy Mayor for Transport, and the Draft TfL Business Plan was due to be published on 7 December 2018. Alex Williams said that the TfL Business Plan may be delayed until Monday 10 December 2018.

The Chair informed Committee that the Local Government Statement had been put back a week. He said that the TEC Rapids Sub-Group had met again on 15 November 2018, and the borough of Redbridge had now identified 20 sites for charging points on borough roads. Boroughs had until the end of January 2019 to identify their sites.

The Chair said that the London boroughs had been given a share of £20 million out of a total £420 million to help repair pot holes. London had previously been excluded from a share of these funds. Councillor Anderson congratulated TEC on getting a share of these funds. The Chair said that TEC was continuing to lobby for London to get its fair share of Vehicle Excise funding.

Decision: The Committee noted the Chair's report.

6. Flood Partnerships Update

The Committee received a report that updated members on the work of the seven London sub-regional flood partnerships, the Thames Regional Flood and Coastal Committee (Thames RFCC), and the Environment Agency.

Katharina Winbeck, Head of Transport, Environment and Infrastructure, London Councils, updated members on the work of the Thames Regional Flood and Coastal Committee (Thames RFCC) and the seven sub-regional partnerships. She said that surface water flooding was a key issue for London, and all boroughs were experiencing challenges when it came to resources, capacity and capabilities. Hence London Councils continues to support the Thames Flood Advisors, who are working directly with London boroughs on flood alleviation schemes. Katharina Winbeck said that some good partnership work was going on in the sub-regions, between the boroughs, Environment Agency, TfL, Thames Flood Advisors and Thames Water. Further work to improve on this with all sub-regions is ongoing to make the best of the stretched resources.

Councillor Draper corrected that the borough of Merton was working together on Wimbledon Park Lake reservoir flooding scheme and was not working with the borough of Wandsworth on this scheme (paragraph 46, page 7).

The Chair said that a TEC representative for the "West" region of the Thames RFCC was needed. Councillor Cohen said that he would be nominating someone shortly. *Post meeting note: Councillor Peter Zinkin (LB Barnet) was nominated for the "West" region.*

Decision: The Committee:

- Noted that only the borough of Merton was working with Wimbledon Park Lake reservoir flooding scheme (paragraph 46, page 7); and
- Noted that Councillor Peter Zinkin (LB Barnet) would now be the “West” region member on the Thames RFCC. Agreed that A Edwards would send a letter to the TRFCC confirming this appointment

7. Developing Guidance for Local Zero Emissions Zones (ZEZs)

Alex Williams introduced the report and made the following comments:

- Guidance was being proposed for local Zero Emission Zones (ZEZs).
- Support by TfL and the GLA was needed to engage with taxis, private hire vehicle operators and freight and service industry (paragraph 8).
- Consultation would take place in early 2019, once a draft guidance note was published.

The Chair said that the timing of the draft ZEZ guidance note would be too late for some boroughs to put in bids. Councillor Demirci said that she welcomed the guidance, but also felt that the timings could be better adjusted. Councillor Webbe said that it would be beneficial for the borough of Islington to work together with Hackney on the Ultra Low Emission Vehicles (ULEV) Streets Initiative, which included many of the design elements and restrictions which could constitute a local ZEZ in the future.

Decision: The Committee:

- Noted that the timing of the draft guidance note was too late for some boroughs to put in bids;
- Noted a draft ZEZ guidance note would be published in early 2019 for further consultation with boroughs; and
- Noted that the guidance note would form the basis of decisions by TfL for funding requests by boroughs to support local ZEZs, through existing programmes such the Mayor’s Air Quality Fund and Low Emission Neighbourhoods.

8. Traffic Signals Budget 2019/20

The Committee received a report that set out the cost to boroughs of maintaining traffic signals in London in 2019/20, based on a proposed “actual cost” model and recommended an interim approach for the apportionment of the costs to each authority based on 2018/19 calculations.

The Chair said that members had voiced concern in 2017 on the traffic signal services that were provided by TfL, especially with regards to the delays in installing the traffic signals. Although the traffic signals funding was agreed by TEC in 2017, members felt that there needed to be improvements to the service. Spencer Palmer, Director of Transport and Mobility, London Councils, said that officers had liaised with TfL and the boroughs with regards to their traffic signal concerns. He informed members that he was unaware of any particular issues affecting the progress of schemes.

