

London Councils' TEC Executive Sub Committee

Thursday 18 July 2019

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

Contact Officer:

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1 Apologies for Absence & Announcement of Deputies	-
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8 TEC Priorities for 2019/20	
9 Minutes of the TEC Executive Sub Committee Meeting held on 7 February 2019 (for agreeing)	
10 Minutes of the TEC Main Meeting held on 13 June 2019 (for noting)	

<p>Part Two: Exclusion of the Press & Public</p> <p>TEC will be invited by the Chair to agree the removal of the press and public since the following items of business are closed to the public pursuant to Part 5 and Schedule 12A of the Local Government Act 1972 (as amended):</p> <p>Paragraph 3 – Information relating to the financial and business affairs of any particular person (including the authority holding that information), it being considered that the public interest in maintaining the exemption outweighs the public interest in disclosing it.</p>	
<p>E1 Exempt minutes from the TEC Main Meeting held on 13 June 2019 (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:

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Declarations of Interest – TEC Executive Sub Committee
18 July 2019

Freedom Pass

Councillor Richard Field (LB Wandsworth)

North London Waste Authority

Cllr Claudia Webbe (LB Islington)

South London Waste Partnership

Cllr Manuel Abellan (LB Sutton)

Western Riverside Waste Authority

Cllr Claire Holland (LB Lambeth)

Western Regional Waste Authority

Cllr Wesley Harcourt (LB Hammersmith & Fulham)

Thames Regional Flood & Coastal Committee (RFCC)

Cllr Denise Scott-McDonald (RB Greenwich)

London Road Safety Council

Cllr William Huntington-Thresher (LB Bromley), Cllr Denise Scott-McDonald (RB Greenwich), and Cllr Richard Livingstone (LB Southwark)

Car Club

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

London Cycling Campaign

Cllr Julian Bell (LB Ealing – Chair)

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) and Cllr Claudia Webbe (LB Islington)

London Councils' TEC Executive Sub Committee

Climate Emergency – Borough Actions so far and Future Activity

Item No: 03

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

Date: 18 July 2019

Contact Officer: Owain Mortimer & Jason Torrance

Telephone: 020 7934 9832 **Email:** owain.mortimer@londoncouncils.gov.uk
Jason.torrance@UK100.org

Summary: This report provides an overview of the recent focus on climate change action within local authorities in the form of Climate Emergency Declarations, the work of UK100 and proposes a way to coordinate this action across London through London Councils.

Recommendations: The Committee is asked to:

1. Note and comment on the report;
2. Agree the approach to more coordinated action on climate change in London as outlined in paragraph 18.

Overview

1. The Climate Change Act (CCA) was enacted by the UK Government in 2008. The CCA provides the basis for the UK's approach to tackling and responding to climate change. It requires that emissions of carbon dioxide and other greenhouse gases are reduced and that climate change risks are prepared for. The Act also establishes the framework to deliver on these requirements.
2. The CCA committed the UK government by law to reducing greenhouse gas emissions by at least 80 per cent of 1990 levels by 2050. This includes reducing emissions from the devolved administrations (Scotland, Wales and Northern Ireland).
3. The CCA requires the government to set legally-binding 'carbon budgets' to act as stepping stones towards the 2050 target¹. Budgets must be set at least 12 years in advance to allow policymakers, businesses and individuals enough time to prepare. Once a carbon budget has been set, the Climate Change Act places an obligation on the Government to prepare policies to ensure the budget is met. The first five carbon budgets have been put into legislation and run up to 2032.
4. The UK Government recently (June 2019) adopted a new target of net zero greenhouse gases by 2050 in response to recent activities by a number of organisations and private individuals. 2019 has seen a growing call for action on climate change, from organisations such as Extinction Rebellion and School Strike for Climate. A lot of calls for action has been focused on local authorities.
5. This momentum provides a huge opportunity for Local Authority action, with many committed to a target for zero Carbon by 2030 or shortly thereafter. But local government leaders report a lack of confidence or skills in being able to secure local citizens' consent, support, and action to implement these local solutions.

Climate Emergency Declarations

6. Climate emergency declarations are formal motions within councils to recognise the seriousness of the situation and commit to introduce appropriate actions to tackle the problem. In response to recent public pressure, sixteen London boroughs have so far passed climate emergency declarations, or plan to do so shortly². This figure is currently at 109 local authorities nationally. The Local Government Association (GLA)

¹ A carbon budget is a cap on the amount of greenhouse gases emitted in the UK over a five-year period.

² Camden, Ealing, Greenwich, Haringey, Hounslow, Islington, Kingston, Lambeth, Lewisham, Merton (planning to pass a motion), Newham, Redbridge, Southwark, Sutton (planning to pass a motion), Tower Hamlets and Waltham Forest.

recently passed an emergency declaration at the General Assembly Annual meeting showing there is cross party support for this³. It is important to note that in May 2019 the UK Parliament approved a motion to declare a climate emergency⁴.

7. Most motions call for the borough to develop an action plan and boroughs are taking a variety of approaches to how they develop their plan, and what it includes. For example, some boroughs have separate targets for the council and borough-wide emissions, some boroughs have distinguished between being carbon neutral and 'carbon free'. There is not complete clarity yet on what activities and sectors the boroughs are counting in terms of emissions.
8. Research by the London Environment Directors Network (LEDNET) shows that there are a broad range of activities being planned and this raises the question of whether action should be more focused and prioritised. London Councils could play a coordinating role supporting the boroughs to identify areas of collaboration and deliver shared projects, to effectively address the climate change challenge.
9. With the number of local authorities declaring climate emergencies increasing, several organisations have published guidance documents, including Arup, Ashden, the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) and Friends of the Earth. Whilst the guidance documents differ in format, content and focus, with some providing guidance on how to develop an action plan and others providing examples of actions local authorities could take, the need to reduce our current impact is a common theme that runs through them all. Collectively a big impact can be made by reducing our current consumption habits e.g. on electricity and gas, water and vehicle fuel.

UK100

10. UK100 is a network of local government leaders, who have pledged to secure the future for their communities by shifting to 100% clean energy and cleaning up our air.
11. In 2018, the Intergovernmental Panel on Climate Change said we have under 12 years for a transition to avoid climate breakdown. There is a real risk that this window will be missed, because of reluctance in central Government to intervene strongly and swiftly, and the current climate of political uncertainty for the UK.

³ <https://climateemergency.uk/blog/the-local-government-association-lga/>

⁴ <https://www.bbc.co.uk/news/uk-politics-48126677>

12. Not all local authorities have the capacity to monitor and benchmark current emissions levels as a precursor to designing and delivering an emissions reduction plan. Many of the emissions within an authority's boundaries are not the direct responsibility of the council and so require frameworks and policies that support emissions reductions by residents and businesses.
13. UK100 is currently developing plans to assist Local Authorities with the development of programmes of activity to fill the gap between Climate Emergency commitments and the activity required to deliver. The plan is to:
- Produce a strategy that local government leaders can tailor to engage and involve local citizens in designing carbon neutral solutions, by co-developing and testing it with councils and their communities in a small number of partner Local Authorities, locations TBC. London Councils will work with UK100 to ensure this representation includes London boroughs.
 - Promote and disseminate the strategy with the other councils, establishing a channel for councils to share stories, best practice and showcase outcomes of local climate action with one another and access technical and public relations support from UK100 and partners.
 - Rally UK100 policy and business influencers, plus their respective networks, to support public involvement in climate action design, promote stories and examples of best practice, as well as lobby lagging councils, to create a culture of collective change.

Citizens' Assemblies

14. To inform the development of plans to progress climate emergency action, many Local Authorities have committed to holding local citizens' assemblies. A collection of parliamentary select committees have also committed to convening a national citizens' assembly later in 2019.
15. A citizens' assembly is a group of people who are brought together to discuss an issue or issues and reach a conclusion about what they think should happen. The people who take part are chosen so they reflect the wider population – in terms of demographics (e.g. age, gender, ethnicity, social class) and sometimes relevant attitudes (e.g. preferences for a small or large state). Citizens' Assemblies have been used for a number of purposes by Government over recent years, such as the UK leaving the European Union and by House of Commons Select Committees on a range of issues.

16. Camden Council, supported by University College London (UCL), have arranged a Citizen's Assembly across three sessions to feed into the development of the council's actions to tackle climate change. The other London borough (to date) that has committed to holding a Citizen's Assembly on climate issues is Lambeth. To date the other authorities around the UK that have announced (or already held) a citizens' assembly are Cambridge, Devon, Oxford & Sheffield.

17. In June 2019 six select committees of the House of Commons (Business, Energy and Industrial Strategy; Environmental Audit; Housing, Communities and Local Government; Science and Technology; Transport; and Treasury) announced plans to hold a Citizens' Assembly on combating climate change and achieving the pathway to net zero carbon emissions. The Assembly will take place over a number of weekends in the autumn/winter of 2019. The Citizens' Assembly will produce a report shortly after the conclusion of the sessions.

Next Steps

18. London Councils officers suggest working with UK100, LEDNet, the London boroughs and other relevant stakeholders to identify areas of collaboration and coordinate the development of action plans, whilst also helping them to understand areas for prioritisation.

Recommendations: The Committee is asked to:

1. Note and comment on the report;
2. Agree the approach to more coordinated action on climate change in London as outlined in paragraph 18.

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

London Councils' TEC Executive Sub Committee

Future Mobility Agenda: An update Item no: 04 on the Task & Finish Group on Car Clubs

Report by: Paulius Mackela **Job Title:** Principal Policy & Project Officer
Date: 18 July 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. The Task & Finish Group on Car Clubs was brought together by London Councils' officers to provide an in-depth analysis of the current state of car clubs in London and to identify ways in which car sharing could contribute in responding to environmental, population growth and congestion challenges. This report provides an update on the work of the Group to date and outlines a list of potential recommendations for comment. The final recommendations will then be provided to TEC Executive in September 2019 for agreement.

Recommendations: The Committee is asked to:

- Note and comment on the report
- Agree for *Smart Mobility & MaaS* to be the second focus area of the Future Mobility Agenda

Future Mobility Agenda: An update on the 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 the TEC Executive 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 and for car sharing (car clubs) to be the first focus area.
2. At the TEC Executive meeting on 19 February 2019, members received a follow-up report² outlining the proposed structure for the Task & Finish Group on Car Clubs. The report clarified the composition, purpose, scope, size, timeline and other relevant information about the Group. Members agreed with the proposals and the Task & Finish Group on Car Clubs was brought together. The purpose of the Group was to provide an in-depth analysis of the current state of car clubs in London and to identify ways in which car sharing could contribute in responding to environmental, population growth and congestion challenges.
3. The inaugural meeting of the group was held on Wednesday 20 February 2019 with following six meetings scheduled every three weeks. The final meeting of the group is scheduled to take place on 24 July 2019, a week after the TEC Executive meeting to agree the final recommendations. London Councils' officers are aiming to produce and present the final report on car sharing to TEC Executive in September 2019.

Potential recommendations

4. The following set of potential recommendations is based on the Group's discussions throughout the first half of 2019. It should be noted however that these recommendations are likely to develop further over the next couple of months based on:
 - i) the feedback from the members of TEC Executive
 - ii) further discussions at the final meeting of the T&F Group on Car Clubs
 - iii) feedback from the car sharing operators
5. The final list of recommendations will be provided for agreement to TEC Executive in September 2019 as a part of the final report on car sharing.
6. The recommendations are grouped into six different categories:
 - A) Understanding car sharing
 - B) Data and evidence base
 - C) Operational arrangements
 - D) Low emission zones and car sharing
 - E) Coordinating London's car sharing policy
 - F) On-going engagement between car clubs and London's government

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

² Full report can be accessed here: <https://www.londoncouncils.gov.uk/node/35118>

7. The table below provides a summary of recommendations, lists stakeholders responsible for each action, suggests timescales and identifies whether there is a resource gap or not. The resource gap could be funding or officer capacity.

8. More detailed information on each recommendation is provided at Appendix A.

Category	Recommendation	Responsibility ³	Date	Resource gap
A: Understanding car sharing	1. Provide more accessible information to borough officers and local councillors via a briefing document and an updated multi-purpose page on the website	London Councils	2019	No
	2. Keep accreditation schemes up to date	BVRLA, CoMoUK	Ongoing	No
B: Data and evidence base	3. Support RAC Foundation's research project aiming to propose a standardised format of data output for London car clubs and local authorities	London Councils and TfL	2019	No
	4. Find the most appropriate way to centralise pan-London car sharing operational data	London Councils, the GLA, TfL, local authorities and the industry	2019/20	Yes
	5. Recognising the value of the Car Club Annual Survey reports, find appropriate arrangements to continue the surveys and improve the evidence base by including additional data and analysis	London Councils, TfL and CoMoUK	2019 / Ongoing	Yes
C: Operational Arrangements	6. Produce a guidance document alongside a set of different ways of having active car sharing operations in place to improve consistency across the capital whilst providing flexibility for boroughs	London Councils, TfL, local authorities and the industry	Start in 2019/20	Yes
	7. Include BVRLA and CoMoUK's accreditation schemes in agreements with operators	Local authorities	Ongoing	No
	8. Include data expectations and submission guidance into all future agreements / accreditation schemes	Local authorities, BVRLA and CoMoUK	Ongoing	No
D: Low emission zones and car sharing	9. Continue the engagement between the GLA, the car sharing industry and the boroughs in developing scrappage schemes and preparing for further ULEZ expansion in 2021	The GLA, TfL, local authorities, London Councils and the industry	Ongoing	No

³ The final report presented in September 2019 will identify lead stakeholders for each recommendation. The current table does not do it because i) some of the potential recommendations are likely to change and ii) the T&F Group on Car Clubs will have further discussions on this topic on 24 July 2019.

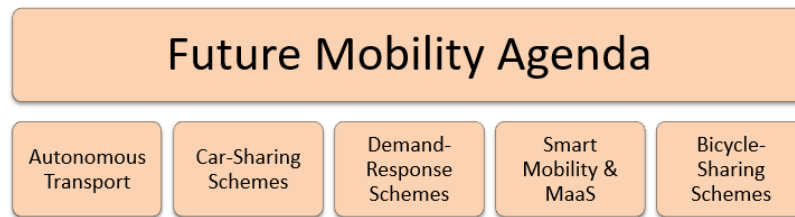
Category	Recommendation	Responsibility ³	Date	Resource gap
E: Coordinating London's car sharing policy	<p>10. Identify the person within each organisation responsible for car sharing policy and dedicate enough officer time to successfully implement the proposed recommendations (<i>minimum commitment – see Recommendation no.10 below for more information</i>)</p> <p>Have further conversations about developing and supporting a new officer role aiming to coordinate London's car sharing policy and ensure the continuation and success of the work started by the Task & Finish Group on Car Clubs (<i>additional option discussed by the Task and Finish Group</i>)</p>	The GLA, local authorities, London Councils, TfL and the industry	Ongoing	Yes
F: On-going engagement between car clubs and London's government	11. Organise regular quarterly or biannual meetings and training events on car sharing in the capital	The GLA, local authorities, London Councils, TfL and CoMoUK	Start in 2019 / ongoing	Yes

Conclusion

9. 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.
10. Over the past months, the Task & Finish Group on Car Clubs has been meeting regularly to understand the key challenges and opportunities and agree on a set of potential recommendations. Following the advice from members of TEC Executive in July 2019, London Councils' officers will continue working with partners in London and present the final report on car sharing for agreement at TEC Executive in September 2019.

Next focus area - Proposal

11. As outlined in the original Future Mobility Agenda report, London Councils activities within the agenda can be summarised into five different categories as illustrated in the chart below.



12. Now is the time to agree on the next focus area of the agenda. London Councils officers recommend that this should be the *Smart Mobility & Mobility as a Service (MaaS)* category.
13. Smart technologies and the better use of data could result in significant positive impacts on the efficiency, environmental performance and safety of our transport networks. In fact, London has been a leader in the area of smart mobility for a long time as seen with the development and use of the Oyster smart ticketing, congestion charging, the release of real time travel information for buses, and the launch of the London Data Store.
14. Smart Mobility helps to create a more efficient transport system in London by using technology and data to plan the most effective ways to commute, whilst at the same time reducing its negative effects, such as congestion and air pollution.
15. Mobility as a Service (MaaS) is an innovative approach to transport and is powered by smart use of data. It aims to establish a single platform connecting separate transport methods across London and is built on transport system integration. UCL Energy Institute's study (2015) outlined a number of benefits of such systems including travel cost and time reduction, better service experience and more effective and cheaper transport system. It also concluded that MaaS is a potentially feasible product for London and "can well serve London transport market and contribute to Londoner's quality of life"⁴. Another UCL report (2018)⁵ has shown that MaaS has a real potential to reduce car ownership and usage levels by increasing the use of public transport and active travel.
16. Over the past six months, London Councils' officers were contacted by boroughs asking for further analysis on MaaS platforms and their potential development and use in London. Given the potential benefits of the better and smarter use of data and MaaS platforms, London Councils officers suggest that London Councils' TEC is well-placed to play a stronger role in understanding the current situation and the work that other London stakeholders have been doing in this area (i.e. the academia, TfL, etc.), and helping to shape this policy area going forward.
17. It should also be noted that out of the three remaining workstreams of the agenda (autonomous transport, demand-response schemes and smart mobility & MaaS), London Councils' officers do not think that it is the right time to look at the first two focus areas. This is because i) TfL is currently leading on the autonomous transport policy development and London Councils' officers are already working very closely with them,

⁴ <https://www.ucl.ac.uk/bartlett/energy/sites/bartlett/files/fs-maas-compress-final.pdf>

⁵ <https://www.ucl.ac.uk/bartlett/energy/news/2018/feb/londoners-open-move-away-car-ownership-mobility-service-schemes-ucl-research-shows>

and ii) trials of demand-response transport schemes are currently taking place in London and it is simply too early to look at the possible outcomes.

Recommendations

The Committee is asked to:

- Note and comment on the report
- Agree for *Smart Mobility & MaaS* to be the second focus area of the Future Mobility Agenda

Financial Implications

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

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.

Potential Recommendations to TEC Executive Task & Finish Group on Car Clubs

Category A: Understanding car sharing

Challenge: Perceptions and understanding of car sharing are not consistent throughout the capital.

