

London Councils' TEC Executive Sub Committee

Thursday 6 February 2020

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

Contact Officer: Alan Edwards **Tel:** 020 7934 9911
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1 Apologies for Absence & Announcement of Deputies	-
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7 Royal Borough of Kensington and Chelsea CCTV Enforcement Approval	
8 TEC Month 9 Revenue Forecast 2019/20	
9 Minutes of the TEC Main Meeting held on 5 December 2019 (for noting)	
10 Minutes of the TEC Executive Sub Committee Meeting held on 14 November 2019 (for agreeing)	

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
6 February 2020

Freedom Pass & 60+ Oyster Card

Cllr Julian Bell (LB Ealing – Chair), Cllr Wesley Harcourt (LB Hammersmith & Fulham), Cllr Richard Field (LB Wandsworth) and Cllr Tim Mitchell (City of Westminster)

South London Waste Partnership

Cllr Stuart King (LB Croydon) and Cllr Manuel Abellan (LB Sutton)

Western Riverside Waste Authority

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

Thames Regional Flood & Coastal Committee (RFCC)

Cllr Denise Scott-McDonald (RB Greenwich) and Cllr Richard Livingstone (LB Southwark)

London Road Safety Council

Cllr Denise Scott-McDonald (RB Greenwich), Cllr Richard Livingstone (LB Southwark), and Cllr Tim Mitchell (City of Westminster)

Car Club

Cllr Julian Bell (LB Ealing – Chair) 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)

London Councils' TEC Executive Sub Committee

Future Mobility Agenda: The Final Report of the Task & Finish Group on Smart Mobility & Mobility as a Service (MaaS) Item no: 05

Report by: Paulius Mackela **Job Title:** Principal Policy & Project Officer
Date: 06 February 2020
Contact Officer: Paulius Mackela
Telephone: 020 7934 9829 **Email:** paulius.mackela@londoncouncils.gov.uk

Summary: Smart technologies and the better use of data and Mobility as a Service platforms could make positive impacts on the efficiency, environmental performance and safety of London's transport networks. The Task & Finish Group on Smart Mobility and Mobility as a Service (MaaS) discussed the role of London local government within this policy area and the potential models for an integrated multi-modal journey planning and payment solutions. This report is the output from these intensive discussion over the past four months, asking TEC Executive members to discuss and agree the recommendation from the Group.

Recommendations: The Committee is asked to:

- Note and comment on the report
- Agree the recommendation put forward by the Task & Finish Group on Smart Mobility & MaaS as outlined in paragraph 15
- Agree for *Demand-Response Schemes* to be the third focus area of the Future Mobility Agenda

The Final Report of the Task & Finish Group on Smart Mobility & MaaS

Introduction / Overview

1. London Councils' Transport and Environment Executive Sub Committee (TEC Executive) received a 'Future Mobility: Recognising and seizing opportunities in London'¹ report on 15 November 2018, which suggested a more active role for London Councils' TEC Executive Committee in contributing to policy development for autonomous transport, bicycle and car sharing schemes, demand-response services and developments in smart mobility platforms. Members agreed to the report's recommendation to set up temporary Task & Finish Groups with political oversight through London Councils' TEC Executive Committee meetings.
2. At the TEC Executive meeting on 18 July 2019, members agreed for Smart Mobility & Mobility as a Service (MaaS) to be the second focus area of the Future Mobility Agenda. Following this, at the TEC Executive meeting on 12 September 2019, members approved the proposed composition, purpose, scope, size and timeline for the work of the Group, and noted other relevant information about the Group. At the TEC Executive meeting on 14 November 2019, members received a report which provided an update on the first two meetings of the T&F Group and outlined further work.
3. TEC members also received a report² on smart mobility and MaaS on 7 December 2017, which suggested a more active role for London Councils' TEC in contributing to policy development in this policy area to assist in tackling air pollution and congestion challenges in London.

Background Information

Terminology

4. The latest developments in technology and data accessibility have led to new transport business models being introduced. One of the new paradigms is known as Mobility as a Service (MaaS). Given that there is no one dominant definition of MaaS used across academic literature and the policy world, it was important to provide a clear interpretation of this term within the work of the Group.
5. For the purposes of this task and finish group, MaaS was defined as a platform (i.e. an app) where users can access, plan, book and pay for a range of mobility services through a single interface. This definition is closely aligned with the one used by TfL³. Berlin provides a good example of such platform as it has recently launched a new app, *Jelbi*, which offers multimodal transport solution by incorporating public transport, active travel, car sharing, and taxis into one app.

Purpose & Progress

6. The Task & Finish Group on Smart Mobility and MaaS was brought together by London Councils in order to provide an analysis of the current state of MaaS in London, develop

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

² <https://www.londoncouncils.gov.uk/download/file/fid/21717>

³ <http://data.parliament.uk/writtenevidence/committeeevidence.svc/evidencedocument/transport-committee/mobility-as-a-service/written/77598.pdf>

a shared vision supported by all key London government stakeholders and clearly identify the role that London boroughs should play in this policy area going forward.

7. The inaugural meeting of the group was held on Thursday 3 October 2019 with the following four meetings scheduled throughout late 2019 and early 2020. The final meeting of the group was held on Thursday 16 January 2020. The meetings were split into the following themes:
 - Meeting no. 1: Project overview and agreeing the terms of the Group
 - Meeting no. 2: Understanding the future of MaaS development on a national level
 - Meeting no. 3: Exploring MaaS platforms together with leading academics and researchers
 - Meeting no. 4: Giving MaaS operators an opportunity to provide their vision of MaaS in the capital
 - Meeting no. 5: Drawing conclusions and formulating a shared vision for MaaS development in London
8. The group was made up of officers from London Councils, the GLA, TfL and local authorities. A wide range of guest members were invited to attend the meetings and provide evidence (the following list includes MaaS platform providers, universities, consultancies, civil service and 3rd sector representatives actively working in this policy area): Bristol University, BVRLA, CityMapper, CoMoUK, Department for Transport, Enterprise, MaaS Global, Mott MacDonald, Traqi, Uber, University College London, University of Hertfordshire. These stakeholders were identified through research on MaaS in London and through existing contacts with universities and the industry.
9. UCL Energy Institute's study (2015)⁴ 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". 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. Finally, some research papers^{6 7 8} suggest that MaaS pilots have the potential to increase efficiency in transport networks, reduce congestion levels and, as a result, improve air quality.
10. However, if MaaS develops in an uncontrolled way, it could potentially have unintended negative consequences such as digital and social exclusion, geographical disbalance of the city where some parts are simply left behind, or even result in increased road congestion and worsened air quality levels.
11. A way to ensure that any future MaaS platform in the capital brings positive change to our transport network is to set a shared vision for incentivising preferred transport modes

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>

⁶ https://assets.kpmg/content/dam/kpmg/uk/pdf/2017/08/reimagine_places_maas.pdf

⁷ <https://publications.parliament.uk/pa/cm201719/cmselect/cmtrans/590/590.pdf>

⁸ <https://trid.trb.org/View/1502485>

(i.e. active travel and public transport) over less sustainable ones (i.e. private car trips). In a way, such vision already exists within the Mayors Transport Strategy and other relevant documents.