Councillor Demirci said that it could sometimes take up to two years for TfL to install a traffic signal, and TfL needed to speed up this process. Councillor Cohen asked what

the percentage was based on. Spencer Palmer said that, in the past, the methodology had been complicated and was based on multiple factors including traffic light aspects (lamps) and population numbers. This was now out of date and did not reflect real costs. Spencer Palmer said the formula was now based on costs incurred by TfL (as set out in Appendix 1). He said that there was an increase in costs from 2018/19 of 3.7%. Spencer Palmer said that changes to the methodology for apportionment meant that there would likely be “winners and losers”. He informed members that there had been insufficient time to develop the new methodology, although this would be ready in 2019.

Councillor Mitchell said that more clarity was needed on the timescales, especially as boroughs tended to finalise their budgets earlier. Spencer Palmer confirmed that details of costs for next year and proposals for apportionment would be available in October 2019.

Councillor Gander said that there were issues with temporary traffic lights, as they were not as sophisticated and could not be “phased” like normal traffic lights. She said that in the Royal Borough of Kingston they failed quite regularly and most were not fit-for-purpose.

Councillor Huntington-Thresher asked whether the attachment in the report included traffic lights on TfL roads. Spencer Palmer confirmed that the TfL roads had been removed from the table. He said that, with regards to temporary traffic signals, many were not currently “smart” like permanent sites, although TfL have been trialling smarter temporary lights recently and now have the ability to link them to their control centre.

Decision: The Committee:

- Agreed the proposed “actual cost” based model for calculating the annual cost of maintaining traffic signals in London for 2019/20 and beyond;
- Agreed the total cost to boroughs for maintaining traffic signals in London for 2019/20, which was £12,104,102.28 as shown in Appendix 1;
- Agreed that this cost was apportioned between boroughs in the same proportions as agreed for 2018/19, as shown in the table at Appendix 2;
- Agree to continue the work on reviewing the current apportionment model to be concluded prior to the charges for 2020/21 being agreed in December 2019; and
- Noted that further improvements were required with regards to delivery times and speed of traffic signal installations.

9. Taxicard Update

The Committee received a report that provided members with an update of progress towards the implementation of the new Taxicard supply contract and set out developments related to TfL funding of the scheme in 2019/20 in light of the new contract.

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report, which updated members with the implementation of new Taxicard contract. He said that the current TfL budget position was that Taxicard funding had been reduced. Some boroughs had an over allocation of Taxicard funding, although these over allocations of funds ended up being returned to TfL. The intention was to avoid impacts on service provision by reallocating funding where it was needed rather than returning it to TfL. Spencer Palmer said that demand was being monitored in the last three months of this current financial year and the budget position would be reviewed if demand changed

significantly.

Decision: The Committee:

- Approved the removal of the 10% buffer for borough budget setting purposes (para 17); and
- Approved the removal of the 10% cap to allow the in-year flexible re-allocation of unspent TfL funding based on borough-by-borough changes in demand (para 19).

10. Concessionary Fares 2019/20 Settlement & Apportionment

The Committee received a report that informed members of the outcome of negotiations with transport operators (Transport for London, the Rail Delivery Group and independent bus operators) regarding compensation for carrying concessionary passengers in 2019/20. The report also sought members' approval to the proposed settlement and apportionment.

Stephen Boon introduced the report. He informed members that this was the third year that there had been a reduction (a 0.5% decrease compared to the previous year). Stephen Boon reported that 22 boroughs had received a decrease in funding, and 11 boroughs had received an increase (this was mainly attributable to certain modes of transport used in particular boroughs).

Decision: The Committee:

- Agreed the TfL settlement of £320.913 million for 2019/20;
- Agreed to the RDG settlement of £19.953¹ million for 2019/20;
- Agreed a budget for non-TfL bus services of £1.3 million;
- Agreed the reissue budget for 2019/20 of £1.518 million;
- Agreed the borough payments for 2019/20 of £343.684 million;
- Agreed the payment profile and dates on which boroughs' contributions are paid as 6 June 2019, 5 September 2019, 5 December 2019 and 6 March 2020; and
- Agreed the 2018-2019 London Service Permit (LSP) bus operators (non-TfL buses) Concessionary Scheme.