1. The group identified and discussed four key car sharing models. It recommends that London Councils' officers produce a briefing document outlining key aspects of each model (back to base, point to point, flexi and peer to peer) aimed to inform councilors and borough officers. The proposed brief should also include information about the local government car club schemes (also known as Council car sharing fleets). Further to this, London Councils should set up a new page on its website to store all relevant information about the work on car sharing to date (i.e. the Car Club Coalition of 2015, Task & Finish Group on Car Clubs, research papers, links to relevant resources, etc.). This should be done in collaboration with all other partners and act as a centralised page able to signpost users to relevant sources of information.
2. The British Vehicle Rental and Leasing Association⁶ (BVRLA) has a mandatory code of conduct⁷ for car clubs that includes an audit regime and alternative dispute resolution service, and CoMoUK⁸ runs an accreditation scheme⁹ explicitly for car sharing operators. These two schemes provide assurances to local authorities and users on an agreed set of standards for car sharing operators. The group recommends that both organisations continue to update their criteria to meet the highest possible standards.

Category B: Data and evidence base

Challenge: Lack of data available to undertake an in-depth analysis of car sharing operations on both local and pan-London levels.

3. London Councils' officers have developed a borough questionnaire in order to understand the data boroughs currently receive from car clubs and identify key questions boroughs have about car sharing operations in their areas. The results have shown that the data received is inconsistent across London with some boroughs not getting any information while others are receiving detailed data about fleets, membership levels, utilisation of vehicles and trip analysis. At the meeting of the group on 3 April 2019, researchers from the RAC Foundation¹⁰ outlined their plans to work together with Imperial College London to review existing car club data in other jurisdictions around the world, examine the potential for public and transport policy analysis with trip-level car club data and propose a standardised format of data output for London operators, balancing commercial and public sector needs/concerns. The group recommends that London Councils and TfL actively support this research project.
4. In addition to car club operators providing relevant data to local authorities for individual and independent examination, the group agreed that this information should be centrally kept providing regular real-time pan-London analysis, which is key in developing a well-informed and

⁶ <https://www.bvrla.co.uk/>

⁷ <https://www.bvrla.co.uk/uploads/assets/uploaded/6dfacc5f-5f0b-47a4-8ba2be1cb0cd6e75.pdf>

⁸ <https://como.org.uk/>

⁹ <https://como.org.uk/wp-content/uploads/2019/05/Car-Club-Accreditation-Criteria-2019-FINAL-310519.pdf>

¹⁰ <https://www.racfoundation.org/>

clear policy position on a city-wide level. Therefore, the group recommends that London Councils, the GLA, TfL and local authorities work with the industry to find the most appropriate way to centralise operational data.

Challenge: Uncertainty about the future of the Annual Car Club Survey report on London and a lack of trip-level data analysis on pan-London level.

5. The Car Club Annual Survey has been undertaken for eleven years and aims to understand the impact of car clubs on travel behaviour, car ownership and use in London and other regions of the UK. Until this year the survey reports have been commissioned and owned by TfL but the latest version will be published with support of London Councils. Currently, the future of these reports is unclear because no funding arrangements are in place. Recognising the value of continuing the annual reports, the group recommends that TfL, London Councils and CoMoUK hold further discussions about the future of these reports.
The group discussed the available evidence base on the benefits of car sharing and concluded that further analysis of trip-level data is required to make informed policy decisions. Therefore, the group recommends that the above-mentioned partners hold further discussions to improve the Car Club Annual Survey reports by including additional pan-London data and analysis (i.e. trip-level metrics, location, fleet utilisation data, etc.). This could potentially be done by using centralised pan-London car sharing data (see Recommendation no.4).

Category C: Operational arrangements

Challenge: Operational arrangements between local authorities and car clubs across London lack consistency.

6. On 15 May 2019, the group received presentations from three local authorities with active car sharing operations but very different experiences:
 - i) a borough with no formal agreements in place;
 - ii) a borough undergoing tendering process;
 - iii) a borough with multiple well-established formal agreements in place.The discussion concluded that whilst different approaches may work better in different areas of London, both the public and the private sectors would benefit from more consistent approaches. The group therefore recommends that London Councils, TfL, the boroughs and the industry continue working together to produce a guidance document alongside a set of different ways of having active car sharing operations in place (i.e. no contractual arrangements, full tendering process, etc.) to improve consistency across the capital whilst providing flexibility for boroughs.
7. The group encourages local authority officers to familiarise themselves with both BVRLA and CoMoUK accreditation schemes mentioned previously (see Recommendation no.2) and include them in all relevant agreements with operators.
8. Following the publication of the RAC Foundation's research paper (see Recommendation no.3), the group recommends that borough officers include data expectations and submission guidance in all future agreements with car clubs. The group encourages local authorities to use a standardised template (one of the key deliverables from the research) but note that some boroughs might need additional data based on their specific local requirements (i.e. to cover specific local interests, priorities and/or concerns that are not in the standardised set of metrics).

Until the research on a standardised format of data output is completed, the group encourages borough officers to contact London Councils to get more information about the types of metrics that should be included in their agreements.

Likewise, the group recommends that BVRLA and CoMoUK include the same data requirements in their accreditation schemes for car clubs.

Category D: Low emission zones and car sharing

Challenge: A need for a consistent and collaborative approach on the role of car sharing in delivering low emissions zones in London.

9. To help improve air quality, an Ultra Low Emission Zone (ULEZ) was introduced across central London on 8 April 2019 with expansion to a larger zone bounded by the North and South Circular roads to be launched in October 2021. The standards will also be tightened for the London-wide Low Emission Zone for lorries and other vehicles over 3.5 tonnes in October 2020 to match the central London ULEZ standards. On 5 June 2019, the group received a presentation from GLA officers on this matter, which outlined the on-going work with car sharing operators to offer promotions linked to central London ULEZ and the van scrappage scheme. It was further noted that a low income car scrappage scheme will be delivered later in 2019.

London Councils has pledged to support the promotion of the introduction of ULEZ across much of London to protect Londoners from harmful polluted air. The group therefore recommends that the GLA and TfL continue to engage with the car sharing industry, the boroughs and London Councils in delivering scrappage schemes and preparing for ULEZ expansion in 2021. It is recognised that the car sharing industry will also have a role to play in supporting local zero emission zones and the transition to a zero emission transport network by 2050.

Category E: Coordinating London's car sharing policy

Challenge: Risk of losing the momentum within local government built up by the Task & Finish Group on Car Clubs and failing to implement the proposed recommendations.

10. The group has been meeting regularly since February 2019 and throughout the first half of the year managed to scrutinise several different aspects of car sharing in London. At the meetings on 5 and 26 June, the group agreed that it is important to ensure consistency and commitment from all relevant local government stakeholders to keep up the momentum of this workstream. The group therefore suggests that the minimum commitment is to clearly identify the right person within each organisation to take responsibility for car sharing policy and dedicate enough officer time to successfully implement the proposed recommendations. However, given the lack of resources available at the local government level in London, the group discussed an additional option, which could potentially result in overall cost savings and better pan-London policy coordination. This option recommends that London Councils, the GLA, TfL and the industry have further conversations about developing and supporting a new officer role aiming to coordinate London's car sharing policy and ensure the continuation and success of the work started by the Task & Finish Group on Car Clubs.

Category F: On-going engagement between car clubs and London's government

Challenge: Lack of structured and regular engagement between London's local government and the car sharing industry.

11. A number of academic papers suggest that car sharing is a growing trend both in the UK and the rest of the world. Therefore, a sensible and responsible approach is to think about this policy in a long term. Throughout the discussions of the group, it was agreed that an on-going engagement between the public and the private sectors is particularly important. It was noted that Carplus (now CoMoUK) was organising regular quarterly forums for local government officers and car club representatives between 2005 and 2014. These forums provided an opportunity for both sectors to share latest updates and best practices and find the most effective ways to work together. Given that currently such forums do not exist, the group recommends that London Councils, the GLA, TfL and local authorities work together with CoMoUK to bring back regular quarterly or biannual meetings and training sessions on car sharing in the capital.

London Councils' TEC Executive Sub Committee

Draft Mayor's Guidance on Workplace Parking Levy Item No:05

Report by: Alina Tuerk **Job title:** Delivery Planning Manager, City Planning, TfL

Date: 18 July 2019

Contact Officer: Alina Tuerk

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Summary: For the first time, the Mayor's Transport Strategy (MTS) supports boroughs who wish to implement Workplace Parking Levies (WPLs) as part of their traffic reduction strategies. WPLs are a means of delivering mode shift by managing demand for commuter car travel; raising revenue to pay for public transport improvements; and reducing parking supply in the long term. In London, all WPLs must be approved by the Mayor.

On behalf of the Mayor, TfL has drafted Guidance which sets out the process for developing WPLs and some minimum expectations for London schemes. Appended to the Guidance is a model Scheme Order, which boroughs can use in developing their own WPLs, saving resources.

TfL is seeking views from TEC Exec on this draft Guidance.

Recommendations: Members are asked to review the draft Guidance and make comments to TfL. In particular, they are asked to comment on:

- i. The general approach outlined in the draft Guidance
- ii. The required minimum charge level of £750 per year
- iii. The lack of a requirement for an NHS discount (but freedom to propose this in individual schemes)
- iv. The expectation that boroughs set their own PCN levels for WPL contraventions

Background

1. WPLs are a charge on employers who provide workplace parking. It is the choice of the employer whether to pass on the (whole or part) charge to the employee. In London, the GLA Act 2000 has provided for WPLs to be implemented but these have not until now been supported in the Mayor's Transport Strategy (MTS). Proposal 23 of the current MTS states that boroughs can consider WPLs as part of local traffic reduction strategies, and LIP3 guidance states that revenue raised in this way can be retained by the borough. Subsequently several boroughs have included an investigation of WPLs in their LIP submissions and the London Borough of Hounslow has already carried out an informal consultation on a potential WPL within the Great Western Corridor Opportunity Area. Other boroughs are also actively exploring this option, including LB Camden for example. Currently only one scheme operates in the UK, in Nottingham. This has been running for seven years and has so far raised £64m which has helped to pay for a tram network, electric buses and refurbishment of the main station.
2. A WPL scheme can be established in London by TfL; by any London borough; or two or more boroughs jointly. The Mayor can also direct a borough to make a WPL scheme within its area or part. A London borough may also jointly promote a scheme with a non-London borough. The authority responsible for a WPL is known as the licensing authority. All WPLs in London will require Mayoral approval in order to be implemented, and the revenue raised must be spent in alignment with MTS objectives. The Secretary of State for Transport also has a role in approving the revenue plans. It should be noted that TfL's discussions with DfT have indicated that they would expect the Mayor to lead on this in practice.
3. No national Guidance on WPLs exists and there is no Government intention to issue any, and the UK experience of them is fairly limited. TfL has prepared a draft Mayor's Guidance document to facilitate the development of WPLs in London which are capable of being approved by the Mayor. The Guidance would apply to TfL as well as the London boroughs. It explains the *process* that a licensing authority would need to follow (for example requiring that a formal consultation and an equality impact assessment are carried out) as well as certain *expectations* for schemes in London (for example that a Blue Badge discount is given and that schemes operate 24/7). Appended to the Guidance is a 'Step by Step' process diagram setting out the key actions in developing a WPL. In developing this draft Guidance, TfL has taken advice from lawyers on the associated legislation (Schedule 24 of the GLA Act) on what is permissible and has also learnt lessons from the Nottingham scheme.

Draft Working Place Levy Guidance Document

4. We have sought to keep the Guidance as light-touch as possible, in order that schemes can be developed which are appropriate to local circumstances and borough objectives. Should a borough wish to depart from the expectations, it can make the case to the Mayor to do so. At the same time we have been mindful of the need to embed the MTS approach and provide a consistent set of approaches for the employers who may be affected by schemes. Compliance with the Mayor's Guidance would also be part of the criteria for assessing schemes as they are brought forward. It should be emphasised in this context that there is no simple criteria for the Mayor to approve a WPL scheme and we recognise that these need to respond to particular local circumstances. For this reason it will be the responsibility of the promoting

authority to demonstrate – via the Business Case, Impact Assessments and other documents – that the scheme is both compliant and appropriate to the circumstances.

5. TfL welcomes all comments on the draft Guidance and would particularly draw attention to the following proposals:
 - i. **Minimum charge level** we are seeking views on what the minimum charge level should be for a WPL scheme. In summary there appear to be two options: either a flat rate charge of £750 per year (a level based on factors including a return bus fare, average on-street parking charges and the level needed to be effective in mode shift) or differing minimum rates for outer, inner and central London along similar lines to the Mayoral CIL system.
 - ii. **NHS discount** There is no expectation that an NHS discount or other public sector concession is given. The Nottingham scheme does provide for an NHS discount but we consider that this is a matter for local decision-making and would note that such a discount can diminish the effects of the scheme.
 - iii. **PCN levels** We have not specified what these should be and propose it as a matter for local decision. Options include a PCN level similar to existing parking schemes (eg £130) or a higher charge used in other schemes (eg LLCS is £500 for operators; Congestion Charge is £130). It is noted that it needs to be related to the WPL level and that Nottingham charges a full year's WPL for certain contraventions (although has not yet issued a PCN).
6. Accompanying the Mayor's Guidance will be the model Scheme Order, which 'translates' the requirements and options set out in the Guidance into a scheme order that boroughs can use to develop and implement their own schemes. This is not included in the current pack as it will be finalised once all views on the draft Guidance have been considered.

Borough Engagement to Date

7. We have been working closely with LB Hounslow to develop their first stages of feasibility for a proposed scheme. We have also been assisting several other boroughs to conduct parking surveys as a first step to assessing whether a scheme may be suitable in their area, including providing match-funding to LB Camden for a parking survey.
8. A workshop for borough officers was held by TfL on 8 July 2019. Transport officers at all of the London boroughs were emailed an invitation and the draft Guidance in advance and 14 accepted. This workshop was an opportunity for officers to review the draft, to ask questions and to provide comments. As well as TfL, a representative from LB Hounslow gave a presentation on their experience so far of developing a WPL. All invitees have been sent the presentations following the workshop and have been invited to comment, with the offer of additional meetings if required.

Next Steps

9. Following the 18th July meeting, TfL will consider the comments made by TEC Executive and by borough officers and produce a further draft of the Guidance. This will be presented to the Mayor for his approval later in the year, with a view to finalising the Guidance by October. A short report summarising the key issues raised will also be produced. TfL will communicate the final Guidance (and the model Scheme Order) to all boroughs by email.

10. A separate but related matter is the need for new regulations for WPL in London. These have been put in place for non-London schemes but were never developed for London. These new regulations (which would be secondary legislation subject to negative resolution procedure) are required in order to enforce WPLs, to assure long-term use of the revenue and to allow transfer of liability in instances where an employer provides parking for another employer. TfL has commissioned Bircham Dyson Bell to produce draft Regulations in order to facilitate their speedy adoption into law. TfL has been in regular contact with DfT and it is understood to be amenable in principle to progressing these regulations. The lack of these regulations is not a hindrance to the development of schemes – which in any case is likely to take 2-3 years – but they are necessary for their effective implementation.
11. Finally it should be noted that the existence of the Mayor's Guidance does not constitute a WPL scheme nor any commitment to implement them. Any London borough that decides to explore the potential of a WPL or develop a scheme are expected to follow the Guidance, which includes undertaking its own formal consultation on the proposed scheme.

Recommendations

Members are asked to:

1. **Note** the approach being taken by TfL and the Mayor with regard to draft WPL Guidance, a model Scheme Order and draft Regulations
2. **Provide** any comments on the draft Guidance. TfL will consider the comments made and update the Guidance with a view to requesting Mayoral approval later in the summer and formal issue of the Guidance around September.

Financial Implications

The adoption of the Mayor's Guidance (following this round of engagement with London Councils and borough officers) would be developed with no implementation or operational costs to TEC or the London boroughs.

Legal Implications

In developing WPLs, boroughs will need to have regard to this Mayor's Guidance, and to Schedule 24 of the GLA Act 1999

Equalities Implications

There are currently no equalities implications arising from the recommendations. As can be seen in the draft Guidance, boroughs will be required to carry out Equality Impact Assessments on schemes as part of the formal consultation on them.

London Councils' TEC Executive Sub Committee

Transport & Mobility Services Performance Information

Item no: 06

Report by:	Andy Rollock	Job title:	Mobility Services Manager
Date:	18 July 2019		
Contact Officer:	Andy Rollock		
Telephone:	020 7934 9544	Email:	andy.rollock@londoncouncils.gov.uk

Summary: This report details the London Councils Transport and Mobility Services performance information for Q4 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 Q4 in 2018/19 and provides complete figures for 2018/19 and Q3 in 2018/19.

Equalities Considerations

None.

Financial Implications

None.

APPENDIX 1: TRANSPORT & MOBILITY SERVICES: PERFORMANCE QUARTER 4

LONDON TRIBUNALS

	Target (where appropriate)	2018/19 Full Year	2018/19 Q3	2018/19 Q4	Red / Amber / Green (RAG) rating Q4
Environment and Traffic Adjudicators (ETA)					
No. of appeals received	N/A	42,835	10,622	11,280	N/A
No. of appeals decided	N/A	36,486	8,693	9,775	N/A
% allowed	N/A	49%	50%	51%	N/A
% Did Not Contest	N/A	27%	29%	30%	N/A
% personal hearings started within 15 minutes of scheduled time	80%	87%	87%	90%	Green
Average number of days (from receipt) to decide appeals (postal)	56 days	29 days	28 days	29 days	Green
Average number of days (from receipt) to decide appeals (personal)	56 days	47 days	48 days	47 days	Green
Average number of days (from receipt) to decide appeals (combined)	56 days	34 days	34 days	34 days	Green
Road User Charging Adjudicators (RUCA)					
No. of appeals received	N/A	9,812	2,865	2,374	N/A
No. of appeals decided	N/A	9,366	2,840	2,722	N/A
% allowed	N/A	32%	30%	32%	N/A
% Did Not Contest	N/A	20%	15%	22%	N/A
% personal hearings started within 15 minutes of scheduled time	80%	85%	85%	90%	Green
Average number of days (from receipt) to decide appeals (postal)	56 days	61 days	60 days	51 days	*Green
Average number of days (from receipt) to decide appeals (personal)	56 days	46 days	44 days	53 days	Green
Average number of days (from receipt) to decide appeals (combined)	56 days	56 days	54 days	52 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%	99%	99%	99%	Amber**
Number of telephone calls to London Tribunals	N/A	34,496	8,837	8,845	N/A
% of calls answered within 30 seconds of the end of the automated message	85%	99%	99%	99%	Green

Comment:

* Full Year statistics are based on quarterly totals and are subject to end of year verification, which is taking place over the next month

**10 notifications were not dispatched within 5 working days due to processing errors

FREEDOM PASS

	Target (where appropriate)	2018/19 Full Year	2018/19 Q3	2018/19 Q4	Red / Amber / Green (RAG) rating Q4
Number of active passes at end of period	N/A	1,170,848	1,188,763	1,170,848	N/A
Number of new passes issued (BAU)	N/A	45325	12,148	11,711	N/A
Number of passes issued (2019 Renewal)	N/A	41567	221	36,181	N/A
Number of replacement passes issued	N/A	98948	24,384	22,451	N/A
Number of phone calls answered (BAU)	N/A	200603	48,023	48,817	N/A
% Answered within 45 seconds (BAU)	85%	79%	78%	83%*	Red*
% of calls abandoned	<2%	2.99%	2%	1.87%	Green
Customer Satisfaction Survey rating (scoring 7 or above)	75%	92%	N/A	92%	Green
Number of phone calls answered (2019 Renewal)	N/A	7852	0	5,803	N/A
% Answered within 45 (2019 Renewal)	85%	79.3%	N/A	79.3%	Red*
Number of letters and emails answered	N/A	72692	19,217	19,234	N/A
Number of emails answered (2019 Renewal)	N/A	0	0	0	N/A

BAU = Business as Usual

Comment:

*The percentage of calls answered (BAU) has improved this quarter, although still not meeting the 85% target. London Councils officers are working with the contractor in order to make improvements. The target for percentage of calls abandoned has improved from Q3. However, it should be noted that customer satisfaction remains very high at 92%, which is well in excess of the 75% target.