12. It is worth noting that the Department for Transport is expected to launch a regulatory review of MaaS in early 2020, which will provide an opportunity for London to ask for relevant powers to set framework conditions for MaaS platforms and form incentives. More information about this below.

Task & Finish Group Recommendation and Discussion

13. The Task and Finish Group made up of officers from the GLA, TfL, London Councils and individual boroughs, has developed a joint understanding and vision for a pan-London MaaS. The TEC Executive is asked to take note of the discussions held that have led to this joint vision and discuss the recommendation going forward.
14. The group believes that a user centric MaaS, if developed responsibly and tailored to supporting public policy goals, has the potential to make positive improvements on efficiency, sustainability, accessibility and safety of London's transport network.

Recommendation

15. **The group therefore recommends that TfL should be recognised as the lead organisation in developing and managing a pan-London MaaS solution which has public good at its heart, in collaboration with and support from London boroughs and London Councils.**

Discussion

16. The following paragraphs outline key principles and agreements the group was able to reach on the future of MaaS in London and provide the rationale behind the recommendation. These will form the starting point for TfL when developing the pan-London MaaS solution further.

Which MaaS model to use

17. There is no single MaaS model that is universally applicable to all cities. Given the different circumstances in various cities and regions across the world and the unique transport landscape in London, copying a model from another city will not work (i.e. Berlin, Helsinki). TfL already provides a form of MaaS by providing open data and integrated payments for the modes they are responsible for. These two factors also mean that there are very few barriers to private providers of MaaS platforms developing services, possibly in ways which work against the city's policy goals. As such, the group concluded that **London needs to ensure that MaaS solutions feed into the capital's strategic long-term vision instead of working against it.**
18. A well-developed multimodal and user centric MaaS solution has the potential to provide an attractive and efficient service to Londoners, at the same time as promoting a shift towards more sustainable, accessible and efficient transport modes. Based on the evidence provided by academic researchers and other stakeholders **the group agrees that public transport and active travel should be the backbone of any future MaaS service in London.**

19. **Any integration of various forms of transport modes into a mobility service platform should be done on a pan-London level rather than individual borough or strategic partnership level.** This is because an effective MaaS platform would feature local transport infrastructure, which crosses borough boundaries and combines numerous services spread out across the capital, i.e. public transport, active and shared mobility, taxis, etc. Therefore, only a pan-London solution would provide enough information and transport options to be attractive for users. Given that Londoners most commonly see the capital as one homogenous city and do not necessarily know where the borough boundaries are, developing several competing borough level or regional MaaS platforms would be counterproductive for coordinating mobility modes and providing available travel options.

Who is best placed to lead MaaS development in London

20. Given the conclusions above about having an active travel and public transport focus and any MaaS solution being pan-London, **TfL, as the integrated body responsible for London's public transport system, is best placed to act as a facilitator to coordinate and manage any future development of a MaaS platform driven by the public good in London.** While TfL will naturally lead in this space, collaboration and support from London Councils and the boroughs will be necessary. Where appropriate and where decisions and services are directly relevant to London boroughs (i.e. car sharing, micro-mobility, parking, setting incentives) TfL will directly engage with London Councils and the relevant boroughs. This could potentially take the form of informal consultations through London Councils, attending existing officer networks or setting up a new officer working group.
21. The case for a market-led option, made possible by the unique conditions which exist within London (primarily contactless and open data), was discussed. Although hard evidence is currently lacking, the group had concerns that these platforms could prioritise less sustainable modes, depending on the operator developing them. To encourage these commercial platforms to remain closely aligned with London's objectives and to ensure that future services are inclusive, equitable, and supportive of a vision for London that is democratically accountable, the group recommends that **London's government sector (with TfL as a lead organisation) should set framework conditions for MaaS platforms and forming incentives.** This will require new regulatory powers and should be considered within the government's upcoming regulatory review of MaaS. It is suggested that once the government launches the regulatory review on MaaS the group meets again to discuss and coordinate responses to provide a consistent pan-London position.
22. The group acknowledges that in addition to ensuring close cooperation across different layers of London local government, it will also be important to collaborate and establish open dialogue with new mobility operators. **Since MaaS integrates multiple transport modes, it is key to establish a culture of trust, shared benefits and innovation.**

Timeframe

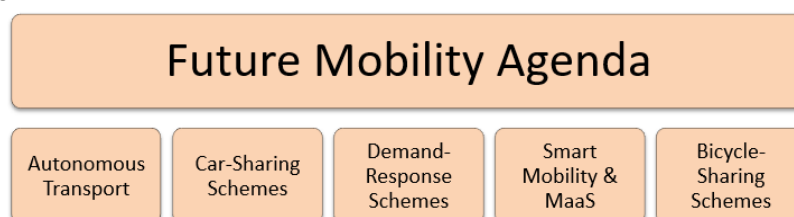
23. With regards to the timeline of further work within this policy area, **the group acknowledges the urgency and importance of this and agrees that the development of strategic plans should be a policy priority.**

Conclusion

24. Smart technologies and the better use of data and MaaS platform could make significant positive impacts on the efficiency, environmental performance, accessibility and safety of London's transport networks.
25. Over the past months, the Task & Finish Group on Smart Mobility & MaaS has been meeting regularly to understand the key challenges and opportunities and agree on a pan-London vision for MaaS.
26. Following the previous advice from members of TEC Executive and the evidence received from academia, government departments and relevant industry bodies, the Group has come up with a recommendation.
27. TEC Executive members are now asked to discuss and agree this recommendation and the further information presented as a way of discussion in the report above.

Next focus area - Proposal

28. 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.