11. Proposed Revenue Budget & Borough Charges 2019/20

The Committee considered a report that detailed the outlined revenue budget proposals and the proposed indicative borough subscription and charges for 2019/20.

Frank Smith, Director of Corporate Resources, London Councils, introduced the report. He said that the revenue budget and borough charges report had already been presented to the TEC Executive Sub Committee on 15 November 2018, and Leaders' Committee on 4 December 2018, where the recommendations were endorsed. Frank Smith said that nine of the borough charges had incurred no annual increases for 2019/20.

Frank Smith informed members that TEC Committee reserves were above the pre-agreed upper benchmark limit (paragraphs 52 to 58). The TEC Executive Sub Committee recommended that a sum of £410,000 be transferred from the general reserve to the specific reserve. Frank Smith said that after the transfer between reserves, funds would still be 6.8% (£865,000) above the 15% benchmark level. He

¹ Subject to negotiation.

said that the Chair had recommended that the position on TEC reserves be reviewed again in 12 months' time.

Decision: The Committee approved the proposed individual levies and charges for 2019/20 as follows:

- The Parking Core Administration Charge of £1,500 per borough and for TfL (2018/19 - £1,500; paragraph 38);
- The Parking Enforcement Service Charge of £0.3760 per PCN which would be distributed to boroughs and TfL in accordance with PCNs issued in 2017/18 (2018/19 - £0.4226 per PCN; paragraphs 36-37);
- No charge to boroughs in respect of the Freedom Pass Administration Charge, which was covered by replacement Freedom Pass income (2018/19 – nil charge; paragraph 15);
- The Taxicard Administration Charge to boroughs of £338,182 in total (2018/19 - £338,182; paragraphs 17-18).
- No charge to boroughs in respect of the Lorry Control Administration Charge, which was fully covered by estimated PCN income (2018/19 – nil charge; paragraphs 19-20);
- Environment and Traffic Adjudicators (ETA) - charge of £28.75 per appeal or £25.08 per appeal where electronic evidence was provided by the enforcing authority (2018/19 - £30.63/£27.02 per appeal). For hearing Statutory Declarations, a charge of £23.23 for hard copy submissions and £22.50 for electronic submissions (2018/19 - £25.21/£24.49 per SD) (paragraphs 26-27);
- Road User Charging Adjudicators (RUCA) – to be recovered on a full cost recovery basis under the new contract arrangements with the GLA (paragraph 28);
- A unit charge of £12 for the replacement of a lost or damaged Freedom Pass (2018/19 - £12; paragraph 10);
- The TRACE (Electronic) Charge of £7.53 per transaction (2018/19 - £7.53; paragraphs 29-35);
- The TRACE (Fax/Email) Charge of £7.70 per transaction, which was levied in addition to the electronic charge of £7.53 per transaction, making a total of £15.23 (2018/19 - £15.23; paragraphs 29-35);
- The TEC Charge of £0.175 per transaction (2018/19 - £0.175; paragraphs 29-35);
- The provisional gross revenue expenditure of £366.42 million for 2019/20, as detailed in Appendix A;
- On the basis of the agreement of all the above proposed charges as outlined in this report, the provisional gross revenue income budget of £366.233 million for 2019/20, with a recommended transfer of £187,000 from uncommitted Committee general reserves to produce a balanced budget, as shown in Appendix B;
- Endorsed the current position on reserves, as set out in paragraphs 52-58 and Table 8 of this report; and
- Approved a transfer of £410,000 from the general reserve to the specific reserves to be used for future project work to be determined by the Committee.

The Committee was also asked to note:

- the indicative total charges to individual boroughs for 2019/20, dependent upon volumes generated through the various parking systems, as set out in Appendix C.1.

12. Direct Vision Standard for Heavy Goods Vehicles

The Committee received a report that updated members on the development of a Direct Vision Standard (DVS) and proposed London Heavy Goods Vehicles (HGVs) Safety Permit (HSP) Scheme to reduce road danger in London.

Alex Williams introduced the report. He said that a further update on a Direct Vision Standard for HGVs would be presented to the TEC Main meeting on 21 March 2019.