TAXICARD

	Target (where appropriate)	2018/19 Full Year	2018/19 Q3	2018/19 Q4	Red / Amber / Green (RAG) rating Q4
Number of active passes at end of period	N/A	56,401	57,373	56,401	N/A
Number of new passes issued	N/A	6977	1,994	1,897	N/A
Number of replacement cards issued	N/A	3,941	986	957	N/A
Number of phone calls answered at London Councils	N/A	28,115	6,878	6,592	N/A
% Answered within 30 seconds	85%	91.5%	85%	83%	Red
Number of journeys using Taxicard	N/A	1,122,279	270,477	234,935	N/A
% in private hire vehicles	N/A	8%	6%	5%	N/A
% of vehicles arriving within 15 minutes (advance booking)	95%	93.43%	94%	88%	Red
% of vehicles arriving within 30 minutes (on demand)	95%	94.51%	97%	88%	Red

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 reduction in service on Taxicard bookings. London Councils officers are taking active measures to improve the service with the contractor, as reported to the full TEC in June 2019.

TRACE (TOWAWAY, RECOVERY AND CLAMPING ENQUIRY SERVICE)

	Target (where appropriate)	2018/19 Full Year	2018/19 Q3	2018/19 Q4	Red / Amber / Green (RAG) rating Q4
Number of vehicles notified to database	Number of vehicles notified to database	47,190	11,698	10,250	N/A
Number of phone calls answered	Number of phone calls answered	20,037	5,067	4,835	N/A
% of calls answered within 30 seconds of the end of the automated message	85%	96%	97%	98%	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)	2018/19 Full Year	2018/19 Q3	2018/19 Q4	Red / Amber / Green (RAG) rating Q4
Number of permits on issue at end of period	N/A	66,199	65,423	66,199	N/A
Number of permits issued in period	N/A	16,919	4,538	5,047	N/A
Number of vehicle observations made	10,800 per year 2,700 per year	11,340	3,031	2,649	*Red
Number of penalty charge notices issued	N/A	5,785	1,333	1,468	N/A
Number of appeals considered by ETA	N/A	90	33	17	N/A
% of appeals allowed	Less than 40%	62%	68%	58%	**Red

Comment:

*Target for enforcement contractor is set at 900 observations per month. The target not met by 51 observations due to resourcing issues which have now been resolved between the two parties.

**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)	2018/19 Full Year	2018/19 Q3	2018/19 Q4	Red / Amber / Green (RAG) rating Q4
Traffic Enforcement Court: number of debt registrations	N/A	656,658	162,869	209,798	N/A
Traffic Enforcement Court: number of warrants	N/A	526,272	93,267	158,532	N/A
Traffic Enforcement Court: transactions to be processed accurately within 1 working day	100%	99%	100%	99%	*Amber

Comment:

*In February 1,711 files were not processed within 1 day because the number of files received on the day in question was unusually high and breached the maximum number that TEC would accept. As such, the files had to be split over 2 days.

HEALTH EMERGENCY BADGES

	Target (where appropriate)	2018/19 Full Year	2018/19 Q3	2018/19 Q4	Red / Amber / Green (RAG) rating Q4
Number of badges on issue at end of period	N/A	4,079	4,029	4,079	N/A
Number of badges issued in period	N/A	2,363	427	458	N/A

LONDON EUROPEAN PARTNERSHIP FOR TRANSPORT

	Target (where appropriate)	2018/19 Full Year	2018/19 Q3	2018/19 Q4	Red / Amber / Green (RAG) rating Q4
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.

TEC Provisional Outturn Expenditure 2018/19

Appendix A

	Revised Budget 2018/19 £000	Provisional Outturn £000	Variance £000
Payments in respect of Concessionary Fares			
TfL	322,924	322,924	0
ATOC	19,552	19,552	0
Other Bus Operators	1,500	999	-501
Freedom Pass issue costs	1,518	1,529	11
Freedom Pass Administration	479	522	43
City Fleet Taxicard contract	12,238	9,984	-2,254
Taxicard Administration	537	582	45
Interest on late payments to TfL	0	19	19
	358,748	356,111	-2,637
TEC Trading Account Expenditure			
Payments to Adjudicators	1,112	1,079	-33
Northgate variable contract costs	554	573	19
Payments to Northampton County Court	3,000	4,372	1,372
Lorry Control Administration	793	673	-120
ETA/RUCA Administration	2,664	2,650	-14
HEB Expenditure	45	41	-4
Depreciation	0	4	4
	8,168	9,392	1,224
Sub-Total	366,916	365,503	-1,413
Operating Expenditure			
Contractual Commitments			
Northgate Fixed Costs	92	92	0
Bank charges	0	64	64
	92	156	64
Salary Commitments			
Non-operational staffing costs	639	638	-1
Members	19	23	4
Maternity Provision	30	0	-30
	688	661	-27
Other Commitments			
Supplies and service	202	151	-51
Research	40	11	-29
One off payment to boroughs	0	0	0
	242	162	-80
Total Operating Expenditure	1,022	979	-43
Central Recharges	111	84	-27
Increase in Bad Debt provision	0	183	183
Total Expenditure	368,049	366,749	-1,300

TEC Provisional Outturn Income 2018/19

Appendix B

	Revised Budget 2018/19 £000	Provisional Outturn £000	Variance £000
Borough contributions to TfL	322,924	322,924	0
Borough contributions to ATOC	19,552	19,552	0
Borough contributions to other bus operators	1,500	1,500	0
Borough contributions to FP issue costs	1,518	1,518	0
Borough contributions to freedom pass administration	0	0	0
Income from replacing lost/faulty freedom passes	684	1,029	-345
Income from replacing lost/faulty taxicards	21	17	4
Borough contributions to Comcab	2,116	137	1,979
TfL contribution to Taxicard scheme	10,122	9,847	275
Borough contributions to taxicard administration	324	324	0
TfL Contribution to taxicard administration	124	126	-2
Borough contributions towards interest on late payments to TfL	0	19	-19
	358,885	356,993	1,892
TEC trading account income			
Borough contributions to Lorry ban administration	0	0	0
Lorry ban PCNs	800	1,521	-721
Borough parking appeal charges	930	1,006	-76
TfL parking appeal charges	234	186	48
GLA Congestion charging appeal income	353	399	-46
Borough fixed parking costs	2,045	1,955	90
TfL fixed parking costs	214	214	0
GLA fixed parking costs	497	497	0
Borough other parking services	500	679	-179
Northampton County Court Recharges	3,000	4,372	-1,372
	8,573	10,829	-2,256
Sub-Total	367,458	367,822	-364
Core borough subscriptions			
Joint Committee	46	46	0
TEC (inc TfL)	51	51	0
	97	97	0
Other Income			
TfL secretariat recharge	31	31	0
Investment income	0	44	-44
Other income	0	9	-9
Sales of Health Emergency badges	44	66	-22
	75	150	-75
Transfer from Reserves	419	419	0
Central Recharges	0	0	0
Total Income	368,049	368,488	-439

Transport and Environment Executive Sub Committee

TEC Pre-Audited Financial Results 2018/19

Item 07
no:

Report by: Frank Smith

Job title: Director of Corporate Resources

Date: 18 July 2019

Contact Officer: Frank Smith

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Summary:

This report details the provisional pre-audited final accounts for the Transport and Environment Committee for 2018/19. The summary figures are detailed in the box below:

Revenue Account	Budget £000	Actual £000	Variance £000
Expenditure	368,049	366,566	(1,483)
Income	(367,630)	(368,069)	(439)
Sub-Total	419	(1,503)	(1,922)
Net Transfer to/ (from) reserves	(419)	(419)	-
Increase in bad debt provision	-	183	183
(Surplus)/Deficit for the year	-	(1,739)	(1,739)
Reserves and Provisions	General Reserve £000	Specific Reserve £000	Total Reserves £000
Audited as at 1 April 2018	3,060	3,111	6,171
Transfer between reserves	(140)	140	-
Transfer (to)/from revenue	(419)	-	(419)
Surplus/(Deficit) for the Year	1,437	302	1,739
Provisional as at 31 March 2019	3,938	3,553	7,491

Recommendations: The TEC Executive Sub-Committee is asked:

- To note the provisional pre-audited financial results for 2018/19, which show an indicative surplus of £1.739 million for the year;
- To agree the transfer of £302,000 out of the provisional surplus to the specific reserve, in accordance with usual Committee practice;
- To agree the carry forward of the underspend on the IT system development budget of £17,000 into 2019/20;
- To agree the carry forward of the underspend on the LLC Scheme review budget of £116,000 into 2019/20; and
- To note the provisional level of reserves, as detailed in paragraph 40 and the financial outlook, as detailed in paragraphs 41-42 of this report.

Introduction

1. The appendices to this report show the following information:
 - Appendix A – The provisional outturn expenditure position for 2018/19; and
 - Appendix B – The provisional outturn income position for 2018/19.
2. This report details the provisional financial results prior to audit and provides commentary on the variances against the revised approved budgets for the year – in effect, the format is the same as the quarterly revenue forecast monitoring reports presented to this Committee throughout the year. KPMG LLP will audit the accounts for 2018/19 during July 2019 and present the accounts to the Audit Committee, along with the annual audit report, on 18 September. At its November 2019 meeting, the London Councils Executive will be asked to adopt the three audited accounts and the annual audit report, with this Committee being asked to separately adopt the audited accounts for the TEC at its November meeting.

TEC Functions

3. Members will recall that TEC's activities are accounted for in two separate ways. The first can be classified as traditional local authority-type expenditure, where specific committee approved borough subscriptions and charges are levied by the Committee to cover the costs of the policy, permit-issuing and concessionary fares functions of the committee. Income and expenditure in these areas are relatively consistent year-on-year, with few significant variations from the budgeted figures at the year-end.
4. The second method is classified as traded services and covers the boroughs and TfL/GLAs use of the various services provided by the Committee, the main services being the hearing of environmental and traffic appeals and road user charging appeals at the London Tribunal hearing centre based at Chancery Exchange. Levels of income and expenditure cannot be precisely forecast, as overall levels of activity are based on usage volumes determined by the public (in the case of appeals), boroughs and TfL/GLA. The contractor, Northgate public services (NPS), currently provides these services to the Committee for a combination of a fixed contract sum of just under £1.2 million per annum and by a unit charge for each time the various services are used by the boroughs, the GLA and TfL. Users are recharged for their actual usage of the variable cost services, plus a fixed charge to cover the fixed costs of operating these functions. The fixed charge is apportioned to each borough in accordance with the proportion of Penalty Charge Notices (PCNs) issued in London during the course of the last full financial year for which figures are available. For 2018/19, this period was the 2016/17 financial year.
5. The Committee also leads on projects that are funded from non-London Councils/borough sources. The single significant project that continued to be managed by the Committee in 2018/19 was the London European Partnership for Transport (LEPT). Funding for this project is ring-fenced, meaning that any surplus or deficit of income over expenditure at the year-end will be carried forward in the Committee's general balances for application to or recovery from this project in the next financial year.

Revised Budget 2018/19

6. The Full Committee approved the original budget for TEC for 2018/19 in December 2017. The revised revenue expenditure budget for 2018/19, as adjusted for the confirmation of borough funding and TfL funding for the Taxicard scheme for the year, was £368.049 million.

7. The corresponding revised revenue income budget was £367.630 million, with the approved transfer of £419,000 from reserves producing a balanced budget for the year.

Provisional Results 2018/19

8. The provisional outturn figures for income and expenditure in 2018/19, compared against the above revised budgets, are detailed in full at appendices A and B, and summarised in Table 1 below:

Table 1 – Comparison of Provisional Income and Expenditure against Revised Budget 2018/19

Actual 2017/18		Revised Budget 2018/19	Actual 2018/19	Variance 2018/19	
£000	Expenditure	£000	£000	£000	%
627	Non-operational Staffing	688	661	(27)	(3.9)
376	Running Costs	294	310	16	5.4
125	Central Recharges	111	84	(27)	24.3
1,128	Total Operating Expenditure	1,093	1,055	(38)	(3.5)
9,218	Direct Services	8,168	9,390	1,222	15.0
357,973	Payments in respect of Freedom Pass and Taxicard	358,748	356,110	(2,638)	(0.7)
36	Research	40	11	(29)	(72.5)
340	One off payment to boroughs	-	-	-	-
-	Debt write-off	-	-	-	-
368,695	Total Expenditure	368,049	366,566	(1,483)	(0.4)
	Income				
(358,988)	Contributions in respect of Freedom Pass and Taxicard	(358,885)	(356,993)	1,892	0.5
(10,523)	Charges for direct services	(8,573)	(10,829)	(2,256)	(26.3)
(97)	Core Member Subscriptions	(97)	(97)	-	-
(19)	Interest on Investments	-	(44)	(44)	-
(111)	Other Income	(75)	(106)	(31)	(41)
(478)	Net transfer to/(from) Reserves	(419)	(419)	-	-
(370,216)	Total Income	(368,049)	(368,488)	(439)	(0.1)
(53)	Increase/(Reduction) in bad debt provision	-	183	183	-
(1,574)	Deficit/(Surplus)	-	(1,739)	(1,739)	-

9. In addition to the transactions detailed in Table 1 above there are costs and income associated with the London European Partnership for Transport (LEPT), which is TfL/EU funded. The provisional outturn indicates there was a surplus of £21,000 largely as a result of a vacancy during the year. The surplus will be carried forward to be spent on future LEPT related activities. The provisional outturn is summarised in Table 2 below:

Table 2 – Income and Expenditure relating to LEPT 2018/19

	£000
Employee Related Costs	65
Premises Costs	16
Running/Central Costs	20
Other Costs	18
Total Expenditure	119
Grant/Other Income	(140)
Deficit/(Surplus)	(21)

10. A provisional surplus on revenue activities of £1.739 million has been posted for 2018/19, the headlines of which are summarised in Table 3 below. This compares the provisional outturn to the forecasted position reported at the end of December 2018 (Month 9) and highlights the movement between the two positions.

Table 3 – TEC – Analysis of revenue account surplus 2018/19

	Outturn	M9	Movement
	£000	£000	£000
Freedom Pass non-TfL bus services	501	390	111
Freedom Pass survey and reissue costs (net of additional replacement Freedom Passes income)	302	268	34
Interest earned on investment of cash-balances	44	20	24
Research	29	3	26
Net position on Taxicard	-	-	-
Shortfall in replacement taxicard passes income	(4)	(5)	1
Net position on parking appeals	88	135	(47)
Net position on other traded parking services	88	61	27
London Tribunals Administration	14	32	(18)
Lorry Control Administration	120	136	(16)
Lorry Control PCNs	721	200	521
Freedom Pass Administration	(43)	(27)	(16)
Taxicard Administration	(45)	19	(64)
Non-operational staffing costs	27	10	17
Underspend on running costs/central recharges	24	167	(143)
Underspend on IT system developments	17	-	17
Rechargeable parking systems related work	-	-	-
Net additional in Health Emergency Badge income	26	2	24
Miscellaneous Income	13	-	13
Increase in Bad Debt provision	(183)	-	(183)
Provisional surplus for the year	1,739	1,411	328

11. From this provisional surplus figure, the Committee is being asked to carry forward balances amounting to £133,000 into 2019/20 (paragraphs 21 and 27 below refer). If this request is approved, the provisional surplus reduces to £1.606 million. An explanation for each of the variances is provide in subsequent paragraphs.

Freedom Pass non-TfL bus services (-£501,000)

12. In December 2017, TEC approved a budgetary provision of £1.5 million for 2018/19 to cover the cost of payments to non-TfL bus operators under the national concessionary fares scheme, the overall cost of which is demand led by eligible bus users. This was made up of projected claims of £1.3 million based on mid-year 2017/18 data plus a £200,000 contingency to cover potential new bus operators joining the scheme. Claims from operators amounting to £999,000 have been received and accepted for 2018/19, which has led to an underspend of £501,000, or 33%. This is broadly attributable to the following:
- A 13% fall in journey volumes largely as a result of the eligible age increase which has reduced the number of younger pass holders traveling longer distances;
 - A 4% reduction in the projected average trip fare from £3.61 to an actual unit fare of £3.47; and
 - £200,000 or 13% underspend in relation to the contingency budget for potential additional operators not being fully utilised.

Net Freedom Pass survey and issue costs (-£302,000)

13. The budget for the freedom pass survey and issue processes for the year was £1.518 million. This budget covers the issuing of Freedom Passes to new applicants and for the replacement of passes which are lost, stolen or faulty. For 2018/19, it also covered the cost of the mid-term review of pass eligibility. Total expenditure for 2018/19 was £1.529 million, of which £191,000 was spent on the mid-term review, leading to an overspend of £11,000. This slight overspend was in part due to a number of changes to the way the review was communicated compared to the previous mid-term reviews such as a higher calls to letters sent ratio, which should lead to savings in future periods. In addition, a sum of £1.029 million was collected during 2018/19 in respect of replacement Freedom Passes, £345,000 in excess of the £684,000 budgetary provision, which reduces by £32,000 to £313,000 once bank charges are taken into account. In net terms, therefore, there was a surplus of £302,000, which, in accordance with approved TEC practice, will be transferred from the provisional surplus to the specific reserve created to fund the full 2020 freedom pass renewal process.

Interest earned on investment of cash-balances (-£44,000)

14. Cash-flow management undertaken at the City of London, who invest London Councils cash balances on behalf of boroughs, has yielded interest receipts of £44,000 against a zero budgetary provision.

Research Budget (-£29,000)

15. Expenditure on research of £11,000 was incurred during the year, against an approved budget of £40,000, resulting in an underspend of £29,000.