29. Now is the time to agree on the next focus area of the agenda. London Councils' officers recommend that this should be the *Demand-Response Schemes* category.
30. A 'demand responsive' system is a flexible, shared and user-oriented form of public transport. It is designed to provide transportation services in low-demand-areas and is based on the needs of customers (pick up locations, times, destinations, etc.). TfL has launched trials for demand-response bus service in Sutton⁹ in May 2019 (due to end in May 2020) and Ealing¹⁰ in November 2019 (due to end in November 2020). As TfL and relevant boroughs have been receiving trial data and feedback from users, we suggest that London Councils and LC TEC Executive should play a key role in analysing this information and forming a shared pan-London view within this policy area.
31. It should also be noted that out of the two remaining workstreams of the agenda (autonomous transport and demand-response schemes), London Councils' officers do not think that it is the right time to look at autonomous transport because TfL is currently leading policy development on connected and autonomous vehicles and we are already working very closely with them.

⁹ <https://gosutton.co.uk/>

¹⁰ <https://consultations.tfl.gov.uk/buses/demand-responsive-buses/>

Recommendations

The Committee is asked to:

- Note and comment on the report
- Agree the recommendation put forward by the Task & Finish Group on Smart Mobility & MaaS as outlined in paragraph 15
- Agree for *Demand-Response Schemes* to be the third 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.

London Councils' TEC Executive Sub Committee

Transport & Mobility Services Performance Information

Item no: 06

Report by: Andy Rollock

Job title: Mobility Services Manager

Date:

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 Q3 2019/20

Recommendation: Members are asked to note the report.

Performance Monitoring and Reporting

1. London Councils provides a number of transport and mobility services on behalf of the London boroughs. These include London Tribunals, Freedom Pass, Taxicard, the London European Partnership for Transport, the London Lorry Control Scheme, the Health Emergency Badge scheme and providing a range of parking services and advice to authorities and the public.
2. Appendix 1 sets out the latest position against key performance indicators for each of the main services. This report covers Q3 in 2019/20, figures for Q2 (19/20) and full year 2018/19.

Equalities Considerations

None.

Financial Implications

None.

**APPENDIX 1: TRANSPORT & MOBILITY SERVICES: PERFORMANCE QUARTER 3
LONDON TRIBUNALS**

	Target (where appropriate)	2018/19 Full Year	2019/20 Q2	2019/20 Q3	Red / Amber / Green (RAG) rating Q3
Environment and Traffic Adjudicators (ETA)					
No. of appeals received	N/A	42,835	11,546	10,658	N/A
No. of appeals decided	N/A	36,486	9,218	8,788	N/A
% allowed	N/A	49%	53%	52%	N/A
% Did Not Contest	N/A	27%	29%	32%	N/A
% personal hearings started within 15 minutes of scheduled time	80%	87%	90%	89%	Green
Average number of days (from receipt) to decide appeals (postal)	56 days	29 days	29 days	27 Days	Green
Average number of days (from receipt) to decide appeals (personal)	56 days	47 days	44 days	43 Days	Green
Average number of days (from receipt) to decide appeals (combined)	56 days	34 days	22 days	30 Days	Green
Road User Charging Adjudicators					
No. of appeals received	N/A	9,812	5,259	4,905	N/A
No. of appeals decided	N/A	9,366	4,599	4,275	N/A
% allowed	N/A	32%	31%	38%	N/A
% Did Not Contest	N/A	20%	26%	32%	N/A
% personal hearings started within 15 minutes of scheduled time	80%	85%	84%	92%	Green
Average number of days (from receipt) to decide appeals (postal)	56 days	61 days	36 days	38 Days	Green
Average number of days (from receipt) to decide appeals (personal)	56 days	46 days	39 days	48 Days	Green
Average number of days (from receipt) to decide appeals (combined)	56 days	56 days	36 days	40 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	9,899	9,443	N/A
% of calls answered within 30 seconds of the end of the automated message	85%	99%	99%	99%	Green

Comment:

*The % of hearing dates issued to appellants within 5 working days of receipt missed the target this period because of 6 cases that were not processed correctly. i.e. they were processed within 5 working days, but were subsequently found to have been processed incorrectly because of a User error

FREEDOM PASS

	Target (where appropriate)	2018/19 Full Year	2019/20 Q2	2019/20 Q3	Red / Amber / Green (RAG) rating Q3
Number of active passes at end of period	N/A	1,170,848	1,183,188	1,181,889	
Number of new passes issued (BAU)	N/A	45,325	15,299	15,431	
Number of passes issued (2019 Renewal)	N/A	41,567	339	126	
Number of replacement passes issued	N/A	98,948	24,420	23,029	
Number of phone calls answered (BAU)	N/A	200,603	51,432	53,083	
% Answered within 45 seconds (BAU)	85%	79%	71%	83%*	Red
% of calls abandoned	<2%	3%	5.4%	4%*	Red
Customer Satisfaction Survey rating (scoring 7 or above)	75%	92%	90%	91%	Green
Number of phone calls answered (2019 Renewal)	N/A	7,852	1,591	0	
% Answered within 45 (2019 Renewal)	85%	79.3%	78%	N/A	
Number of letters and emails answered	N/A	72,692	20,576	16557	
Number of emails answered (2019 Renewal)	N/A	0	0	0	

BAU = Business as Usual

Comment:

*The percentage of calls answered (BAU) has improved from 71% in Q2 to 83% this quarter, although still not meeting the target of 85%. The improvement is due to the contractor recalculating their call forecast and adjusting resources accordingly.

The contractor was issued with a formal improvement notice in November and London Councils' officers are monitoring this and working with the contractor to see further improvements. There has been a marked improvement in performance, and we would expect to see this continue into Q4.

Customer satisfaction remains high and above the set target.

TAXICARD

	Target (where appropriate)	2018/19 Full Year	2019/20 Q2	2019/20 Q3	Red / Amber / Green (RAG) rating Q3
Number of active passes at end of period	N/A	56,401	58,612	59,478	
Number of new passes issued	N/A	6,977	1,878	1667	
Number of replacement cards issued	N/A	3,941	824	779	
Number of phone calls answered at London Councils	N/A	28,115	5,564	3,554	
% Answered within 30 seconds	85%	91.5%	87%	85%	Green
Number of journeys using Taxicard	N/A	1,122,279	239,235	213,288	
% in private hire vehicles	N/A	8%	13%	12%	
% of vehicles arriving within 15 minutes (advance booking)	95%	93.43%	86%	87%*	Red
% of vehicles arriving within 30 minutes (on demand)	95%	94.51%	86%	87%*	Red

Comment:

*Overall performance has improved this quarter, although still below the required target. London Councils continue to monitor the contractor through the improvement plan. We expect to see a continued upwards trend in performance in Q4.