Decision: The Committee:

1. Noted the decision of the European Commission regarding the notification of HSP Scheme and its implications;
2. Noted that TfL would undertake a public consultation (Phase 2b) in January 2019 on the final HSP Scheme proposals;
3. Noted that, subject to the European Commission notification outcome, a report will be brought to TEC's meeting in March 2019, setting out detailed arrangements and seeking approvals to proceed to a statutory consultation traffic order amending the 1985 Order to incorporate the HSP Scheme; and
4. Noted the position regarding Barnet LBC participating in the HSP Scheme and the LLCS.

13. Enforcing London Speed Limits

The Committee received a report that detailed the outline plan for London Councils to undertake preparatory work to explore the feasibility of boroughs enforcing speed limits on London roads.

Spencer Palmer introduced the report and said that more powers were required for boroughs to enforce speed limits. Some further work on this was needed. This report sought endorsement for boroughs to play a direct role in enforcing this. Councillor Loakes said that he welcomed the initial step for devolving powers to the boroughs for enforcing speed limits. However, he felt that more pace was now required to get behind this. Councillor Loakes suggested that a trial or pilot take place by which to test these proposals.

Councillor Huntington-Thresher said that decriminalisation could mean that speeding over the 20mph limit would result in only a charge and would make the 20mph limits less important than other higher speeding offences. He felt that this would not send out a good message. He said that Wandsworth had rolled out 20mph speed limits in the whole of the borough.

Councillor Webbe also felt the process for boroughs enforcing speed limits needed to gather pace. She informed Committee that she had attended a "vision zero" event, where police said that they were committed to enforcing speed limits of 20mph. However, local police were not enforcing these limits. Councillor Webbe said that she had actually been challenged by police for driving too slowly when adhering to the 20mph limit. She said that a greater roll-out of CCTV might be needed to assist with the enforcement of 20mph limits.

Alex Williams said that it was TfL's intention to roll-out 20mph speed limits outside the congestion charge zone by 2020. Spencer Palmer said that changes to legislation to allow boroughs to adopt speed enforcement powers would not be a quick process, especially in light of the time being taken up with current parliamentary priorities.

The Chair said that he noted the offer from the borough of Islington to take part in any pilot or trial. Spencer Palmer said that London Councils would be engaging with borough officers and then member-level engagement would take place. TEC would act as the medium for this engagement. Spencer Palmer said that TEC would be unable to pilot something that would need a legislative change.

Councillor Loakes said that a solution for this was needed, along with consistency. He said that powers were needed for boroughs to enforce speed limits across London.

Decision: The Committee recommended that London Councils undertook initial preparatory work and explore the feasibility of boroughs and TfL undertaking speed limit enforcement.

14. London European Partnership for Transport (LEPT) Update

The Committee considered a report that contained an overview of a review of the London European Partnership for Transport (LEPT) and set out a proposal for the strategic direction of LEPT beyond March 2019.

Spencer Palmer informed TEC that the London European Partnership for Transport (LEPT) was being reviewed in light of Brexit. He said that consultation had taken place with boroughs, and there was support and funding for LEPT to continue for at least one further year.

Decision: The Committee:

1. Noted ongoing and planned LEPT activity; and
2. Endorsed the recommendation addressed to the LEPT management committee and agreed that London Councils continued to host the partnership and provide the services described to boroughs, subject to a new S159 agreement for continued funding in 2019/20.

15. Additional Parking Charges

The Committee received a report that detailed the proposal by the London Borough of Havering to amend the penalty charge banding from Band B to Band A across the borough.

Councillor Dervish said that the penalty banding had changed a great deal over the past 10 years, and after a review of this had taken place it was deemed that changes were needed.

Decision: The Committee:

- Agreed the proposal to change the penalty banding in the borough of Havering; and
- Noted the proposed implementation date for the change of 1 April 2019.

16. Minutes of the TEC Executive Sub Committee held on 15 November 2018 (for noting)

The minutes of the TEC Executive Sub Committee meeting held on 15 November 2018 were noted.

17. Minutes of the TEC Main Meeting held on 11 October 2018 (for agreeing)

Item 1 – “Apologies for Absence & Announcement of Deputies: It was noted that Councilor Anderson had given apologies for this TEC meeting and this needed to be recorded in the minutes.

Subject to the above amendment, the minutes of the TEC Main Meeting held on 11 October 2018 were agreed as being an accurate record.

The meeting finished at 16:46pm