Taxicard (Net Nil)

16. Total payments to the contractor, City Fleet were £9.984 million, £2.254 million below the revised total budgetary provision of £12.238 million. There are two significant factors contributing to this underspend:
- The total number of trips taken during the year having decreased by 10.3% on the comparative figure for 2017/18; and
 - A new contract being awarded to City Fleet during the financial year which resulted in the cost per trip decreasing by 10% for the final quarter of 2018/19.
17. Many of the borough budgets were higher than the required projected spend so underspending boroughs will be refunded. The net refund to the Boroughs is £1.979 million. TFL now pay in arrears, based on actual trip data from the preceding quarter. Payments received from TFL have therefore reduced in line with actual claims by £261,000 during the year. This is after taking in to account the management charge for LB of Barnet of £13,975 which TFL fund.

Income from the issue of replacement Taxicards (+£4,000)

18. A sum of £17,000 was collected against a full year budgetary provision of £21,000, leading to a £4,000 shortfall.

Traded Services (-£176,000)

19. The net surplus position of £176,000 is made up of a number of elements, which are regularly reviewed by TEC during the year. These are listed below:
- Firstly, there are two elements where the effect on income and expenditure levels produces a neutral effect and does not change the overall net surplus position:
 - A provisional overspend of £1.372 million for increased payments to Northampton County Court, which is a borough demand led service for the registration of persistent non-payers of parking PCN's in the County Court at £7 per time. The costs are fully recovered from boroughs, leading to a compensating increased level of income collected for the year.
 - Expenditure on congestion charging appeals is estimated to be £402,000, £49,000 more than the budgetary provision of £353,000. The number of appeals represented by corresponding financial transactions posted in the accounts during the year was 9,644, which is 1,844 more than the budgeted figure of 7,800. The throughput of appeals was calculated at 1.93 appeals per hour, compared to 2.37 per hour for 2017/18. However, as the cost of these appeals is recharged to the GLA/TfL at full cost, there was a corresponding increase in income due for the year of £49,000, which therefore has a zero effect on the Committee's provisional financial position for the year.
 - Secondly, there is a net surplus of £99,000 in respect of environmental and traffic appeals. The number of appeals and statutory declarations represented by corresponding financial transactions posted in the accounts during the year was 42,721 against a budget of 41,278, generating income of £1.189 million, £24,000 more than the budget estimate of £1.165 million. In addition, there is an underspend of

£66,000 in adjudicators costs and contractor costs of £10,000. The throughput of appeals was 3.54 appeals per hour, compared 3.66 appeals per hour for 2017/18.

- Thirdly, the transaction volumes for other parking systems¹ used by boroughs and TfL continue to fluctuate overall, resulting in a projected net surplus of £68,000. On the expenditure side, this takes into account the unit pricing structure charged by Northgate and expenditure was £11,000 more than the £189,000 budget. On the income side, unit cost recharges to boroughs for 2018/19 were set by the full Committee in December 2017 and amounted to £578,000, £79,000 more than the £499,000 income target.

London Tribunals Administration (-£14,000)

20. The appeals Hearing Centre underspent the budget of £2.664 million by £14,000. There was a provisional underspend on ETA operations of £14,000, spread over various budgets, primarily legal costs.

Lorry Control Administration/PCN income (-£841,000)

21. The administration of the London Lorry Control Scheme underspent the budget of £793,000 by £120,000. This is attributable to an underspend on general office costs of £29,000, an overspend of central recharges and staffing related costs of £25,000 and an underspend of £116,000 in respect of the review of LLC Scheme, £86,000 of which was a carried forward budget from 2017/18. The TEC Executive Sub-Committee is asked to approve the carry forward of the underspend on the review of the LLC Scheme of £116,000 into 2019/20. Approximately £20,000 was spent in 2018/19 on the ANPR camera enforcement pilot with further developments planned for this year.
22. There was, however, a significant overachievement in the collection of PCN income of £721,000 above the budgetary provision of £800,000. This was due to continued effective performance of the outsourced enforcement function leading to increased transaction volumes and higher levels of debt being raised and collected. Of the £1.521 million income due for the year, £333,000 has yet to be collected and has been registered with the County Court. The bad debt provision has been increased by £183,000 in respect of this outstanding amount, in accordance with usual accounting practice. This increase on the bad debt provision therefore reduces the net surplus income to £538,000 for the year.

Freedom Pass Administration (+£43,000)

23. The administration of the freedom pass over spent the budget by £43,000, attributable to overspends on salary costs of £5,000, £31,000 on general office costs and £7,000 on central recharges.

Taxicard Administration (+£45,000)

¹ These consist of TRACE, which allows a vehicle owner to find out the exact location of their towed-away vehicle and how much the release fee will be; and TEC, the system that allows boroughs to register any unpaid parking tickets with the Traffic Enforcement Centre and apply for bailiff's warrants.

24. The administration of the taxicard scheme overspent the budget by £45,000. Additional salary costs of £14,000 were incurred, along with additional central costs and general office costs of £15,000 respectively.

Non Operational Staffing Costs (-£27,000)

25. The non-operational employee cost budget of £688,000, including £19,000 for member's allowances, underspent by £27,000 at £661,000. This is primarily attributable to the maternity cover budget not being fully used, together with vacancies being held in respect of policy staff in the Policy and Public Affairs Directorate, leading to a reduced recharge to TEC for these salary costs.

Running Costs/Central Recharges (-£24,000)

26. This underspend is the net effect of an to overspend of £31,000 for grossed up bank charges (offset by commensurate additional income), £15,000 for recruitment & training costs, £4,000 depreciation and an underspend supplies and services of £47,000 and central recharges of £27,000.

IT Systems Developments (-£17,000)

27. The budgetary provision of £50,000 was allocated in 2018/19 for IT developments in respect of London Tribunals systems. This budget was supplemented by a carry forward of unspent budget of £44,000 from 2017/18, as approved by this Committee in July 2018, making a total budgetary provision of £94,000 for the year. Expenditure of £77,000 has been incurred during 2018/19, leading to an underspend of £17,000. The Executive Sub-Committee is requested to approve that this amount be carried forward into 2019/20 to continue the development work.

Other income (-£39,000)

28. Other income exceeded the budget by £39,000, largely as a result of income from hosting the GULCS project of £10,000 and additional income for Health Emergency Badge sales of £26,000.

Bad Debts provision (+£183,000)

29. The Committee's bad debt provision as at 1 April 2018 was £86,000, of which £84,000 related to Lorry Control PCNs that had been registered at the County Court but which were unpaid at 31 March 2018. A review of the aged debts at the year-end has resulted in a revised year-end provision of £268,000, £267,000 of which relates to Lorry Control PCN income, an increase of £183,000. The remaining £1,000 relates to other parking debt, in accordance with London Councils accounting policies, no change on the provision for 2017/18.

Balance Sheet as at 31 March 2019

30. The summary provisional balance sheet position as at 31 March 2019 is shown in Table 3 below, compared to the position 12 months ago:

Table 3 – Balance Sheet Comparison - Provisional Figures 2018/19 and 2017/18

	As at 31 March 2019 (£000)	As at 31 March 2018 (£000)
Fixed Assets	617	720
Current Assets	10,709	8,771
Current Liabilities	(3,876)	(3,357)
Long-term liabilities	(8,127)	(8,613)
Total Assets less Liabilities	(677)	(2,479)
General Fund	3,938	3,060
Specific Fund	3,553	3,111
Pension Fund	(8,127)	(8,613)
Accumulated Absences Fund	(41)	(37)
Total Reserves	(677)	(2,479)

31. The main features of the provisional balance sheet as at 31 March 2019 are as follows:

- Fixed Assets have decreased by £103,000 to £617,000 from £720,000. The reduction is attributable to an annual depreciation charge of £107,000 offset by expenditure of £4,000 on the acquisition of assets;
- Current assets have increased by £1.938 million from £8.771 million to £10.709 million which is attributable to an increase in cash balances of £775,000 and an increase in debtors of £1.163 million. The increase in debtors is due to:
 - an increase of £968,000 in respect of TfL grant to the Taxicard scheme;
 - an increase of £423,000 in respect of advance payments for the registration of PCN debts at Northampton County Court;
 - an increase of £285,000 in respect of amounts owed by boroughs for the registration of PCN debts at Northampton County Court;
 - an increase of £228,000 in respect of London Lorry Control Scheme debts registered at the County Court;
 - a decrease in the value of debtors due to an increase of £183,000 in the bad debt provision;
 - a decrease of £142,000 in respect of the year-end HMRC VAT debtor;
 - a decrease of £119,000 in respect of borough contributions to the Non-TfL concessionary fare scheme;
 - a decrease of £96,000 in respect of TfL payments for the congestion charging appeals service; and
 - a decrease in residual variances of £201,000;
- Current liabilities have increased by £519,000 from £3.357 million to £3.876 million, which is attributable to:
 - an increase of £1.137 million in respect of borough Taxicard scheme refunds;
 - a decrease of £291,000 in respect of an overpayment to be refunded to a member borough;
 - a decrease of £271,000 in respect of amounts owed to CityFleet the Taxicard contractor; and
 - a decrease of residual variances of £56,000;
- Long-term liabilities, which consists solely of the IAS19 pension deficit, has decreased by £486,000 from £8.613 million to £8.127 million.

The above movements have resulted in an overall decrease in the balance of reserves to a £677,000 debit balance as at 31 March 2019, inclusive of the IAS19 deficit which is explored from paragraph 32 onwards.

Effect of IAS19 Employee Benefits

32. International Accounting Standard 19 (IAS19), Employee Benefits, is an international accounting standard that all authorities administering pensions funds must follow. London Councils through its Admitted Body status as part of the Local Government Pension Scheme (LGPS) administered by the London Pensions Fund Authority (LPFA) through the Local Pensions Partnership (LPP), is subject to this accounting standard.
33. IAS19 requires an organisation to account for retirement benefits when it is committed to give them, even if the actual giving will be many years to come and is, therefore, a better reflection of the obligations of the employer to fund pensions promises to employees. It requires employers to disclose the total value of all pension payments that have accumulated (including deferred pensions) at the 31 March each year.
34. This value is made up of:
 - The total cost of the pensions that are being paid out to former employees who have retired; and
 - The total sum of the pension entitlements earned to date for current employees – even though it may be many years before the people concerned actually retire and begin drawing their pension.
35. IAS19 also requires London Councils to show all investments (assets) of the Pension Fund at their market value, as they happen to be at the 31 March each year. In reality, the value of such investments fluctuates in value on a day-to-day basis but this is ignored for the purpose of the accounting standard. Setting side by side the value of all future pension payments and the snapshot value of investments as at the 31 March, results in either an overall deficit or surplus for the Pension Fund. This is called the IAS19 deficit or surplus.
36. London Councils has to obtain an IAS19 valuation report as at 31 March each year in order to make this required disclosure. This is done through the actuaries of the LPFA fund, Barnett Waddington. The effect of IAS19 is apportioned across London Councils three functions – this Committee, the London Councils Grants Committee (GC) and the London Councils Joint Committee (JC) core functions in proportion to the actual employer's pensions contributions paid in respect of staff undertaking each of the three functions. IAS19 has no effect on the net position of income and expenditure for the year. However, the IAS19 deficit or surplus needs to be reflected in the balance sheet. For the TEC, the Pension Fund deficit as at 31 March 2019 is £8.127 million, which compares against the deficit on the Pension Fund as at 31 March 2018 of £8.613 million, a reduction of £486,000.
37. The reduction is due to a marginal increase in all asset classes, including equities, offset by an increase in the defined benefit obligation as a result of the net effect of changes in the financial and demographic assumptions used in the calculation of the obligation.

38. London Councils' External Auditors, KPMG, will test the assumptions made by the actuary in arriving at this valuation in the course of their external audit during July/August.
39. Table 6 clearly demonstrates that the Committee's balances are notionally reduced by £8.613 million as a result of the requirement to fully disclose the pension fund deficit on the balance sheet. However, future reviews of the employer's pension contribution rate is intended, over time, to assist in reducing the overall deficit and the Committee should not view general balances as being a call on funding the pension fund deficit.

Committee Reserves

40. The Committee's unaudited balances as at 31 March 2019 are broken down in Table 7 below, together with known commitments for the 2018/19 and 2019/20 financial years:

Table 7 – Analysis of Committee 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
Approved in setting 2018/19 budget	(289)	-	(289)
Transfer between reserves	(140)	140	-
Carried forward amounts from 2017/18	(130)	-	(130)
Projected revenue surplus 2018/19	1,437	302	1,739
Estimated Residual Balances at 31 March 2019	3,938	3,553	7,491
IT systems development budget b/f from 2018/19*	(17)	-	(17)
LLC review budget b/f from 2018/19*	(116)	-	(116)
Utilised in 2019/20 budget setting process	(187)	-	(187)
Indicative use of specific reserves in 2019/20	-	(1,242)	(1,242)
Estimated uncommitted reserves	3,618	2,311	5,929

*Subject to approval by this Committee

Conclusions

41. The provisional 2018/19 outturn for the Transport and Environment Committee shows a surplus over budget of £1.739 million. This compares to a forecast surplus as at 31 December 2018, the three quarter stage of the year, of £1.411 million. The £328,000 movement is analysed in detail in Table 3. The analysis of actual income and expenditure against the approved budgets, as detailed in paragraphs 12-29, is mainly due to:
- the net impact of a surplus in Lorry Control PCN income, an underspend on Lorry Control administration and an increase to the bad debt provision resulting in a surplus of £658,000;
 - a net surplus position for spend on Freedom Pass issue costs and replacement Freedom Pass income of £302,000;
 - an increased underspend of £501,000 in respect of non-TfL bus costs;
 - an increased surplus of £176,000 in respect of parking traded services, including appeals; and
 - surplus interest income of £44,000.
42. Provisional uncommitted general reserves of £3.618 million remain after deducting all known future commitments. This equates to 28.3% of estimated operating and direct trading

expenditure of £12.778 million for 2019/20, which is in excess of the upper limit of the 10%-15% yardstick established by the Committee in November 2015.

Recommendations

43. The TEC Executive Sub-Committee is asked to:

- To note the provisional pre-audited final results for 2018/19, which show an indicative surplus of £1.739 million for the year;
- To agree the transfer of £302,000 out of the provisional surplus to the specific reserve, in accordance with usual Committee practice;
- To agree the carry forward of the underspend on the IT system development budget of £17,000 into 2019/20;
- To agree the carry forward of the underspend on the LLC Scheme review budget of £116,000 into 2019/20; and
- To note the provisional level of reserves at paragraph 40 and the financial summary, as detailed in paragraphs 41-42 of this report.

Background Papers

London Councils TEC Budget File 2018/19;

London Councils TEC Forecast File 2018/19;

London Councils TEC Final Accounts Files 2017/18 and 2018/19; and

London Councils Consolidated Final Accounts File 2018/19.



London Councils' Transport & Environment Committee

TEC Priorities for 2019/20

Item no: 11

Report by:	Spencer Palmer Katharina Winbeck	Job title:	Director of Transport and Mobility Head of Transport, Environment and Infrastructure
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Summary This report provides Members with a look back at what has been achieved in 2018/19 and look forward to the priorities for 2019/20.

Recommendation

- Members to agree the priorities for the year 2019/20

APPENDIX A

Introduction

1. We help improve the lives of millions of Londoners every single day, through the London-wide services we run, such as the Freedom Pass, Taxicard and London Lorry Control schemes and through the highly valued support we provide to London boroughs on a range of traffic, parking and transport and environment policy.
2. This report sets out the strategic priorities for the Transport and Mobility services plus related projects and policy areas, headed by Spencer Palmer; and the Transport and Environment policy function which is headed by Katharina Winbeck. The format of this report gives a look back at what has been achieved in 2018/19 under each of the main headings of activity and then presents the priorities for the 2019/20 period.
3. The priorities have been considered by the TEC Chair and Vice Chairs and discussed at the portfolio holder meeting with the Chair of London Councils as part of the wider London Councils' business planning process.
4. This year the future priorities have been considered in the context of the recently published "Pledges to Londoners", which were agreed by the Leaders Committee. The following lists the pledges, which are within the TEC portfolio:
 - Support the promotion of a new Clean Air Act and the introduction of ULEZ across much of London to protect Londoners from harmful polluted air.
 - Deliver at least 2500 charging points for electric vehicles by 2022, including the option for 20 rapid charge points in each borough.
 - Work towards including a target of one tree for every Londoner in our local plans. Hold TfL to account for improving the bus route network in every London borough.
 - Lobby for improved certainty and levels of local road funding through TfL's LIP process.
 - Press for London borough representation on the TfL Board.
 - Create, cost and lobby for a programme of local transport infrastructure delivery; addressing enhanced connectivity, platform extensions and related responses to growing demand.
 - Lobby for the delivery of major transport investment including CR2, HS2, Euston redevelopment, Bakerloo Line extension, West London Orbital and Tram network.
 - Work to agree new forms of London borough influence on the specification, management and award of rail franchises so that the borough voice is at the heart of commissioning; and argue for further devolution to London.
 - Lobby for fiscal devolution of transport taxes including a proportion of VED to help fund highway maintenance, and new fiscal levers to unlock home building.
5. The delivery of these pledges will be overseen by TEC. They reflect shared pan-London priorities for Leaders over the next three years but the list does not reflect the entirety of TEC's workplan for this period. TEC has also a wide range of policy, project and service delivery responsibilities described in detail within this report.
6. Whilst the priorities contained within this report are what officers will focus on in 2019/20, officers will continue to be responsive to changing or emerging priorities of Members, the Mayor of London and Government, and respond or undertake work as appropriate.