As reported in the Q2 report CityFleet has launched an app which has opened up the Taxicard scheme to non CityFleet drivers. It is too early to quantify the impact this has had on performance; this will become more evident during the Q4.

TRACE (TOWAWAY, RECOVERY AND CLAMPING ENQUIRY SERVICE)

	Target (where appropriate)	2018/19 Full Year	2019/20 Q2	2019/20 Q3	Red / Amber / Green (RAG) rating Q3
Number of vehicles notified to database	Number of vehicles notified to database	47,190	11,867	12,928	N/A
Number of phone calls answered	Number of phone calls answered	20,037	5,035	5,235	N/A
% of calls answered within 30 seconds of the end of the automated message	85%	96%	93%	91%	Green

LONDON LORRY CONTROL SCHEME

	Target (where appropriate)	2018/19 Full Year	2019/20 Q2	2019/20 Q3	Red / Amber / Green (RAG) rating Q3
Number of permits on issue at end of period	N/A	66,199	66,548	65,923	
Number of permits issued in period	N/A	16,919	4,362	4,741	
Number of vehicle observations made	10,800 per year 2,700 per quarter	11,340	2,560	2,365*	Red
Number of penalty charge notices issued	N/A	5,785	857	1,158	
Number of appeals considered by ETA	N/A	90	26	27	
% of appeals allowed	Less than 40%	62%	69%	66%**	Red

Comment:

*The target was not met by 335 observations due to staff resourcing issues and unexpected absences during the period, which are being addressed.

**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	2019/20 Q2	2018/19 Q3	Red / Amber / Green (RAG) rating Q3
Traffic Enforcement Court: number of debt registrations	N/A	656,658	156,409	185,461	
Traffic Enforcement Court: number of warrants	N/A	526,272	124,102	101,482	
Traffic Enforcement Court: transactions to be processed accurately within 1 working day	100%	99%	100%	100%	Green

HEALTH EMERGENCY BADGES

	Target (where appropriate)	2018/19 Full Year	2019/20 Q2	2019/20 Q3	Red / Amber / Green (RAG) rating Q3
Number of badges on issue at end of period	N/A	4,079	4,255	3,863	
Number of badges issued in period	N/A	2,363	447	462	

LONDON EUROPEAN PARTNERSHIP FOR TRANSPORT

	Target (where appropriate)	2018/19 Full Year	2019/20 Q2	2019/20 Q3	Red / Amber / Green (RAG) rating Q3
Number of Boroughs participating in EU transport funding projects	7	5	5	5*	Red

Comment:

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

London Councils' TEC Executive Sub-Committee

Royal Borough of Kensington and Chelsea CCTV Enforcement Approval

Item No: 7

Report by: Andrew Luck **Job title:** Transport Manager
Date: 6 February 2020
Contact Officer: Andrew Luck
Telephone: 020 7934 9646 **Email:** Andrew.luck@londoncouncils.gov.uk

Summary: This report seeks approval for the Royal Borough of Kensington and Chelsea 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.

Recommendations: The Committee is asked to:

- agree that permission be given to the Royal Borough of Kensington and Chelsea to enforce parking, bus lane and moving traffic contraventions using CCTV.

Background

1. London Councils' Transport and Environment Committee (TEC) is responsible for the approval of applications from London local authorities that wish to commence CCTV enforcement.
2. CCTV enforcement of parking restrictions commenced in August 2001 under the provisions set out in the London Local Authorities Act 2000, which built on the Road Traffic Act 1991. Both these Acts have now been repealed with respect to parking enforcement and replaced by the Traffic Management Act 2004 and regulations thereunder.
3. Currently, all London local authorities enforce parking restrictions by CCTV except the Royal Borough of Kensington & Chelsea and the London Borough of Lewisham.
4. Since 2015, CCTV enforcement of parking restrictions has been limited by amendments to the Traffic Management Act 2004 regulations to the following areas:
 - a bus lane
 - a bus stop clearway or bus stand clearway

- a restricted area outside of a school
 - red routes.
5. CCTV enforcement of bus lane restrictions is performed under the provisions set out in the London Local Authorities Act 1996.
 6. Currently all London local authorities have TEC agreement to enforce bus lane restrictions by CCTV except the Royal Borough of Kensington & Chelsea.
 7. The London Local Authorities and Transport for London Act 2003 allows London authorities to take on the civil enforcement of certain moving vehicle contraventions. TEC agreed on 21 July 2005 that the pilot scheme was complete and authorities that wished to take on the powers should apply to the Committee for approval to commence.
 8. Currently, all London local authorities enforce moving traffic restrictions by CCTV except the London Borough of Bromley and the Royal Borough of Kensington & Chelsea.
 9. Transport for London also enforces parking, bus lane and moving traffic contraventions by CCTV, but does not require the Committee's approval to do so.

Application to Commence CCTV Enforcement by the Royal Borough of Kensington and Chelsea

10. A traffic authority cannot choose which type of contravention they are able to enforce; they must take on responsibility for all the contraventions across the whole of the authority's area. The key steps for boroughs planning to adopt the powers are:
 - Liaise with the police regarding transfer of enforcement
 - Produce an inventory of all locations where the prohibitions, restrictions and instructions to vehicles can be found
 - Review all prohibitions and restrictions to make sure they are appropriate
 - Review all related signs and markings to make sure they are in good condition
 - Obtain council resolution to take on the powers
 - Advertise the passing of the resolution and date set, in a local newspaper and in the London Gazette
 - Identify the enforcement regime and capacity
 - Determine enforcement priorities
 - Apply to London Councils TEC for approval to take on the powers
 - Carry out local publicity and an awareness campaign
11. An application to commence enforcement of parking, bus lane and moving traffic contraventions has been received from the Royal Borough of Kensington and Chelsea (Appendix A), which is proposing to commence enforcement from 1 April 2020.
12. Royal Borough of Kensington and Chelsea have also provided London Councils officers with a list of current moving traffic locations by contravention in the borough, model Penalty Charge Notices for CCTV bus lane enforcement and moving traffic enforcement as well as an adapted CCTV Code of Practice.