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Environment Policy

Within environment policy, London Councils has concentrated on three main themes;

1. Air Quality
 2. Waste
 3. Flooding / climate change
7. From discussions with borough members and officers, these three policy areas remain the right priorities going forward. From central government, we are expecting an Environment Bill with an emphasis on air quality and several consultations resulting from the principles published in the Resources and Waste Strategy in December 2018.
8. Hence, London Councils will continue to work with boroughs to increase the funding and powers available to them to address poor air quality in London, create a more efficient waste service that continues to deliver for Londoners and reduces the risk of flooding, exacerbated through climate change, to London's communities and infrastructure.
9. This will be achieved through strengthening of the sub-regional partnerships that exist in all these areas, to enable more effective collaboration at this level as well as improved teaming up of existing stakeholders, such as LEDNet, LWARB, Thames RFCC, LoDEG, the Environment Agency, Thames Flood Advisors and Thames Water.
10. In 2018/19 we have:
- Launched the third consecutive year of air quality polling on Clean Air Day, resulting in much positive press coverage and much interest from a wide range of stakeholders
 - Undertook a more co-ordinated effort to communicate all the activities that took place as part of Clean Air Day in London
 - London Councils TEC agreed a number of principles for a new Clean Air Act and attended the Clean Air Summit with other metro mayors and Defra SoS
 - Worked closely with the City of London on specific air quality legislation
 - Worked jointly with the GLA where possible to influence government's Environment Act, which includes a section on air quality
 - Supported TfL in the introduction of the ULEZ through closer workings with borough heads of communications
 - Continued the delivery of the Go Ultra Low Cities Scheme (GULCS) to roll out electric vehicle charge points with extensive borough engagement activities, such as:
 - Borough engagement event on the imminent launch of the framework
 - Borough peer to peer learning events
 - Procurement workshops after the framework went live
 - Procurement Framework Supplier Showcase event for boroughs
 - Stand at London Councils Summit
 - GULCS Procurement Framework live and available for boroughs to use, with currently over 1,100 slow and fast chargers installed on borough roads

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- Published paper in Institution of Civil Engineer (ICE) Journal and made a video promoting it
- Provided a number of supporting documents and templates, such as the GULCS Financial Evaluation Procurement Templates and the first of its kind electrical guidance for installing EV infrastructure
- Represented London boroughs at the EV Infrastructure Taskforce
- Set up a London Councils TEC Rapid Charging sub-group with a supporting group of officers, which identified over 500 sites for rapid charging infrastructure
- Through LEDNet, 11 boroughs are taking part in the Sharing Cities project led by the GLA, funded by the EU and looking to introduce smart lamppost in participating boroughs.
- Published, through LEDNet and Keep Britain Tidy, research on flytipping behaviour
- Submitted, through LEDNet, response to the Treasury single use plastics consultation
- Co-ordinated London's local government contribution to the Resources and Waste Strategy
- Held the first strategic meeting between London Councils TEC and LEDNet
- Initiated a more formal relationship between London Councils TEC and LWARB through regular meetings between the two chairs
- Continued to support the Thames Flood Advisors to ensure they provide a relevant, efficient and sustainable service to local authorities
- Continued to work with the flooding sub-regions to enable more effective and efficient partnership arrangements
- Continued to work jointly with the Thames RFCC including the Environment Agency and Thames Water on flood related issues
- Supported the London Councils resilience team in Brexit planning, particularly around waste management but also wider environmental issues for the longer term

In addition, we responded to the following consultations;

- Defra environmental watchdog
- Defra clean air strategy
- Defra cleaner fuels for domestic burning
- DfT community transport
- TfL improving safety in PHVs
- TfL changes to the Congestion Charge Zone
- TfL Central London Bus Review
- Defra proposal to ban plastic straws, buds and stirrers (LEDNet)
- Treasury single use plastics consultation (LEDNet)
- Defra Select Committee on draft Environment (Principles and Governance) Bill

11. In 2019/20 we will:

- Undertake joint lobbying with a variety of stakeholders, such as the City of London, GLA, Client Earth and others as appropriate, on air quality legislation that results in cleaner air for residents and is fit for purpose

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- More actively support Clean Air Day to galvanise public opinion on this important issue for London
- Undertake further air quality polling
- Continue to work with heads of communication and colleagues at TfL and GLA on improved communications with residents and businesses about the introduction of the extended ULEZ in 2020
- Work with boroughs that are dissected by the extended ULEZ boundary to agree the best way forward for its introduction
- Continue to implement the GULCS scheme with participating boroughs
- Develop phase 2 of GULCS, creating a 'one stop shop' for residents as well as further joint delivery if supported by boroughs
- Establish tree baseline figure for each borough and agree through TEC that boroughs should aim for having one tree for each resident. Officers to monitor progress annually
- Encourage boroughs to take up the Grants available through 'Greener City Fund' from the Mayor
- Continue to strengthen the sub-regional strategic flooding partnerships to achieve self-sufficiency and reduce the amount of support required from London Councils officers
- Continue to strengthen the partnership between London Councils TEC and the Thames RFCC as well as the Environment Agency and Thames Water
- Work closely with LWARB and LEDNet to improve recycling rates and reduce littering and fly-tipping in London
- Continue to work with Defra, the LGA, LEDNet and ADEPT as well as LWARB and GLA to ensure that the implementation of the Resources and Waste Strategy does not increase the burden on London's local authorities and respects the different needs of different localities
- Continue the support of the London Councils resilience team around any Brexit related policies in this area.

Transport Policy

12. The specific key policy drivers within transport are the cuts in Local Implementation Plan funding announced by TfL in 2017, the delay to and increasing cost of the Elizabeth Line and the ambitious transport strategy published in the summer of 2018.
13. Similarly, to the environmental policy agenda, London Councils key priorities are therefore to increase the funding and powers available to London local authorities to fulfil their role as Highway authorities as well as implementing some key strategic and local transport infrastructure. Within this policy area, London Councils is also working closely with TfL and GLA colleagues to achieve the best outcome for London's local authorities on TfL run services, such as buses, the tube and rail network. London Councils TEC supports the Vision Zero agenda and agrees with the healthy streets approach and the priority given in the Mayors Transport Strategy to encourage more active ways to travel. The Committee has also expressed the wish to be more proactive in the future mobility agenda.
14. This will be achieved through continuing to build the relationship with finance directors at TfL, further lobbying of government and improved collaborative working with the Wider

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South East as well as DfT and the Treasury. London Councils TEC will continue to encourage authorities to collaborate where it is effective and efficient to do so and reach an informed and influential view on new transport initiatives, such as shared transport, smart mobility, autonomous vehicles and demand responsive initiatives.

15. In 2018/19, London Councils has:

- Engaged with TfL and borough finance directors to scrutinise and better understand the TfL business planning process. This has resulted in better understanding of both parties' positions and improved information flow between TfL and boroughs. Several principles were established, such as no further reduction in the formula funded element of LIPs, enabling boroughs to carry forward funding and establishing fruitful dialog early on when problems arise.
- Lobbied the Mayor for a top up of LIP funding from his budget.
- Improved its relationship with the London Technical Advisory Group and utilised this more effectively in London Councils lobbying efforts.
- Used a number of parliamentary question opportunities to raise awareness of the funding pressures faced by London's highway assets and pressed for additional funding, such as devolution of VED.
- Continued working with the LIP borough working group and published, jointly with TfL, LIP guidance, a LIP template and much improved data packs, enabling boroughs to complete their third LIP much more efficiently than in previous years.
- Established the principle of setting up task and finish groups to deal with aspects of future mobility, such as shared mobility, autonomous vehicles, smart mobility and demand responsive transport.
- Established, jointly with TfL, the principle of undertaking a London-wide Byelaw to restrict the parking for dockless bicycles and improve the powers available to London's local authorities to enforce against rogue operators.
- Lobbied successfully against the Automated and Electric Vehicles Bill Amendments tabled by the GLA, asking for PDR for electric vehicle infrastructure.
- Wrote to the SoS for Transport demanding a swift solution and compensation to the areas in London most affected by the rail strikes and disruptions.
- Worked with TfL to ensure boroughs are sufficiently and timely informed of revisions to the bus network affecting their areas and their views taken into consideration when finalising any changes. Responded to the central London bus network reconfiguration consultation.
- Continue to press TfL to engage earlier and more meaningful in any action plan coming out of the Mayors Transport Strategy and had engagement with TEC Executive on the Vision Zero, Walking and Cycling Action Plans.
- Pressed the Deputy Mayor and Mayor to establish a borough advisory role on the TfL Board.
- Continued engagement with the Wider South East through a Political Steering Group and Officer Working Group.
- Jointly with GLA, SEEC and EELGA organised the third Wider South East Summit.

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- Had meetings with the Housing and Transport SoS to talk about the barriers to housing delivery and barriers to 13 jointly agreed strategic transport priorities for the Wider South East.

16. In 2019/20, we will:

- Support the strategic review of the bus network by TfL, whilst ensuring that it complements the overall mode shift target within the Mayors Transport Strategy and boroughs are actively engaged and their views considered.
- Continue to engage with TfL and the GLA and make further use of the existing borough groupings, such as LoTAG (London Technical Advisory Groups) to establish an evidence base showing the value of LIPs funding to the boroughs and the achievement of the goals in the Mayors Transport Strategy.
- Ensure that LIP funding is maintained in this increasingly tough financial climate for TfL and that the review of the Corridor formula of LIP funding is fair and takes boroughs' views into account.
- Continue to make the case for borough representation on the TfL board and communicate this using all our existing channels.
- Through engagement with boroughs, establish a business case and media interventions for local transport delivery required to support London's growth.
- Strengthen the sub-regional strategic partnerships by helping boroughs to collaborate more effectively on sub-regional schemes, such as cycle ways and bus routes that do not respect administrative boundaries.
- Deliver new research and media interventions to support financing next steps for London's strategic infrastructure schemes e.g. Crossrail Extension to Ebbsfleet, the Bakerloo Line Extension and the West London Orbital Railway.
- Deliver public reports on London's rail needs and develop a better system that allows enough London borough influence in any rail franchising undertaken by central government. Work closely with TfL and the GLA on further devolution of certain rail lines to TfL.
- Engage with boroughs to ensure that they become more engaged in the work of the Wider South East partnership and so work more effectively with authorities outside London and the sub-national transport bodies to ensure that some of the strategic transport projects for London are delivered.
- Re-visit, jointly with relevant partners, particularly TfL and GLA the debate on funding strategic transport infrastructure in London, given the delay and cost increases of the Elizabeth Line and the knock-on effects this will have funding other infrastructure.
- Develop and implement a lobbying plan for central government for more sustainable funding of highway maintenance, including the devolution of transport taxes, such as a proportion of VED. Work with other stakeholders on this as relevant and appropriate.
- Undertake a programme of task and finish groups on the future mobility agenda, starting with car sharing and then covering areas such as Smart Mobility, demand responsive initiatives and autonomous transport.

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Transport and Mobility Services

Ensuring effective day to day management of the Freedom Pass Scheme

Around 1.19 million older and disabled London residents hold a Freedom Pass, giving free travel on almost all of London's public transport. London Councils is responsible for managing the Freedom Pass scheme on behalf of the London local authorities.

In 2018/19, we have:

- Negotiated the Freedom Pass annual settlements with TfL, and other bus operators, achieving another consecutive annual cost reduction.
- Calculated and agreed the apportionment of Freedom Pass costs to boroughs.
- Secured and returned to boroughs £150K of compensation from rail operators for severe disruption to rail services in previous year.
- Agreed with TfL the implications of the opening of the Elizabeth line in terms of acceptance of passes outside of London.
- Managed the implications of the delays to the Elizabeth Line on the scheme settlement and apportionment.
- Considered and agreed the implications of the introduction of Demand Responsive Transport services, supporting TfL in the development of their trial schemes.
- Completed the mid-term review of passholders whose passes expire in 2021 to check continued eligibility for the scheme and avoid costs.
- Developed and agreed the business case for annual eligibility reviews to reduce fraudulent use and costs.
- Continued to review customer service provision and made progress in delivering more channel shift towards digital and online services, including:
 - conducting the mid-term eligibility review online for the first time; and
 - Progressing the development of the Disabled Person application portal (completion in April 2019)
- Completed three National Fraud Initiative reviews to identify deceased members in order to cancel their cards to prevent fraudulent use by others (an increase from two completed in previous years).
- Introduced the agreed increase in the replacement fee from £10 to £12 for lost and damaged passes.
- Managed the renewal of approximately 47,000 2019 expiry passes.
- Concluded negotiations for the 2019/20 settlement with RDG, achieving a fair deal that reflects current travel trends.
- Continued the development and improvement of our online service.

In 2019/20, we will be:

- Negotiating the Freedom Pass annual settlements with TfL, RDG and other bus operators.
- Calculating and agreeing the apportionment of Freedom Pass costs to boroughs.
- Negotiating and agreeing the future Freedom Pass costs of the full opening of the Elizabeth line.
- Monitoring TfL's trials of Demand Responsive Transport services and consider implications for the Freedom Pass scheme.
- Completing the mid-term review of passholders issued with 2022 passes to check continued eligibility for the scheme and avoid costs.

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- Completing three National Fraud Initiative reviews to cancel deceased members' cards to prevent fraudulent use by others.
- Planning and executing the major renewal exercise for approximately 750,000 passes expiring in 2020.
- Introducing a new cost-effective way of renewing passes, involving more upfront data cleansing to minimise written correspondence and reduce customer contact centre interactions.
- Developing and launching an online portal for disabled person Freedom Pass applications.
- Completing the development of a new upgraded online Case Management System (CMS).
- Negotiating and agreeing a new journey-based model and approach for the RDG settlement.
- Introducing improvements for fraud monitoring and detection for application processing, working with Oxford City Council who are leading on this area of work nationally.

Ensuring effective day to day management of the Taxicard Scheme

On behalf of the boroughs, London Councils manages the Taxicard service for approximately 57,000 people with severe mobility and visual impairments, offering subsidised journeys in taxi and private hire vehicles.

In 2018/19 so far, we have:

- Jointly procured with TfL's Dial-a-Ride service a new taxi service provider contract, delivering some greater future funding certainty through a three-year framework contract.
- Started the new contract with the taxi service supplier, introducing service improvements for card holders, including fixed maximum pricing for all journeys and new driver/customer service training standards.
- Achieved significant potential savings through new contract and subsequently agreed new funding arrangement with TfL.
- Developed further co-ordination of Taxicard and Dial-a-Ride schemes with TfL, including joint performance monitoring and reporting and a common approach for complaints handling. A single application process and joint on-line portal was considered but ruled out at this time.
- Started development of a new online application portal and process.
- Conducted a review of the Taxicard eligibility criteria with boroughs to achieve greater consistency and clarity for users.
- Continued to improve and enhance customer care, through use of new customer care charter, staff development and new contractor complaints process.
- Completed regular reviews of usage, cancelling cards following 2 Years of inactivity.
- Worked with TfL on their Assisted Travel Budget pilot schemes.
- Continued to work with TfL on their Assisted Travel Budget pilot schemes.

In 2019/20, we will be:

- Seeking a longer-term funding agreement with TfL.
- Developing and implementing a new online Taxicard application portal and process, with a more consistent approach across all boroughs and maximising the efficiencies through greater data sharing.

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- Completing further work to review the Taxicard eligibility criteria with boroughs (who are responsible for setting local criteria) to achieve further consistency and clarity for users alongside the new application portal development.
- Continuing to implement, monitor and review new contract improvements and changes.
- Completing the new Taxicard CMS development and implementation and possible integration with Freedom Pass system.
- Increasing channel shift to online applications and processing to save cost and deliver service improvements.

Minimising the disruption to London's residents caused by the movement of heavy goods vehicles through the operation of the London Lorry Control Scheme

In 2018/19 we have:

- Continued to manage the London Lorry Control Scheme, issuing permits and enforcing to ensure compliance.
- Continued to implement the scheme review recommendations, including:
 - producing a detailed action plan, which will be updated and developed during 2019/20
 - providing a new haulier online portal to allow hauliers to interact with us and the scheme in a more effective and efficient way
 - extending the permission lifespan from 3 to 5 years to reduce administrative burdens on the industry
 - developing a comprehensive Communications Strategy and Plan
 - improving scheme monitoring arrangements
 - planning and arranging an ANPR enforcement pilot
 - developed and published a fully interactive zoomable map on the scheme website
- Reviewed the scheme traffic order to bring Barnet back into the scheme and have progressed discussions with Barnet to implement the necessary changes.
- Worked closely with TfL on the development of the Direct Vision Standard Scheme to improve lorry safety and the proposal to introduce this new initiative with an amendment to the London Lorry Control Scheme order.
- Utilised the new data base management system to improve performance monitoring and reporting.
- Extended the enforcement service contract.
- Recruited specialist support to manage outstanding and long-term aspects of the review.

In 2019/20, we will be:

- Continuing to manage the London Lorry Control Scheme, issuing permissions and enforcing to ensure compliance.
- Continuing to implement the scheme review recommendations, including:
 - monitoring of the ANPR enforcement pilot and consideration of wider roll out
 - a comprehensive signing review
 - reviewing and amending the Excluded Route Network (ERN)
 - researching potential changes to weight limit/hours and exemptions
 - considering the provision of an online routing tool
- Working with TfL to implement the new Direct Vision Standard Scheme.
- Working with Barnet to amend the traffic order and bring them back into the scheme.

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- Planning for retendering of the enforcement contract in light of changes resulting from the scheme review.
- Introducing an Electronic Appeals Process with London Tribunals
- Seeking agreement from Hillingdon, Redbridge and Havering to reintroduce London-wide Enforcement.

Helping to deliver effective and consistent traffic and parking policies and operations in London

In 2018/19 we have:

- Provided day-to-day advice and support to boroughs on a range of traffic and parking policy and enforcement issues and hosted borough forums, including the Parking Managers Seminar.
- Represented borough interests at relevant events, groups and forums, including:
 - London Freight Forum and Freight Forum Steering Group
 - London Technical Advisors Group (LoTAG)
 - NESTA's Flying High Challenge, investigating use cases for Drones in London
 - TfL's Lane Rental Governance Committee
 - Local Authority Partnership
 - British Parking Association (BPA) Council and Local Authority Special Interest Group
 - London Tourist Coach Action Plan Group
 - London Automotive Forum
 - TfL's Direct Vision Standard Project Board
 - London RoadLab Project
 - Parkex
- Reviewed and updated the parking contravention codes list.
- Worked with the BPA, on the 'Positive Parking Agenda' to improve public awareness of the benefits of effective parking management in making the capital's roads safer, more accessible and cleaner.
- Published research on the Benefits of Parking management in London.
- Provided debt registration services with the Traffic Enforcement Centre for the majority of London boroughs.
- Agreed the apportionment of traffic signal and control equipment maintenance costs to boroughs.
- Collated, analysed and published London-wide traffic and parking enforcement and appeals statistics.
- Progressed work to review the enforcement of speed limits in London, exploring the possibility of greater powers and responsibilities for boroughs and TfL to improve compliance and road safety.

In 2019/20, we will be:

- Continuing to provide highly valued advice and support to boroughs and represent their interests at relevant forums and meetings, including hosting the Parking Managers Seminar.
- Holding Traffic Control Liaison Committee meetings between TfL and boroughs as necessary, to review the formula for apportioning borough traffic signal costs and ensure boroughs are informed early of the apportionment amounts before agreement by TEC.
- Reviewing and updating the parking contravention codes list as necessary.

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- Continuing to provide debt registration services with the Traffic Enforcement Centre for the majority of London boroughs.
- Reacting quickly to any new policy or legislative proposals, ensuring that boroughs are consulted and proactively lobbying for change where necessary.
- Collating, analysing and publishing London-wide enforcement and appeals statistics.
- Continuing to work with the BPA and DfT regarding consistent open parking data standards and reform/digitisation of Traffic Regulation Orders.
- Publishing a Borough CCTV enforcement Code of Practice.
- Updating the Civil enforcement Officer Handbook as necessary.
- Continuing to support the Positive Parking Agenda and progressing a positive parking communications campaign.
- Developing and issuing Red Route policy advice to boroughs.
- Reviewing policy advice on the use of bus lanes by Ambulances and Immigration Services.
- Continuing to work with TfL on the implementation of the Direct Vision Standard project.

Helping medical professionals attend emergencies quickly by managing the Health Emergency Badge Scheme

In 2018/19 we have:

- Continued to operate the London Health Emergency Badge scheme, issuing parking waivers to eligible health workers to use in emergency situations.
- Commenced a review of practices and processes to ensure the service is delivered as effectively and efficiently as possible, including:
 - a survey sent to all boroughs and HEB stakeholders;
 - Holding Borough Officer Liaison Group (BOLG) meetings to discuss survey results and review options.

In 2019/20, we will be:

- Continuing to operate the London Health Emergency Badge scheme, issuing parking waivers to eligible health workers to use in emergency situations.
- Completing the review of practices and processes to ensure the service is delivered as effectively and efficiently as possible, including consideration of:
 - Fraud and misuse;
 - Application processing and eligibility criteria;
 - Permits (virtual Vs physical);
 - Costs and potential efficiencies;
 - Technological applications;
 - Communications and promotion;
- Establishing and holding stakeholder working groups to support the review process.

Ensure people who have their vehicle towed away in London can find where it has been taken to quickly and easily through the TRACE service

In 2018/19 we have:

- Continued to manage and operate the TRACE service, seeing a continuing increase in take up of the online portal service.

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In 2019/20, we will be:

- Helping to ensure consistency of approach by all boroughs and their operators to improve accuracy and efficiency of the service.
- Continuing to improve monitoring and reporting of performance data to seek further service improvements.
- Continuing to promote the online service over the phone service.
- Working with non-borough organisations to capture removal data from other organisations such as event organisers and removal of abandoned vehicles.
- Considering the introduction of customer feedback reviews to help service improvement.

Ensuring effective management of the London European Partnership for Transport (LEPT)

In 2018/19 we have:

- Continued to monitor European funding and knowledge exchange opportunities, and briefing Boroughs accordingly.
- Completed a review of the future of LEPT in light of Brexit, involving borough consultation and, after a positive response and TEC approval, secured TfL funding for a further 1 to 2 years.
- Provided promotional services for boroughs and raised awareness of London best practice and current EU transport projects.
- Represented London boroughs on the POLIS management committee.
- Continued to harness the benefits of the POLIS network and other European forums (e.g. CIVITAS, ECF, ELTIS, Velo-City, EPOMM) developing stakeholder contacts for use in bidding consortia and best practice provision to boroughs.
- Attended sub regional partnership panels and meetings in order to analyse borough and sub-regional priorities and linked with EU project, best practice and funding opportunities.
- Improved communications and networks for the promotion of LEPT activities.
- Started looking at non-EU funding opportunities to support LEPT policy areas and projects.

In 2019/20, we will be:

- Continuing to monitor European and other funding and knowledge exchange opportunities, and briefing Boroughs accordingly.
- Attending EU Working Group meetings on issues key to boroughs and the Mayor's Transport Strategy, feeding back good practice and knowledge sharing opportunities.
- Set up a Borough (or Sub Regional) European study tour.
- Publishing policy briefings on issues of particular interest to boroughs (e.g. air quality, safety, electric vehicle charging) that would outline London's position for a European audience/project partners.
- Closer collaborative work with TfL on funding opportunities.
- Continuing to review and improve the LEPT website and the information held.
- Assessing the feasibility of working with private sector project partners, to attract additional funding.

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Efficiently supporting the provision of independent appeals services via London Tribunals, including the Environment and Traffic Adjudicators (ETA) and the Road User Charging Adjudicators (RUCA)

In 2018/19 we have:

- Continued to provide the administrative support and infrastructure to the Environment and Traffic Adjudicators and Road User Charging Adjudicators.
- Continued to deliver year on year savings to boroughs reducing the costs of running ETA.
- Delivered significant measurable service improvements, including 90% in-house efficiency improvements to the ETA statutory declaration and witness statement processes, which also delivered direct benefits to borough enforcement teams.
- Started preparation for changes necessary to hear appeals against the new ULEZ scheme.
- Completed groundwork for the electronic transfer and communication of all appeals with enforcement authorities.
- Progressed a discovery project with adjudicators to deliver further service enhancements.
- Reviewed and improved take-up of online appeals.

In 2019/20, we will be:

- Continuing to provide the administrative support and infrastructure to the Environment and Traffic Adjudicators and Road User Charging Adjudicators.
- Monitoring and reviewing systems and processes, implementing improvements and enhancements where necessary and providing training and support accordingly.
- Promoting greater levels of channel shift to fully electronic online appeals submission and processing.
- Completing preparations for the introduction of the ULEZ scheme and appeals, including the recruitment and training of additional administrative and customer service staff.

Cross-Cutting Service Priorities

In 2018/19, we focussed on the following cross-cutting priorities across all service areas:

- Data protection, including completing a review all services and data assets in light of the new General Data Protection Regulation (GDPR), which came into force on 25 May 2018.
- Better use and sharing of data to achieve service enhancements and efficiencies, including:
 - standardisation of reports and reporting processes internally
 - some progress with sharing data with external bodies (boroughs)
 - better information sharing between ETA and TPT, the national appeals tribunal
 - Use of data cleansing through Experian for Freedom Pass mid-term review
- Customer service excellence, including continual review and improvement of all public facing services. Examples of key achievements include:
 - London Lorry Control Scheme – communication, system and service improvements welcomed by the freight sector

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- Taxicard – New contract improvements delivering considerable customer service enhancements, including a new door to door service, enhanced training for drivers, fixed pricing for users, contractor complaint handling and internal administrative improvements
- London Tribunals – Completed adjudicator survey, started service discovery project, reissued process flows, updated website and online appeal system, electronic statutory declaration and witness statement process, engagement meetings with enforcement authorities, customer satisfaction surveys through call centre and KPIs show significant measurable improvements in customer service
- Freedom Pass - Achieved 75% online renewals – up 5% from first time in 2015 and customer satisfaction levels remain high

In 2019/20, we will focus on the following cross-cutting service priorities:

- A continued focus on data protection and GDPR requirements, including:
 - implementing all outstanding actions from last year's reviews
 - agreeing an ongoing monitoring and review process for all data sets
 - ensuring all staff and contractors are fully trained, particularly on data breach reporting and management
- Focussing on efficiencies to reduce costs, including through further data sharing and exploring commercial opportunities such as advertising or sponsorship to generate new revenue streams.
- A continuing focus on customer service excellence.

Recommendation:

- Members to agree the priorities for 2019/20

Financial Implications

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

Legal Implications

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

Equalities Implications

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

London Councils' TEC Executive Sub Committee

TEC Priorities for 2019/20

Item no: 08

Report by:	Spencer Palmer	Job title:	Director, Transport and Mobility
Date:	18 July 2019		
Contact Officer:	Spencer Palmer		
Telephone:	020 7934 9908	Email:	Spencer.palmer@londoncouncils.gov.uk

Summary: This report sets out the TEC priorities, as reported to the full TEC meeting on 13th June and invites TEC Executive Members to discuss the priorities in greater detail.

Recommendation: Members are asked to:

- a) discuss and comment on the TEC priorities for 2019/20; and
- b) subject to any subsequent changes arising from the discussion and comments, agree the TEC priorities for 2019/20.

Introduction

1. At its meeting on 13th June TEC considered the report attached at Appendix A, providing Members with a look back at what has been achieved in 2018/19 and look forward to the priorities for 2019/20.
2. At the meeting in June, Members agreed:
 - to change the sentence in paragraph 16 (page 7, first bullet point) – “Support the strategic review of the bus network by TfL” to “*engage with TfL on the review of the strategic review of the bus network*”; and
 - to bring the report to the TEC Executive Sub Committee, for more a detailed discussion.
3. Members were particularly interested in reviewing progress and considering whether TEC’s priorities were moving in the right direction.

Discussion

4. TEC Executive Members are invited to discuss the TEC priorities for 2019/20, in light of the service performance information contained in the Transport and Mobility Performance Information report and the financial performance information contained in the Pre-audited Financial Results for 2018/19 report also on the agenda.

Equalities Considerations

None.

Financial Implications

None.

Appendix A: TEC Priorities for 2019/20 - Report to TEC on 13th June 2019

LONDON COUNCILS' TRANSPORT AND ENVIRONMENT EXECUTIVE SUB COMMITTEE

Minutes of a meeting of the London Councils' Transport and Environment Executive Sub Committee held on **7 February 2019** at 10:00am, at London Councils, Meeting Room 1, 1st Floor, 59½ Southwark Street, London, SE1 0AL.

Present:

Councillor William Huntington-Thresher	LB Bromley
Councillor Daniel Anderson	LB Enfield
Councillor Denise Scott-McDonald	RB Greenwich
Councillor Feryal Demirci	LB Hackney (Acting Chair)
Councillor Claudia Webbe	LB Islington
Councillor Manuel Abellan	LB Sutton
Councillor Richard Field	LB Wandsworth
Councillor Tim Mitchell	City of Westminster

Also Present:

Shirley Rodrigues (Deputy Mayor for Environment & Energy for agenda item 3)
Jeremy Simons (City of London for agenda item 4)
Ruth Calderwood (City of London for agenda item 4)
Paul Thompson (British Vehicle Rental & Leasing Association - BVRLA for agenda item 5)
Antonia Roberts (CoMoUk for agenda item 5)
Kate Hinton (Zip Car)

1. Apologies for Absence & Announcement

Apologies for absence were received from Councillor Julian Bell (LB Ealing), Councillor Zulfiqar Ali (LB Newham), and Christopher Hayward (City of London).

2. Declarations of Interest & Deputies

Councillor Mitchell (City of Westminster) declared an interest in having a 60+ Oyster card.

3. Update on Ultra Low Emission Zone (ULEZ) – Shirley Rodrigues, Deputy Mayor for Environment and Energy, GLA

Shirley Rodrigues, Deputy Mayor for Environment and Energy, GLA, introduced the item and made the following comments:

- Up to 9,000 premature deaths in London a year are caused by poor air quality in London. This had a big impact, especially on vulnerable groups.
- Poor air quality was an environmental health and social injustice issue.
- The Mayor had brought forward the ULEZ in order to tackle diesel polluting vehicles, which makes up 40% of all air pollution in London.
- ULEZ starts on 8 April 2019 and will operate in the existing central London Congestion Charge Zone and will operate 24 hours a day.

- ULEZ extension to inner London would take place on 25 October 2021 and the LEZ would go Londonwide from 26 October 2020.
- There were currently 453 primary and secondary schools in areas that exceeded legal air quality limits. People living in the most deprived areas were exposed to a quarter more NO² pollution, on average.
- A big transformation would be achieved by 2025, including only 2% of road kms in London expected to exceed NO² limits.
- Communication campaigns taking place - 2 million people on Congestion Charge database and 500,000 people in Congestion Charge Zone had been informed and sent letters about compliance to the ULEZ.
- GLA had liaised with London Borough communications officers. TfL was having discussions with individual businesses, along with a number of rounds of meetings taking place with stakeholders.
- Clean Air/Client Earth – there was a moral obligation for all of us to act on this and for this to speeded-up.

Councillor Demirci (Acting Chair) thanked Shirley Rodrigues for the presentation on the ULEZ. She said that it would be good if the ULEZ could be expanded Londonwide.

Q & As

Councillor Abellan asked whether there would be exemptions for emergency and charity vehicles. He also asked whether the funds raised from the ULEZ would go into other air quality schemes. Councillor Abellan said that most small businesses seemed to favour a “soft” launch for the ULEZ. Shirley Rodrigues said that any borough re-let contracts would not be exempt. She said that the object was to try and limit the number of exemptions, as the impact on air quality improvements would be reduced if there were more exemptions.

Shirley Rodrigues informed members that an MOU had been developed with the Emergency Services to ensure that their vehicles were zero emissions as soon as possible. She said that the Mayor was currently looking into how to deal with vehicles operated by charities. Consultations had already taken place with the Federation of Small Businesses (FSB) and there would not be a soft launch. Shirley Rodrigues said that surplus funds from the ULEZ would support other transport and air quality improvements, like the North and South circulars.

Councillor Scott-McDonald said that the ULEZ divided her borough of Greenwich. She asked what the impact of air pollution would be outside of the zone, and whether any of the money made from the ULEZ would be supporting transport areas like the Woolwich ferry. Shirley Rodrigues said that TfL were working with boroughs about what proposals could be supported, and boroughs should talk to their officers now to identify any potential projects they wanted to be considered. She said that TfL had carried out extensive modelling to ascertain the impact of the new zone and to assess any changes that the new zone might bring (eg a 5% per kilometre reduction in car and van trips and also deterred trips that would result in less traffic in and around London).

Councillor Huntington-Thresher said that it would be a challenge for boroughs to convert their winter service vehicles, like salt/gritting carriers. He said that these vehicles had a life expectancy of between 15 to 20 years and options needed to be explored on how to convert these specialised vehicles. Councillor Huntington-Thresher said that he would also like a breakdown of the 40% of diesel polluting vehicles. Shirley Rodrigues said that this information could be found on the GLA

website. She said that the legal EU limits for air pollution had been pushed back for years now in the UK, and there was now an urgent need for London to catch-up. There was also a move to encourage more private hire vehicles (PHVs) to be zero emissions, as well as reducing the cut off time for diesel polluting Black Taxis from 15 to 12 years. Shirley Rodrigues said that she would take back the issue of converting winter service vehicles back to the GLA.

Councillor Field said that more details were needed on the cut off dates for diesel Black Cabs and dialogue that had been carried out with them. He felt that more information was also required with regards to small businesses that were asking for a soft launch of the ULEZ. Shirley Rodrigues said that Black Taxis were licensed for a period of 15 years. She said that this was a problem, as it resulted in a large number of old polluting vehicles on the roads in London. It was now necessary to restructure the scheme and move to more electric Black Cabs. The Mayor had decided, from 1st January 2019, to reduce the licensing period from 15 to 12 years, in order to phase out these diesel polluting taxis more rapidly. Discussions had taken place with the LTDA and Black Cab drivers regarding how best to achieve this.

Shirley Rodrigues said that the target of a 45% reduction in emissions from Black Cabs had not happened, and more needed to be done to deal with this quickly. She said that discussions had also taken place between TfL and the Federation of Small Businesses (FSB) as part of the ULEZ consultation process. Shirley Rodrigues said that a soft launch of the ULEZ would have only delayed the process, and action was needed on this now.

Councillor Mitchell said that residents in his borough of Westminster had only received one item of correspondence regarding the forthcoming ULEZ, even though the borough was in the Congestion Charging and T-Charge zones. He said that more options needed to be considered with regards to converting borough waste and winter vehicles, which currently had a long life. Councillor Mitchell also felt that more publicity was needed with regards to van scrappage, especially for market traders, who might only use these vehicles for one or two days a week. Shirley Rodrigues said that the GLA website had a "Cleaner Vehicle Checker" app that enabled the public to find out how much pollution their vehicle emitted.

Councillor Demirci said that her borough of Hackney, along with the borough of Islington, had already taken part in an ultra low vehicle scheme since August/September 2018. This had reduced the number of polluting vehicles in the boroughs from 2000 to 143 after a period of six months. Councillor Demirci said that this would improve even further once the ULEZ was introduced in April 2019. Councillor Webbe asked how the exemption for classic cars would be addressed. She also voiced concern about EU6 diesel polluting vehicles. Shirley Rodrigues said that classic cars were being modified.

Shirley Rodrigues said that EVs would reach a cost parity with regular vehicles in the next few years, and they were now the future. She said that the aim was for London to be a zero emissions city by 2050. Shirley Rodrigues said that there was not the support in place to address EU6 rated vehicles at present. She said that a great deal of work was currently being carried out between the GLA and the boroughs, especially with regards to rapid charging points and not taking away the OLEV discount, which was all part of helping to achieve a low carbon economy.

Councillor Anderson felt that the technology was not yet at the level to accommodate mainstream EVs. He said that it took 30 minutes to charge an EV, and this would only give around 2 to 3 hours' worth of power capacity. Councillor Anderson said that

there were also pollution issues with regards to the recycling of EV batteries. He felt that there were a number of stages to go through to enable a successful roll-out for EVs. Councillor Scott-McDonald asked for a breakdown of where the 453 primary and secondary schools were that exceeded legal air quality limits. Shirley Rodrigues said that the rapid charges were more for businesses, and most people would charge their vehicles at home. She said that companies like BP and Shell were now installing charging points in their forecourts, and the onset of EVs was now happening much more quickly as people wanted to have an EV.

Shirley Rodrigues suggested that boroughs talked to the City of London, prior to the implementation of the Emissions Reduction Bill. She said that it was important that air quality powers were at a borough and not a Secretary of State level. She also said that she was happy to deal with any queries that boroughs might have with regards to the ULEZ and air quality in general. Councillor Demirci thanked Shirley Rodrigues for her informative presentation to the TEC Executive Sub Committee.

Decision: The TEC Executive Sub Committee:

- Agreed that Shirley Rodrigues would take back the issue to the GLA of converting borough winter vehicles (eg salt carriers) to make them EU air quality compliant;
- Agreed that Shirley Rodrigues would let Cllr Scott McDonald have a list of where the 453 primary school that exceeded legal air quality limits were located; and
- Noted that boroughs could contact Shirley Rodrigues should they have any queries regarding the upcoming ULEZ (memberscorrespondence@tfl.gov.uk).

4. Air Quality Update

The TEC Executive Sub Committee received a report that provided an update on London Councils' activities on air quality policy, specifically regarding officers' work on achieving and influencing new clean air legislation on London Councils' draft response to the Environment, Food and Rural Affairs (Efra) Select Committee inquiry into the draft Environment (Principles and Governance) Bill.

Owain Mortimer, Principal Policy and Projects Officer, London Councils, introduced the report which highlighted what work London Councils was carrying out with regards to air quality. Councillor Demirci informed members that these issues had been discussed at previous TEC meetings and officers were asked to discuss these issues in their boroughs.

Owain Mortimer made the following comments:

- At the TEC meeting in June 2018, members had agreed to support a new Clean Air Act.
- London Councils had compiled a draft consultation response to the Efra Select Committee inquiry that scrutinised the draft Environment (Principles and Governance) Bill to the Secretary of State.
- A number of workshops have been held with borough officers and the GLA, and a number of proposals have been put forward.
- Further details would be made available at a later TEC meeting.
- The City of London was present to talk about its "Emissions Reduction Bill".