13. Members are recommended to approve the application for enforcement using CCTV from the Royal Borough of Kensington and Chelsea as the authority has followed the key steps outlined in paragraph 10 and the application meets the criteria set down by the Committee.

Financial Implications

14. The adoption of additional enforcement powers for bus lane and moving traffic enforcement will result in an increase in Penalty Charge Notices. A small percentage of these are likely to result in an increase in appeals at London Tribunals. As the costs for managing the service are recovered through transactional charges, including a charge for each appeal lodged, there will not be a negative financial impact on London Councils.

Legal Implications

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

Equalities Implications

16. There are no equalities implications to London Councils arising from this report.
17. In implementing CCTV enforcement, it is important that authorities consider the implications for people with disabilities. Vehicles displaying Blue Badges are exempt from certain parking regulations and it is vital that Penalty Charge Notices are not issued to these vehicles where exemptions apply.

Recommendations

18. The Committee is asked to:
 - agree that permission be given to the Royal Borough of Kensington and Chelsea to enforce parking, bus lane and moving traffic contraventions using CCTV.

Appendices

19. Appendix A contains the application to commence enforcement of parking, bus lane and moving traffic contraventions from the Royal Borough of Kensington and Chelsea.

Appendix A

Environment and Communities

Council Offices, 37 Pembroke Road, London W8 6PW

Director for Transport and Highways

Mahmood Siddiqi BSc(Hons), MCIHT



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Mr S Palmer
Director of Transport and Mobility
London Councils
59% Southwark Street
London
SE1 OAL

6 January 2020

Dear Mr Palmer

Application for approval for the use of CCTV cameras for the detection of moving traffic (including bus lane) and parking contraventions in the Royal Borough of Kensington and Chelsea

I wish to formally submit an application to commence CCTV camera enforcement for the detection of moving traffic and parking contraventions at seven locations in the Royal Borough of Kensington and Chelsea with effect from 1 April 2020.

I attach a table setting out the locations and grid references for each of the CCTV cameras that will be used for enforcement purposes.

The approved Code of Practice for the operation of enforcement CCTV cameras has been adopted by this borough. A completed copy of the Code of Practice is attached.

I can confirm that CCTV monitoring operations will take place in a controlled environment and will be carried out in accordance with the security requirements set out in the Code of Practice.

All the traffic management orders have been modified to define the offence as 'to be' in a bus lane and copies of the relevant orders as listed in Schedule 2 are enclosed.

You will be formally notified should there be any extensions to the scheme.

Also enclosed with this application is a sample copy of the Penalty Charge Notice that will be issued for contraventions observed by CCTV.

If you have any questions about this application, please contact Caroline Dubarbier, Sustainable Travel Manager, 020 7361 3766 or on caroline.dubarbier@rbkc.gov.uk.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Siddiqi'.

Mahmood Siddiqi
Director for Transport and Highways

London Councils' TEC Executive Sub-Committee

Month 9 Revenue Forecast 2019/20 Item no: 08

Report by: Frank Smith **Job title:** Director of Corporate Resources
Date: 06 February 2020
Contact Officer: Frank Smith
Telephone: 020 7934 9700 **Email:** Frank.smith@londoncouncils.gov.uk

Summary This report outlines actual income and expenditure against the approved budget to the end of December 2019 for TEC and provides a forecast of the outturn position for 2019/20. At this stage, a surplus of £743,000 is forecast over the budget figure. In addition, total expenditure in respect of Taxicard trips taken by scheme members is forecast to underspend by a net figure of £2.590 million, if trip volumes continue for the remainder of the year. The net borough proportion of this underspend is projected to be their full budget of £1.495 million, with £1.095 million accruing to TfL.

Recommendations The Executive Sub-Committee is asked to:

- note the projected surplus of £743,000 for the year, plus the forecast net underspend of £2.590 million for overall Taxicard trips, as detailed in this report; and
- note the projected level of Committee reserves, as detailed in paragraph 5 of this report and the commentary on the financial position of the Committee included in paragraphs 6-8.

Report

1. This is the final budget monitoring report to be presented to the Committee during the current financial year. The next report will be the provisional outturn figures for the year, which will be reported to the July 2020 meeting of this Committee.
2. The London Councils Transport and Environment Committee's income and expenditure revenue budget for 2019/20 as approved by the Full Committee in December 2018, is set out in Appendix A (Expenditure) and Appendix B (Income). The appendices show the actual income and expenditure at 31 December 2019 and an estimate of the forecast outturn for the year, together with the projected variance from the approved budget. However, the budget is adjusted for:
 - the confirmation of borough and TfL funding for the Taxicard scheme for the year (a reduction of £620,000);
 - confirmation of payments made to the Rail Delivery Group (a reduction of £503,000); and
 - confirmation of the resources carried forward from 2018/19 (£133,000) approved by this Sub-Committee in July 2019.

Variance from Budget

3. The current figures indicate that the Committee is projected to underspend gross expenditure budgets by £2.289 million and post a deficit of income of £1.546 million over the approved budget target for the year. However, these figures include offsetting amounts of £2.590 million relating to payments and income for taxicard trips, making an overall projected net surplus of £743,000. Table 1 below summarises the forecast position, with commentary that details the trends that have begun to emerge during the first quarter and providing explanations for the variances that are projected.

Table 1 –Summary Forecast as at 31 December 2019

	M9 Actual	Budget	Forecast	Variance
Expenditure	£000	£000	£000	£000
Employee Costs	551	716	718	2
Running Costs	199	271	316	45
Central Recharges	279	77	458	381
Total Operating Expenditure	1,029	1,064	1,492	428
Direct Services	7,304	9,221	9,630	409
Research	4	40	5	(35)
Payments in respect of Freedom Pass and Taxicard	263,671	355,105	352,014	(3,091)
Total Expenditure	272,008	365,430	363,141	(2,289)
Income				
Contributions in respect of Freedom Pass and Taxicard	(264,322)	(355,254)	(352,954)	2,300
Income for direct services	(7,783)	(9,689)	(10,386)	(698)
Core Member Subscriptions	(73)	(97)	(97)	-

Government Grants	-	-	-	-
Interest on Investments	(36)	-	(48)	(48)
Other Income	(36)	(71)	(79)	(8)
Transfer from Reserves	-	(320)	(320)	-
Total Income	(272,250)	(365,430)	(363,884)	1,546
Net Expenditure	(242)	-	(743)	(743)