Ruth Calderwood, City of London, informed members that a number of air pollution “hotspots” had been picked-up that were not related to emissions from vehicles. They were a result of emissions from boilers, generators and power plants, all of which were powered by diesel. She said that it was unclear at the powers that local authorities had to deal with these types of emissions, and this needed to be looked into. Ruth Calderwood said that emissions from combustion plants were not being dispersed in the air by chimneys as was the case previously, but due to the different make-up of emissions from modern fuels, were trickling down to the ground instead. She said that this was an energy management issue that needed to be dealt with, and the City was looking at using their Emissions Reduction Bill to deal with these issues.

Ruth Calderwood said that the current Clean Air Act (1993) mainly dealt with the problems caused by visible smoke. However, things had moved on since then, and the issue of emissions now needed to be dealt with in a different way. Local authorities now needed clear powers to deal with these emissions. Ruth Calderwood said that any new pieces of “kit” needed to meet an emissions criteria (the new EU standard was a great deal clearer). She said that there was a need to ensure that cleaner technologies were brought into areas that already suffered from high pollution rates. A new set of proposals had therefore been designed, which boroughs could adopt if they wanted to. The framework was set around the World Health Organisation’s (WHO) guidelines for particulates.

Ruth Calderwood said that more information would be presented to the TEC meeting on 21 March 2019, once the Private Members Bill had been passed. It was also proposed to increase the Fixed Penalty Notice (FPN) for idling vehicle engines to £100, as the FPN charges at present were not a sufficient deterrent.

Councillor Mitchell said that he welcomed the City of London’s Emissions Bill. He felt that the new FPN increase to £100 would be much more effective, although discussions would need to take place on how to best enforce this. Councillor Mitchell said that it was currently difficult to enforce fuel burner standards, and the new Bill would help with this. Jeremy Simons, City of London, said that construction work was taking place in the City all the time, and the issue of air pollution went beyond just diesel vehicles. Councillor Scott-McDonald said that she was very supportive of this as there was also a great deal of construction work taking place in Greenwich.

Councillor Huntington-Thresher said that emissions from residential heating in the outer London boroughs, like Bromley, was more of a problem than air pollution from vehicles, although the enforcement of this was problematic. He said that there were also issues around when solid fuel burners were installed in residents’ homes. Councillor Huntington-Thresher felt that there should now be a set cut-off date to limit these installations.

Councillor Huntington-Thresher asked whether it would be down to the boroughs to decide on the air quality zones. Jeremy Simons confirmed that this was the case. Ruth Calderwood said that the Secretary of State had set limits to emissions standards and similar principals could be applied to generators. Councillor Demirci said that further details regarding the Bill would be brought back to a future TEC.

Decision: The TEC Executive Sub Committee:

- Agreed the approach to influencing new clean air legislation; and
- Agreed the response to the Efra Select Committee inquiry.

5. Future Mobility Agenda: Task and Finish Group on Car Clubs

The TEC Executive Sub Committee received a report on the time limited work undertaken by the Task and Finish Group on car clubs. The London Councils' TEC Executive Sub Committee was well-placed to play a stronger role in understanding the complexities of the Car Club industry in the Capital and to help shape this policy agenda going forward.

Paulius Macklea, Principal Policy and Project Officer, London Councils, introduced the report and made the following comments:

- One of the aims was to bring key stakeholders together.
- Eight meetings were due to take place over a five month period. Work of the Task and Finish Group on Car Clubs should be finalised by Autumn 2019.
- CoMoUK and the British Vehicle Rental and Leasing Association (BVRLA) would be invited to be regular members of the Group, along with London Councils, boroughs, TfL and the GLA.
- The timeline for the Task and Finish Group was approximately February to July 2019. Meetings were scheduled to take place on Wednesday mornings at the offices of London Councils. A final report was due to go to the TEC Executive Sub Committee meeting on 12 September 2019.
- Members could add any topics they felt were appropriate.

Councillor Field said that the borough of Wandsworth had one of the highest Car Club memberships. He said that Wandsworth had volunteered to join the Group. Paulius Mackela informed members that 11 requests to join the Group had been received from the boroughs, of which only around 6/7 could be nominated. The final list of borough representatives would be finalised this week.

Councillor Scott McDonald asked whether the electrification of Car Clubs could be a topic for the Task and Finish Group. Paulius Mackela said that TfL were carrying out work on this, and that the Task and Finish Group was only focussing on work that the boroughs could do.

Councillor Mitchell informed members that the City of Westminster had started a "flex service" for Car Clubs. He said that profiling was being carried out on Car Club users to ascertain whether members were still using their own cars as well as using Car Clubs. Councillor Demirci said that the borough of Hackney had been using a flexible Car Club model for the past five years. She said that there had not been any issues regarding clustering around transport hubs during this period. Councillor Demirci said that it was also beneficial that Car Club companies were sharing information.

Councillor Webbe asked how the rest of the boroughs that were not chosen to be on the Task and Finish Group would get involved and share information. Paulius Macklea said that information about what was discussed at the Group meetings would be shared at the TEC Executive Sub Committee meetings, and would also be included in the final report. Paulius Mackela also explained that borough reps will represent all London boroughs. Councillor Huntington-Thresher asked whether the 2-

year contracts between boroughs and Car Clubs was the right amount of time, in order to ensure that a second car ownership was not necessary.

Decision: The TEC Executive Sub Committee agreed the purpose, topics, size, composition and timescales of the proposed Task and Finish Group on car clubs.

6. Transport and Mobility Services Performance Information

The TEC Executive Sub Committee considered a report that detailed the London Councils' Transport and Mobility Services performance information for Quarter 3 in 2018/19.

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report. He said that there were two improvement plans currently being undertaken. The first was regarding the percentage of calls being answered within 45 seconds for the Freedom Pass, which was currently 78% out of a target of 85%. Stephen Boon informed members that additional staff had been brought in to help reach the target. He said that customers had been asked how satisfied they were with the service – 97% rated the service as “excellent” or “good”, and the majority said that there were no issues with regards to call waiting times. More details would be included in a future performance report.

Stephen Boon said that the “percentage of vehicles arriving within 15 minutes (advance booking)” for Taxicard, currently at 94%, would get worse before it got better. This was because Taxicard had lost approximately 20% of its drivers (through retirement etc) and because of increased competitiveness. Stephen Boon said that a new fixed pricing scheme had been introduced from 1st January 2019, and a number of taxi drivers said that they no longer wanted to take part in the Taxicard Scheme. He said that attempts were being made to try and increase the size of the fleet by July 2019, and to increase the use of private hire vehicles (PHVs). Inner London boroughs were the worst affected by these changes. There were also changes being made to how the jobs were allocated in some inner London boroughs.

Councillor Demirci asked whether the information on customer satisfaction rates would be available for the next TEC Executive meeting in July 2019. Stephen Boon confirmed that it would. He confirmed that London Councils had also contacted the worst affected boroughs.

Decision: The TEC Executive Sub Committee:

- Noted that customer satisfaction data would be included in the performance data for the TEC Executive on 18 July 2019; and
- Noted that the performance stats for Taxicard “advanced bookings” figures would be worse in the next quarter due to a number of reasons (new fixed prices from 1st January 2019 that Black Cabs no longer want to take part in/loss of 20% of Black Cab drivers etc)

7. TEC Month 9 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 December 2018 for TEC and provided a forecast outturn for 2018/19.

David Sanni, Chief Accountant, London Councils, introduced the report in Frank Smith's absence. He informed members that there was a projected surplus of £1,411,000 for the year, along with a forecasted net underspend of £1,627,000 for Taxicard trips. David Sanni said that Table 2 (page 4) showed an analysis of projected uncommitted reserves as at 31 March 2019. General reserves were forecast to be £3.644 million at the year end, which was above the target of 10-15% of annual operating expenditure (30.8%). He explained that the reserve figure did not include the commitments approved in the 2019/20 budget.

Councillor Webbe asked whether the underspend on Taxicard would be returned to the boroughs. David Sanni confirmed that the underspend would be returned to the boroughs and TfL at the end of the year.

Decision: The TEC Executive Sub Committee:

- Noted the projected surplus of £1,411,000 for the year, plus the forecast net underspend of £1,627,000 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.

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

The minutes of the TEC Executive Sub Committee meeting held on 15 November 2018 were agreed as an accurate record.

9. Minutes of the TEC Main Meeting held on 6 December 2018 (for noting)

The minutes of the TEC Main meeting held on 6 December 2018 were noted.

Members of the press and public were asked to leave while the exempt part of the agenda was discussed.

The meeting finished at 11:25am

London Councils' Transport and Environment Committee – 13th June 2019

Minutes of a meeting of London Councils' Transport and Environment Committee held on Thursday 13th June 2019 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 Peter Zinkin (Deputy)
Bexley	Cllr Peter Craske
Brent	Cllr Krupa Sheth
Bromley	Cllr William Huntington-Thresher
Camden	Cllr Adam Harrison
Croydon	Apologies
Ealing	Cllr Julian Bell (Chair)
Enfield	Cllr Guney Dogan
Greenwich	Cllr Denise Scott-McDonald
Hackney	Cllr Jon Burke
Hammersmith and Fulham	Apologies
Haringey	Cllr Kirsten Hearn
Harrow	Cllr Varsha Parmar
Havering	Apologies
Hillingdon	
Hounslow	Cllr Hanif Khan
Islington	Apologies
Kensington and Chelsea	Apologies
Kingston Upon Thames	Apologies
Lambeth	Cllr Claire Holland
Lewisham	Cllr Brenda Dacres
Merton	Cllr Martin Whelton
Newham	Cllr Zulfiqar Ali
Redbridge	Cllr John Howard
Richmond Upon Thames	Cllr Alexander Ehmann
Southwark	Cllr Richard Livingstone
Sutton	Cllr Manuel Abellan
Tower Hamlets	Cllr David Edgar
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:

Cllr Claudia Webbe (LB Islington)
Cllr Osman Dervish (LB Havering)
Cllr Stuart King (LB Croydon)
Cllr Wesley Harcourt (LB Hammersmith & Fulham)
Cllr Hilary Gander (RB Kingston)
Cllr Johnny Thalassites (RB Kensington & Chelsea)
Cllr Dean Cohen (LB Barnet)
Cllr Keith Burrows (LB Hillingdon)
Alastair Moss (City of London)

Deputies:

Cllr Peter Zinkin (LB Barnet)

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

60+ Oyster & Freedom Pass

Cllr Peter Zinkin (LB Barnet)
Cllr Julian Bell (LB Ealing)
Cllr Kirsten Hearn (LB Haringey)
Cllr Wesley Harcourt (LB Hammersmith & Fulham)
Cllr David Edgar (LB Tower Hamlets)
Cllr Richard Field (LB Wandsworth)

Dockless Bike Scheme

Cllr Julian Bell (LB Ealing – Chair)
Cllr Clyde Loakes (LB Waltham Forest)

North London Waste Authority

Cllr Peter Zinkin (LB Barnet)
Cllr Kirsten Hearn (LB Haringey)
Cllr Clyde Loakes (LB Waltham Forest)

South London Waste Partnership

Cllr Manuel Abellan (LB Sutton)

South East Waste Disposal Group

Cllr Denise Scott-McDonald (RB Greenwich)

Western Riverside Waste Authority

Cllr Claire Holland (LB Lambeth)

Western Regional Waste Authority

Cllr Wesley Harcourt (LB Hammersmith & Fulham)

Environmental Protection UK

Cllr Denise Scott-McDonald (RB Greenwich)

Thames Regional Flood & Coastal Committee

Cllr Peter Zinkin (LB Barnet)

Car Club

Cllr Julian Bell (LB Ealing – Chair)
Cllr David Edgar (LB Tower Hamlets)
Cllr Tim Mitchell (City of Westminster)

London Road Safety Council

Cllr William Huntington-Thresher (LB Bromley)
Cllr Denise Scott-McDonald (RB Greenwich)
Cllr Richard Livingstone (LB Southwark)

Rail Delivery Group

Cllr John Howard (LB Redbridge)

3. Election of Chair of TEC 2019/20

Councillor Mitchell nominated Councillor Julian Bell to be Chair of TEC for 2019/20. This was seconded by Councillor Abellan. Councillor Julian Bell was duly elected to be Chair of TEC for 2019/20.

4. Election of Vice Chairs of TEC 2019/20

Councillor Claire Holland was elected as the Labour Vice Chair of TEC. Councillor Tim Mitchell was elected as the Conservative Vice Chair of TEC. Councillor Manuel Abellan was elected as the Liberal Democrat Vice Chair of TEC.

5. Membership of London Councils' TEC 2019/20

The Committee considered a report that set out the details of the TEC membership for 2019/20. All 32 borough nominations, the City of London and Transport for London had been confirmed.

Decision: The Committee noted the membership of London Councils' TEC for 2019/20

6. Appointment of the Executive Sub Committee for 2019/20

The Committee received a report that set out the arrangements for the appointments to the TEC Executive Sub Committee.

Decision: The Committee elected the following members to the TEC Executive Sub Committee:

The following appointments to the TEC Executive Sub Committee were made:

Labour

Cllr Julian Bell (LB Ealing – Chair)
Cllr Claire Holland (LB Lambeth)
Cllr Wesley Harcourt (LB Hammersmith & Fulham)
Cllr Claudia Webbe (LB Islington)
Cllr Denise Scott-McDonald (RB Greenwich)
Cllr Richard Livingstone (LB Southwark)
Cllr Zulfiqar Ali (LB Newham)

Conservative

Cllr Tim Mitchell (City of Westminster)
Cllr William Huntington-Thresher (LB Bromley)
Cllr Richard Field (LB Wandsworth)

Liberal Democrat

Cllr Manuel Abellan (LB Sutton)

City of London

Alastair Moss – It was agreed that Alan Edwards would notify Alastair Moss of his appointment to the TEC Executive Sub Committee.

7. Nominations to Outside Bodies 2019/20

The Committee received a report that sought nominations to various outside bodies which related to the work of the Committee for 2019/20.

Decision: The Committee agreed the following nominations to the TEC related outside bodies:

(a) Heathrow Airport Consultative Committee (HACC)

Cllr Steve Curran (LB Hounslow)
Conservative Deputy nomination to follow

(b) Thames Regional Flood & Coastal Committee (Thames RFCC)

West: Cllr Peter Zinkin (LB Barnet - Conservative)

South West: Cllr Julia Neden-Watts (LB Richmond – Liberal Democrat)

South East: Cllr Denise Scott-McDonald (LB Greenwich - Labour)

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

Central North: Cllr Wesley Harcourt (LB Hammersmith & Fulham – Labour)

Central South: Cllr Richard Livingstone – LB Labour)

North: Cllr Jon Burke (LB Hackney - Labour)

(c) The London Sustainable Development Commission (LSDC)

Cllr Claudia Webbe (LB Islington)

(d) Urban Design London

Cllr Nigel Haselden (LB Lambeth – Labour)
Daniel Moylan (Conservative nomination)

(e) Thames River Basin Liaison Panel (Thames LP)

Cllr Wesley Harcourt (LB Hammersmith & Fulham)

(f) London City Airport Consultative Committee (LCACC)

Cllr Osman Dervish (LB Havering)

(h) London Cycling Campaign (LCC) Policy Forum

Cllr Clyde Loakes (LB Waltham Forest)

(i) The Thames & London Waterways Forum

Cllr Denise Scott-McDonald (RB Greenwich)

Cllr Nick Draper (LB Merton)

Conservative nomination to follow

(j) London Fuel Poverty Partnership

Cllr Claudia Webbe (LB Islington)

- It was agreed that Alan Edwards would write to the above outside bodies, informing them of the TEC nominations.
- The above names would be passed on to the Chief Executive of London Councils for appointment to outside bodies.

The Chair thanked Councillor Feryal Demirci and Councillor Daniel Anderson for all their work on TEC.

8. TEC AGM Minutes of 15 June 2018 (for noting – previously agreed)

The Committee noted the TEC AGM minutes of 15 June 2018, which had been previously agreed.

9. Constitutional Matters

The Committee received a report that detailed proposed variations to the London Councils' Constitutional documents, being reported to Leaders' Committee at its AGM on 4 June 2019, and also the Terms of Reference for the Electric Vehicle Rapid Charging-Point Sub Group.

Decision: The Committee:

- Approved the changes to the Scheme of Delegations to Officers in relation to the role of the Data Protection Officer, and note the remainder of the changes (attached as Appendix 1);
- Noted the changes to the other London Councils Constitutional documents (attached at Appendix 2 – (London Councils Standing Orders) and Appendix 3 (Revised Authorised Signatories) in track change form; and
- Noted the Terms of Reference for the Electric Vehicle Rapid Charging-Point Sub Group (Appendix 4)

10. Papers for Committee Meetings

The Committee received a report that asked members to consider whether London Councils should discontinue with the practice of sending printed copies of committee papers to members of its Committee as standard practice. Should this be agreed, it would be down to members to decide whether they would wish to print the papers within their own authority, via the link to the published papers on the London Councils' website.

The Chair said that, in the first year, members could opt in to continue to receive hard copies of TEC papers. Councillor Mitchell suggested that a working group should be set-up to look into this. The Chair suggested that a small audit be carried out to look at members' needs with regards to papers.

Decision: The Committee:

- Agreed that TEC members could agree to opt-in to continue to receive hard copies of the papers; and
- Agreed to carry out an audit of members' needs and set-up a working group to consider the implications of going paperless in more detail.

11. TEC Priorities for 2019/20

The Committee considered a report that provided members with a look back at what had been achieved in 2018/19, and a look forward to the TEC priorities for 2019/20.

Spencer Palmer, Director of Transport and Mobility, London Councils, introduced the report. He said that TEC had a Governing Agreement that stated what TEC could do. Amendments were made to this Agreement to enable London Councils TEC to be active in other areas. There were also a number of policies and a number of services that were delivered.

Katharina Winbeck, Head of Transport, Environment and Infrastructure, London Councils, made the following comments:

- There were two core policy members in her team, along with three externally funded staff members
- The TEC Policy areas covers Air Quality, including the Ultra Low Emission Zone (ULEZ) and Go Ultra Low City Scheme (GULCS). It also covers Waste, Flooding and Climate Change and Transport in general (including buses, Local Implementation Plans or "LIPs" and transport infrastructure). The promotion of walking and cycling initiatives were also on the agenda.
- London Councils' TEC also had a number of "working groups" set-up in order to take the policy areas further. TEC has a sub-group on Electric Vehicle Rapid Charging-Points, as well as a Safe Speeds for London Steering Group and a Go Ultra Low City Scheme Partnership. Quarterly meetings with the TfL Transport Commissioner and the Chair and vice chairs of TEC also take place.