4. The projected surplus of £743,000 is made up broadly of the following:

- A projected overall surplus of £114,000 in respect of TEC parking traded services, after considering an estimate of the level of borough/TfL/GLA usage volumes during the first half of the year. This is attributable to several areas:
 - Firstly, there is a projected net surplus of £75,000 in respect of environmental and traffic appeals. This is made up of a surplus in appeals income of £66,000 plus a net underspend against budget of £9,000 on adjudicator fees and Northgate unit charges. The estimated number of notice of appeals and statutory declarations received over the first eight months amounts to 29,819, giving a projected number for the year of 44,729 which is 3,035 more than the budgeted figure of 41,694. The current indicative throughput of appeals is 3.85 appeals per hour, compared to a budget figure of 3.41;
 - Secondly, the transaction volumes for other parking systems used by boroughs and TfL over the second quarter are projected to result in a net deficit of £6,000;
 - In April 2019 the Ultra Low Emission Zone (ULEZ) was introduced to London, the result of which is an increase in RUCA appeals being heard. Northgate fixed costs have been increased and are currently estimated to be £128,000 over budget as a result of this. Additional income of £173,000 is estimated at this stage of the year to cover the additional Northgate costs and associated increases to the proportion of the hearing centre premises costs which are now being attributed to RUCA based on appeal numbers;
- As discussed in previous reports a detailed review of how London Councils apportions its central costs between the three committees identified some overheads, which are attributed to members of staff working on TEC related activities, which were not being fully passed on to TEC. This has now been addressed and has resulted in additional costs of approximately £421,000 being included in the TEC forecast largely within central recharges but also within Direct Services and Freedom Pass & Taxicard, along with additional staffing costs of approximately £16,000;
- A projected overspend on running costs of £45,000 based on payments made to date and anticipated spend in the remaining part of the year, largely due to additional development costs such as expenditure in relation to the London Tribunals website and other system enhancements which are required. However, this overspend is reduced by an underspend on the research budget of £35,000;
- A projected underspend of £300,000 in respect of the £1.3 million budget for payments to independent bus operators, which reflects a lower take up of new bus operators compared to the contingent element of the budget along with a fall in journeys and the withdrawal of one operator from January 2020;

- A projected underspend of £223,000 in respect of the £1.518 million budget for the issuing/reissuing costs of Freedom Passes. Costs associated with this budget can fluctuate throughout the year based on activity levels. Officers will therefore continue to monitor and manage this budget during the final part of the year;
- Based on income collected during the first three quarters of the year, income receipts from replacement Freedom Passes are forecast to exceed the budget of £750,000 by £299,000, which, along with the above projected reissue budget underspend, will be transferred to into the TEC committee Specific Reserve at the year end;
- Based on income collected during first three quarters of the year, receipts from Lorry Control PCN income are forecast to exceed the budget of £900,000 by approximately £200,000; and
- A forecasted amount of interest on investments of £48,000 not previously budgeted for.

Committee Reserves

5. Table 2 below updates the Committee on the projected level of reserves as at 31 March 2020, if all current known liabilities and commitments are considered:

Table 2– Analysis of Projected Uncommitted Reserves as at 31 March 2020

	General Reserve	Specific Reserve	Total
	£000	£000	£000
Reserves at 1 April 2019	3,936	3,553	7,489
Transfer between reserves	-	-	-
Approved in setting 2019/20 budget (December 2018)	(187)	-	(187)
Carried forward amounts from 2018/19	(133)	-	(133)
2020 renewal spend	-	(1,176)	(1,176)
TEC Special projects	-	(750)	(750)
Projected Budget Surplus/(Deficit) 2019/20	221	522	743
Estimated Residual Balances at 31 March 2020	3,837	2,149	5,986
Contribution to TEC Special reserve	(750)	750	-
Approved in setting 2019/20 budget (December 2019)	(579)	-	(579)
Estimated Residual Balance following transfers	2,508	2,899	5,407

Conclusions

6. This report reflects the position at the third-quarter stage in the current financial year and forecasts a surplus position of £743,000 for the year. In addition, taxicard trips are forecast to underspend by £2.590 million, with the borough proportion of this underspend projected to be £1.495 million, with £1.095 million accruing to TfL.
7. Much of the projected surplus is attributable to a projected surplus on trading operations based on transaction volumes during the first three quarters of the year, plus additional projected income from replacement Freedom Passes and Lorry Control scheme PCNs. However, this is somewhat offset by additional central recharges charged to TEC.
8. After considering the forecast surplus and known commitments in 2019/20, general reserves are forecast to be £3.837 million at the year-end. Following decisions made at the TEC

meeting in December 2019 it was agreed by Members that general reserves would be used to replenish the Specific Reserve by £750,000 and agreed a further transfer of £579,000 in order to balance the 2020/21 revenue budget. Following these transfers the balance on general reserves reduces to £2.508 million, which equates to 19% of budgeted operating and trading expenditure of £12.911 million. This figure to exceeds the Committee's formal policy on reserves, agreed in November 2015 that reserves should equate to between 10-15% of annual operating expenditure.

Recommendations

9. The Executive Sub-Committee is asked to:

- note the projected surplus of £743,000 for the year, plus the forecast underspend of £2.590 million for overall Taxicard trips, as detailed in this report; and
- note the projected level of Committee reserves, as detailed in paragraph 5 of this report and the commentary on the financial position of the Committee included in paragraphs 6-8.

Financial Implications for London Councils

As detailed in report

Legal Implications for London Councils

None

Equalities Implications for London Councils

None

Appendices

Appendix A (Expenditure), Appendix B (Income)

Background Papers

London Councils-TEC Budget working papers 2019/20

London Councils Income and Expenditure Forecast File 2019/20

	Revised 2019/20 £000	Month 9 ATD £000	Month 9 Forecast £000	Month 9 Variance £000
Payments in respect of Concessionary Fares				
TfL	320,913	240,685	320,913	0
RDG	19,450	14,588	19,450	0
Other Bus Operators	1,300	750	1,000	-300
Freedom Pass issue costs	1,518	912	1,295	-223
Freedom Pass Administration	498	398	531	33
City Fleet Taxicard contract	10,856	5,918	8,266	-2,590
Taxicard Administration	570	420	560	-10
	355,105	263,671	352,015	-3,090
TEC Trading Account Expenditure				
Payments to Adjudicators- ETA	790	516	774	-16
Payments to Adjudicators - RUCA	264	300	451	187
Northgate variable contract costs - ETA	293	202	301	8
Northgate variable contract costs - RUCA	80	94	146	66
Northgate variable contract costs - Other	209	100	220	11
Payments to Northampton County Court	4,000	3,730	4,000	0
Lorry Control Administration	859	512	821	-38
ETA/RUCA Administration	2,687	1,820	2,876	189
HEB Administration	40	29	41	1
	9,221	7,303	9,630	409
Sub-Total	364,326	270,974	361,645	-2,681
Operating Expenditure				
Contractual Commitments				
NG Fixed Costs	94	72	94	0
	94	72	94	0
Salary Commitments				
Non-operational staffing costs	666	537	693	27
Members	19	14	19	0
Maternity Provision	30	0	5	-25
	715	551	717	2
Other Commitments				
Supplies and service	177	128	222	45
Research	40	4	5	-35
	217	132	227	10
Total Operating Expenditure	1,026	755	1,038	12
Central Recharges	77	279	458	381
Total Expenditure	365,430	272,008	363,141	-2,289

	Revised 2019/20 £000	Month 9 ATD £000	Month 9 Forecast £000	Month 9 Variance £000
Borough contributions to TfL	320,913	240,684	320,913	0
Borough contributions to ATOC	19,450	14,588	19,450	0
Borough contributions to other bus operators	1,300	975	1,300	0
Borough contributions to FP issue costs	1,518	1,139	1,518	0
Borough contributions to freedom pass administration	0	0	0	0
Income from replacing lost/faulty freedom passes	750	686	1,049	-299
Income from replacing lost/faulty taxicards	18	6	9	9
Borough contributions to Comcab	1,495	0	0	1,495
TfL contribution to Taxicard scheme	9,360	5,918	8,266	1,094
Borough contributions to taxicard administration	326	326	326	0
TfL Contribution to taxicard administration	124	0	124	0
	355,254	264,322	352,955	2,299
TEC trading account income				
Borough contributions to Lorry ban administration	0	0	0	0
Lorry ban PCNs	900	815	1,100	-200
Borough parking appeal charges	901	687	1,032	-131
TfL parking appeal charges	182	78	116	66
GLA Congestion charging appeal income	343	404	597	-254
Borough fixed parking costs	1,990	1,493	1,990	0
TfL fixed parking costs	216	162	216	0
GLA fixed parking costs	575	431	748	-173
Borough other parking services	582	440	586	-4
Northampton County Court Recharges	4,000	3,274	4,000	0
	9,689	7,784	10,385	-696
Sub-Total	364,943	272,106	363,340	1,603
Core borough subscriptions				
Joint Committee	46	35	46	0
TEC (inc TfL)	51	38	51	0
	97	73	97	0
Other Income				
TfL secretariat recharge	30	0	30	0
Investment income	0	36	48	-48
Other income	0	0	0	0
Sales of Health Emergency badges	40	35	49	-9
	70	71	127	-57
Transfer from Reserves	320	0	320	0
Central Recharges	0	0	0	0
Total Income Base Budget	365,430	272,250	363,884	1,546

London Councils' Transport and Environment Committee – 5 December 2019

Minutes of a meeting of London Councils' Transport and Environment Committee held on Thursday 5 December 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 Dean Cohen
Bexley	Cllr Peter Craske
Brent	Cllr Krupa Sheth
Bromley	Cllr William Huntington-Thresher
Camden	
Croydon	Cllr Stuart King
Ealing	Cllr Julian Bell (Chair)
Enfield	
Greenwich	Cllr Denise Scott-McDonald
Hackney	Apologies
Hammersmith and Fulham	Cllr Wesley Harcourt
Haringey	Cllr Kirsten Hearn
Harrow	Cllr Jerry Miles (Deputy)
Havering	
Hillingdon	
Hounslow	Apologies
Islington	Cllr Phil Graham (Deputy)
Kensington and Chelsea	Apologies
Kingston Upon Thames	Apologies
Lambeth	Cllr Jackie Meldrum (Deputy)
Lewisham	
Merton	Cllr Nick Draper (Deputy)
Newham	Cllr James Asser
Redbridge	Apologies
Richmond Upon Thames	Cllr Julia Neden-Watts (Deputy)
Southwark	Cllr Richard Livingstone
Sutton	Cllr Manuel Abellan
Tower Hamlets	Cllr David Edgar
Waltham Forest	Apologies
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 John Burke (LB Hackney)
Cllr Varsha Parmar (LB Harrow)
Cllr Hanif Khan (LB Hounslow)
Cllr Claudia Webbe (LB Islington)
Cllr Johnny Thalassites (RB Kensington & Chelsea)
Cllr Hilary Gander (RB Kingston)
Cllr Claire Holland (LB Lambeth)
Cllr Martin Whelton (LB Merton)
Cllr John Howard (LB Redbridge)
Cllr Alex Ehmann (LB Richmond)
Cllr Clyde Loakes (LB Waltham Forest)
Alastair Moss (City of London)

Deputies:

Cllr Jerry Miles (LB Harrow)
Cllr Phil Graham (LB Islington)
Cllr Jackie Meldrum (LB Lambeth)
Cllr Nick Draper (LB Merton)
Cllr Julia Neden-Watts (LB Richmond)

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

Freedom Pass & Taxicard

Cllr Jackie Meldrum (LB Lambeth)
Cllr Kirsten Hearn (LB Haringey)

West London Waste Authority

Cllr Jackie Meldrum (LB Lambeth)
Cllr Julia Neden-Watts (LB Richmond)

Car Club

Cllr Jackie Meldrum (LB Lambeth)

3. Re-appointment of Environment and Traffic Adjudicators

The Committee received a report that informed members of the proposed re-appointment of six environment and traffic adjudicators under the terms of the Traffic Management Act 2004. The report also extended the thanks to the Committee from adjudicator Ms. Jennifer Shepherd, who was not seeking a renewal of her appointment.

Caroline Hamilton, Chief Adjudicator, Environment and Traffic Adjudicators, introduced the report, which sought Committee agreement to renew the environment and traffic adjudicator appointments for a period of up to five years. The Chair asked Caroline Hamilton to pass on the Committee's thanks to Jennifer Shepherd for her dedication and long-term commitment to the tribunal.