Spencer Palmer made the following comments on the services that TEC provided:

- The Freedom Pass had 1.17 million pass holders and cost £344 million. 356 million journeys were made in total in a year. TEC handled the transport negotiations with TfL and the apportionment for each borough. 120 contract staff were employed along with five in-house staff to administer the Freedom Pass. The Freedom Pass went through a renewal process every five years.

- The Taxicard was a subsidised taxi service and has 57,000 members, at a cost of £10.2 million. Over 150 contract staff work on Taxicard, along with 5 in-house staff. The core focus was to make improvements to the service performance over the course of the year.
- There are two tribunals at London Tribunals based at Funnival Street near Chancery Lane, namely the Environment and Traffic Adjudicators and the Road User Charging Adjudicators (or “RUCA”). The tribunal service was now expanding, mainly due to the ULEZ, and plans for additional staff and resources had been agreed by TfL.
- The London Lorry Control Scheme (LLCS) was in place to reduce noise from heavy goods vehicles along certain routes. Boroughs had not been charged for this service for a number of years now. The LLCS provided an enforcement revenue of £1.28 million. There were five contract enforcement officers and four in-house staff working for the LLCS.
- Other traffic and parking services included the Health Emergency Badge Scheme (HEB), which allowed registered health professionals to park in restricted places when there was a health emergency.
- TEC also dealt with agreeing traffic signals costs and the setting of amounts for Penalty Charge Notices (PCNs).

Councillor Livingstone suggested changing the sentence in paragraph 16 (page 7, first bullet point) – “Support the strategic review of the bus network by TfL” to *“engage with TfL on the review of the strategic review of the bus network”*. Councillor Mitchell agreed that the report should be taken to the TEC Executive Sub Committee. He thanked Spencer Palmer and Katharina Winbeck for all their work on the TEC priorities.

Councillor Scott-McDonald said that more time was needed to look at the TEC priorities, as it was difficult to ascertain whether the priorities were moving in the right direction.

The Chair suggested that a more detailed look at the TEC priorities could take place at the TEC Executive Sub Committee.

Decision: The Committee:

- Agreed to change the sentence in paragraph 16 (page 7, first bullet point) – “Support the strategic review of the bus network by TfL” to *“engage with TfL on the review of the strategic review of the bus network”*; and
- Agreed to bring the report to the TEC Executive Sub Committee, for more a detailed discussion.

12. Chair’s Report

The Committee received a report that updated members of transport and environment policy since the last TEC meeting on 21 March 2019 and provided a forward look until the next TEC meeting on 10 October 2019.

The Chair said that he had attended a Crossrail High Level Forum on 14 May 2019, and a full Crossrail report would be going to TEC on 10 October 2019. This would have a knock-on effect on other projects. The Chair said that he had also received a reply from the Secretary of State with regards to packaging, and that engagement on this would be ongoing.

Councillor Ehmann asked whether TfL were making any representations with

regards to the Hammersmith and Fulham bridge closure. Alex Williams said that Government funding arrangements for roads and bridges did not currently work and a proper funding settlement for London was required. The Chair said that this would have an effect on other boroughs as well. He said that there were wider issues with regards to bridge crossings, especially with regards to funding responsibilities.

Decision: The Committee noted the Chair's Report.

13. Re-appointment of Environment and Traffic Adjudicators

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

Caroline Hamilton, Chief Adjudicator ETA, London Tribunals, introduced the report. She said that London Tribunals operated independently. Committee was now being asked to agree to the re-appointment of the ten adjudicators in the report.

Decision: The Committee:

- Agreed that the following adjudicators be re-appointed for a period of 5 years from 11th June 2019: Jane Anderson, Teresa Brennan, Michael Burke, Anthony Chan, Andrew Harman, Anju Kaler, Alastair McFarlane, and Kevin Moore;
- Agreed that adjudicator John Lane be re-appointed until 12th August 2019; and
- Agreed that adjudicator Michael Lawrence be re-appointed until 4th July 2021

14. Dockless Bicycles – Londonwide Byelaw

The Committee considered a report that updated TEC on the proposed pan-London parking byelaw for the regulation of dockless bicycle hire schemes in London. The report asked TEC to agree to start the process of amending the TEC Agreement to delegate the boroughs' functions related to making the pan-London byelaw to TEC.

Katharina Winbeck informed members that a London-wide byelaw had now been drafted, and a final version would be presented to TEC at the October 2019. She said that boroughs were now being asked to delegate authority to TEC, in order to have one overall byelaw for all boroughs. This byelaw would allow boroughs to have the power to say where they did or did not want dockless bikes parked. Boroughs could issue an FPN if users parked a bicycle in a place where it was not allowed. Katharina Winbeck said that all London local authorities needed to delegate this power to TEC, along with having a formal consultation process.

The Chair said that a great deal of effort and time was involved in signing-up to delegate the authority to TEC, and this was why the process was being started now. He said that borough members should now go back to their officers to ensure that their boroughs were ready to do this. Councillor Huntington-Thresher asked whether the boroughs would be able to engage with the individual bike companies direct, or whether it would be down to the Scheme to say where the bicycles could be parked. Katharina Winbeck said that boroughs are free to engage with individual companies directly, however, no borough will be able to restrict its available parking places to operators, once designated, they would have to be open to all operators. In addition, a document of principals was being put together, which would replicate many of the principles developed in boroughs MOUs with operators.

Councillor Khan asked how the delegation of spaces would be resolved in smaller high streets. Katharina Winbeck said that this was completely within the boroughs control to decide where and how much space to designate for parking dockless bikes. Councillor Harrison asked whether the Scheme would present funding pressures to the boroughs. Katharina Winbeck said this should not be the case, however, officers are also looking at boroughs being able to charge the bike operators for the parking spaces. There is continuous engagement with officers to finalise the different aspects of the scheme.

Councillor Harrison asked whether the technology was currently sophisticated enough to roll-out the Scheme. Katharina Winbeck confirmed that it was. She said that boroughs could say that users of the Scheme could park anywhere in their boroughs, provided that it was not illegal or that they were not causing an obstruction.

Councillor Scott-McDonald asked if there was a timetable for the Scheme. Councillor Burke said that caution needed to be taken with regards to the wording of the byelaw to ensure that more of the costs did not go to the boroughs. Katharina Winbeck said that boroughs could opt out of the Scheme completely, if they so desired. She confirmed that the final wording of the byelaw would go back to TEC before anything was agreed. With regards to a timetable, Katharina Winbeck said the quickest this could be done was in about six months, although this would be dependent how quickly the boroughs agreed and returned their signed delegations to amend the TEC Agreement.

Decision: The Committee:

- Noted that the final wording of the byelaw would go back to TEC before any agreement was made; and
- Agreed to consult on and seek written agreement for all London local authorities and TfL to amend the LCTEC Agreement as outlined in paragraph 10 of the report.

15. Flooding Investment in London

The Committee received a report that followed on from the last Flood Partnerships update report that went to TEC on 6 December 2018, and presented a business case on behalf of the Thames RFCC for an increase in the locally raised levy by 1.99%.

Robert Van De Noort, Chair of the Thames RFCC, introduced the report and made the following comments:

- The recent heavy rainfall in south London had caused internal flooding to around 50 properties, and had particularly affected the boroughs of Bromley and Merton. About a month's rain had fallen in a 24-hour period, and it was expected that such events would become less exceptional in the future.
- Preparations needed to be made for a more volatile climate, along with an increased risk of flooding
- The Thames RFCC continued its work with Environment Agency and the Lead Local Flood Authorities in making the residents of London and the Thames Valley more resilient to flooding
- By the end of the six-year programme, the flood risk to more than 30,000 homes would have been reduced. Pilots had also been developed, like the London Strategic SuDS pilot.
- Investment in future schemes, including the River Thames Scheme, would benefit many households in the near future, but the delivery fell outside of the current work programme.

- The appendix to the report shows how the Thames RFCC was responding to members' request for a more transparent reporting of progress.
- Committee was now being asked to provide a steer to TEC members who serve on the Thames RFCC to increase the levy by 2020/21 by 1.99%. This would be the last of the 1.99% increases as part of the current six-year programme.

Councillor Ghani asked how the 1.99% levy increase compared to the rest of the country. Robert Van De Noort said that the rest of the country had a levy increase of around 1.5 to 2%, with the north of the UK increasing to up to 5%. He said that the increase in the levy had been asked to protect the real value of the levy and the development programme. If the local levy was reduced, this would make it increasingly difficult to obtain funding from the Government.

Sarah Smith, Flood and Coastal Risk Manager, Environment Agency, informed members that the levy was based on the number of Band D properties in the boroughs. Robert Van De Noort said that there was a need to consider broader issues of infrastructure with regards to flood risk, and to change the way we looked to support residents and businesses.

Councillor Burke said that there were a number of references to hard engineered flood alleviation schemes. He asked to what extent flood risk was being managed in the future using soft engineering strategies including the planting of vegetation. Robert Van De Noort said that the Government had undertaken pilots and there was a great deal of work being carried out on this, but that a mixture of hard and soft engineering was necessary.

Decision: The Committee agreed that a steer be provided to the TEC members who serve on the Thames RFCC to increase the levy by 1.99% for 2020/21.

Item 16. New Wandsworth Byelaws: Setting Penalty Levels

The Committee considered a report that provided the results of the new Wandsworth Parks and Open Spaces Byelaws consultation which was run on behalf of TEC from 26 April 2019 to 26 May 2019.

Decision: The Committee:

- Noted the consultation outcome;
- Agreed to set a fixed penalty level of £80 for breaches to the new Wandsworth Park and Open Spaces Byelaws; and
- Agreed to set the level of reduced payment at £50 if the fixed penalty is paid within 14 days from the date of the notice.

Item 17. Local Implementation Plan (LIPs) Funding Formula Review

The Committee received a report that set out the current position on the review of the formula that was used to calculate boroughs' allocations from the Corridors, neighbourhoods and supporting measures" funding. Alex Williams, Director of City Planning, TfL, introduced the report. This was last updated in 2010 and is no longer aligned with the new MTS. As per TEC's agreement at the meeting on 11 October 2018, the review had been conducted by the LIP3 working group, consisting of TfL, London Councils and borough officers. The currently developed two funding options could be found at Appendix A of the report. He said that it was important for the funding review to

be carried out by consensus. The report today just sought members' views on the options.

Councillor Livingstone felt that there was too much allocation of discretionary funding in the LIPs programme. Councillor Loakes said that the bidding process took up a lot of time and he felt that there was not a great deal of delivery in return.

He felt that there needed to be some form of baseline criteria for all the bidding processes and that these should be applied across funding pots.

Councillor Livingstone said that he was not happy with Option 1 for the formula. Councillor Harrison said that he would like more stability and certainty when it came to the LIP funding. Councillor Scott-McDonald felt that the LIP funding formulas were not ambitious enough. She said that she would welcome an increase to borough LIP funding. Councillor Holland said that the review needed to be consistent with the MTS, in order to meet objectives. Councillor Abellan said that his borough had already committed to a number of projects and felt that any changes to the LIP funding review needed to be phased in over a number of years.

Councillor Mitchell said that there were a great deal of pots with different allocations of funding. He felt that the bidding process, in general, was cumbersome. The Chair said that boroughs would prefer certainty when it came to LIP funding. He said that the individual borough LIPs had now been signed off and with an implementation plan up to 2021, no borough should experience a significant reduction in its allocation until at least that time. If there was an option of increasing the formula funded element of LIPs so that no borough loses significantly, that could be further explored.

Alex Williams said that the report sought members' views, which would be taken back to City Hall. He said that he would also take back to TfL the issues raised about the complexities of the LIP bidding process and the allocation of funding for the condition of roads. Alex Williams said that a further report on the review of the LIP funding formula would come back to TEC on 10 October 2019, with a view to taking stock and looking at the best way forward. Councillor Loakes said that he wanted all the criteria to be the same in order to get some consistency. The Chair said that further discussions on LIP funding would take place over the summer.

Decision: The Committee:

- Noted that a further report on the LIP funding formula review would be brought to TEC on 10 October 2019;
- Agreed that further discussions on LIP funding would take place throughout the summer; and
- Noted that members' concerns about the review, including the complexities of the bidding process, would be taken back to TfL by Alex Williams.

Item 18. Safe Speeds Review for London Update

The Committee received a report that provided a further update on current activities examining the speed enforcement process in London and outlined future proposals following the Committee's firm commitment in March 2019 to explore the feasibility of boroughs enforcing speed limits on their roads.

Spencer Palmer said that the report gave a summary of the work being carried out by the steering and working groups. He said that the Metropolitan Police were present at the steering group earlier today and said that they were not willing to agree to a transfer of enforcement powers at this stage. The Met were intending to prosecute up to a million

speeding drivers a year (a significant increase). Spencer Palmer said that the steering group had agreed to produce a Communications Plan and Strategy. He said that obtaining legal advice was key, in order to determine what could and could not be done. There was also agreement in coming up with a pilot, and this would be tested with legal advisers.

Spencer Palmer informed members that the steering group would be meeting next in September 2019, and then a further report on the Safe Speeds Review would go to TEC on 10 October 2019. Councillor Field said that publicity on this and any action being taken needed to be raised. He said that this needed to be kept high-up on the agenda. Councillor Loakes felt that the issue of safe speeds was going in the right direction and he was confident that the streets could be made safer, sooner rather than later.

Councillor Abellan said that getting the powers and resources to enforce safer speed limits was very important. Councillor Field said that enforcing speed limits was all about improving road safety. The Chair emphasized the need to be sensitive in the way that safe speeds were communicated.

Councillor Burke asked what the police were saying at the steering group. Spencer Palmer said that the Met were positive about having greater involvement with local authorities. He said that the Met said that local people thought that there were problems in their boroughs with regards to speeding.

Councillor Khan asked whether traffic calming measures were discussed. Councillor Ehmann asked whether revenue sharing was discussed. Councillor Loakes said that it was too early to go into these areas as advice was needed first from Counsel. Spencer Palmer confirmed that the group were looking at whether revenue could be shared that came from fees for speed awareness training courses. He said that TfL was developing a speed toolkit.

Councillor Huntington-Thresher felt that the decriminalisation of speeding offences would not send out the right message. He also felt that the engagement of local authorities should take place through safer neighbourhood panels.

Decision: The Committee:

- Noted the contents of the report;
- Approved the estimated £12,000 (+ VAT) from TEC's research budget to seek legal Counsel advice; and
- Agreed that a further report on Safe Speeds in London would be presented to TEC on 10 October 2019.

Item 19. Direct Vision Standard (DVS) for Heavy Goods Vehicles

The Committee considered a report that was an update on the Phase 2c consultation on the proposed London HGV Safety Permit Scheme to reduce road danger in London, which included a statutory consultation on a traffic order to implement the Scheme under the Committee's traffic regulation order powers.

Spencer Palmer introduced the report. He said that the intention was to improve safety for pedestrians and cyclists. The view was to have a Londonwide ban for lower rated vehicles, when it came to the visibility ratings for HGVs. Spencer Palmer said that there had now been agreement to go to formal consultation. The London Lorry Control Scheme would be used to administer the DVS. Responses to the consultation could be found at the back of the report (Appendix G).

Spencer Palmer informed members that any formal objections to the amendment to the Traffic Order had now been withdrawn. He said that TEC should make the decisions in light of the legal advice provided, along with the main report.

Decision: The Committee:

- Considered the responses from the Phase 2c consultation detailed in this report, together with comments, and at Appendix G;
- Agreed to continue with the process to make the Amendment Order
- Noted the position regarding the identified potential objections described in paragraph 18;
- Agreed not to hold a public inquiry before making the Amendment Order and authorise the Director Transport & Mobility to cancel the provisional public inquiry arrangements;
- Agreed to make the Amendment Order and delegate to the Director Transport & Mobility authority to publish notice; and
- Noted the position regarding Barnet LBC participating in the Scheme and the LLCS.

Item 20. Freedom Pass Progress Report

The Committee received a report that provided members with the following: an update on the outcome of the Freedom Pass 2019 renewal update on plans for the 2020 renewal of 730,000 passes, a reminder to boroughs regarding the assessment of eligibility for the disabled persons' Freedom Pass Scheme, and the potential changes to the way in which the settlement with the Rail Delivery Group (RDG) was calculated.

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report. Councillor Zinkin asked if there was an increase in the settlement costs, as implied in paragraphs 18 and 19. Stephen Boon said that TEC was not being asked to agree a new settlement. He informed members, however, that recommendation "d" ("Note the proposed change to the way in which the settlement with RDG is calculated") would be re-worded and then re-issued to TEC.

Councillor Huntington-Thresher suggested that, at the renewal stage, passholders should be reminded that they needed to tap the passes in and out at the stations. Stephen Boon said that negotiations needed to take place on where there were journeys that did not have a start or ending point. Councillor Burke asked how the settlement methodology was calculated. Stephen Boon confirmed that the DfT published guidance and London Councils reviewed the methodology.

Decision: The Committee:

- Agreed that the recommendation "d" in the report would be re-worded and that the recommendation would be re-issued;
- Noted progress of the 2019 renewal;
- Noted the update on plans for the 2020 renewal; and
- Agreed to ensure that sufficient borough resources were in place to undertake the 2020 renewal

Item 21. Royal Borough of Greenwich CCTV Enforcement Approval

The Committee received a report that sought approval for the Royal Borough of Greenwich to commence CCTV enforcement of parking contraventions under the Traffic

Management Act 2004, bus lane contraventions under the London Local Authorities Act 1996 and moving traffic contraventions under the London Local Authorities and Transport for London Act 2003.

Decision: The Committee agreed that permission be given to the Royal Borough of Greenwich to enforce parking, bus lane and moving traffic contraventions using CCTV.

Item 22. TEC & TEC Executive Sub Committee Dates 2019/20

The Committee considered a report that notified members of the proposed TEC and TEC Executive Sub Committee dates for the year 2019/20.

Decision: The Committee agreed the dates for the TEC and TEC Executive Sub Committee meetings for the year 2019/20

Item 23. Item Considered by the TEC Elected Officers under the Urgency Procedure

The Committee received a report detailing an item that was sent to TEC Elected Officers under the Urgency Procedure on the proposal to set-up a Safe Speeds for London steering group.

Decision: The Committee noted the report that went to TEC Elected Officers on 14 May 2019 on the proposal to set-up a Safe Speeds for London Steering Group and the Terms of Reference for the Group.

Item 24. Minutes of the TEC meeting held on 21 March 2019

The minutes of the TEC meeting held on 21 March 2019 were agreed as an accurate record.

The press and public were asked to leave the room while the exempt part of the agenda was discussed.

The meeting finished at 16:45pm