Decision: The Committee:

- Agreed that the following adjudicators were re-appointed for a period of five years from 10 December 2019: Sean Stanton-Dunne and Paul Wright;
- Agreed that adjudicator Michael Greenslade was re-appointed until 25 September 2023;
- Agreed that adjudicator Edward Houghton was re-appointed until 17 April 2021;
- Agreed that adjudicator Caroline Sheppard was re-appointed to 14 August 2021;
- Agreed that adjudicator Gerald Styles was re-appointed until 7 May 2022; and
- Noted adjudicator Ms. Jennifer Shepherd's thanks and long-term commitment to the tribunal

4. Discussion on ULEZ/ULEX, Climate Change and Waste Policy Update – by Shirley Rodrigues, Deputy Mayor for Environment & Energy, GLA

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

- Two thirds of London boroughs had now declared a climate change emergency. The Mayor of London had also declared a climate and ecological emergency, and the GLA was looking at ways of how to deal with the impact of this.
- A report by the Conference of the Parties (COP) said that temperatures were rising and unpredictable weather events, like flash flooding, were becoming more common.
- The key message was that action now needed to be taken at an accelerated rate.
- Climate change had now risen-up the agenda. At the GLA, policies had been put in place to take action to focus on this through the London Environment Strategy. This linked in with the London Plan.
- The target was to reduce emissions by 60% in 2030 and 80% by 2040. The cost of this action was around £300 billion in London alone. The cost of not taking any action on climate change would be far greater.
- Boroughs needed to be given funding and powers from the Government to help them tackle the climate emergency. There were carbon budgets available for each borough.
- The Mayor and the boroughs currently had insufficient powers to reach the target of a 1.5 degree cap rise in temperature. They could currently only do about half of the work needed to limit climate change.
- There were a number of European programmes that boroughs could take advantage of to help fund climate change prevention. £0.5 billion was currently available for SMEs etc, along with a scrappage scheme for older polluting vehicles, especially for low income Londoners.
- A number of guidance documents were available – the GLA had issued a “Carbon Offset” guidance. A significant amount of funding was available to boroughs from this, but it was not currently taken up across all of London.
- The GLA was also launching a toolkit in the new year for local authorities to divest their pension funding.
- The next steps for the GLA was to issue further guidance to the boroughs on air quality, carbon reduction and greening. This would also be linked up in with tools and resources so boroughs did not have to pay for this.
- The GLA was planning a workshop for officers, which would discuss key aspects like offsetting and transport issues in February 2020.

- The GLA had been carrying out a lot of work around climate change, and there was a need to ensure that this work was not being duplicated.
- 77% of vehicles were now meeting the emissions standard since the introduction of the ULEZ and NO^x emissions had fallen by a third.
- A further discussion on the expansion of the ULEZ would be given to the TEC Executive Sub Committee on 6 February 2020.
- Boroughs should let Shirley Rodrigues know if they were interested in finding out more details regarding “London Power”, the new energy supply company.
- Boroughs were thanked for their participation in compiling 20 Recycling and Reduction Plans so far.
- 225 rapid charging points for EVs had been rolled out in London so far and boroughs were installing many more fast and slow chargers in residential areas. The “Green Spaces” awards were taking place in the next few weeks.

Q and As

Councillor Field said that his borough was separated in two by the ULEZ. He asked whether there would be any exemptions to the ULEZ charge for travelling to the crematorium in the borough of Wandsworth. Shirley Rodrigues said that there were some exemptions to the ULEZ but travelling to the crematorium was not one of them. Alex Williams said that inside and outside of the ULEZ zones now benefitted from cleaner air. Shirley Rodrigues said that TfL officers were liaising with the boroughs about the ULEZ boundary. She said that people had up to two years to scrap any older polluting vehicles.

Councillor Field asked whether there was going to be a communications campaign about the ULEZ and the vehicle scrappage scheme. Shirley Rodrigues confirmed that there would be a detailed and robust communications campaign. She asked for borough officers to let her know if they had any particular views when it came to the communication campaigns. Councillor Meldrum said that this needed to tie in with green businesses. She said that there was a problem at the moment with getting organisations to buy recycled plastics.

Councillor Abellan asked what the ULEZ compliance rates were with regards to the emergency services vehicles like ambulances and fire engines. Shirley Rodrigues said that she did not have this to hand but could get this information. Councillor Abellan felt that not enough work was being carried out to encourage modal shift. Councillor King asked what advice was being given to boroughs with regards to disinvesting in fossil fuels.

Shirley Rodrigues said that the London Waste and Recycling Board (LWARB) was looking into setting up new businesses to use recycled materials, along with reducing waste and increasing recycling. The GLA was in talks with the Government to help with funding and infrastructure. Commercial waste was also included in recycling in London. Shirley Rodrigues said that she would get LWARB to send out more information on recycling and waste.

Shirley Rodrigues informed members that the compliance rate of the ULEZ was now at 77%. She said that there was currently a Memorandum of Understanding with the emergency services to plan to get their vehicles to zero emissions. Details of this could be sent to members if they so required. Modal shift was being encouraged by events like car free days and the bus hopper fare. Also, the scrappage scheme did not require people to buy a new car but participants could choose to get money towards a London travel card or bike or similar. Alex Williams said modelling information would be released to officers in January 2020. Shirley Rodrigues said that information on divestment would also be issued in January 2020. Another workshop in February 2020 might also be held.

Decision: The Committee:

- Noted that Shirley Rodrigues would attend the TEC Executive Sub Committee on 6 February 2020 to discuss the expansion of ULEZ; and
- Noted that modelling information would be released to borough officers in January 2020

It was agreed to take item 7 “TEC/LEDNet: Outcomes from the Joint Meeting” next on the agenda.

7. TEC/LEDNet: Outcomes from the Joint Meeting

The Committee considered a report that outlined the outcomes of the latest joint meeting between the Transport and Environment Committee and the London Environment Directors’ Network held on 13 November 2019, on the topic of climate change. It sought agreement from the Committee to the joint statement.

Katharina Winbeck, Strategic Lead, Environment, Transport and Infrastructure, London Councils, introduced the report. She said that six key programmes had been outlined and could be found on pages 2 and 3 of the report. Katharina Winbeck said that help would be needed in order to deliver this ambitious work programme, and it was important that there was no duplication of the work being undertaken.

Councillor Abellan said that the meeting on the 13 November 2019 was very positive, and he would like to see progress reported on the joint statement. Councillor Huntington-Thresher asked how the ratings (Very High, High, Medium etc) for the six key programmes came about. He also asked what the level of indicative costs were for key programme number 3 (“halve petrol and diesel road journeys”). Councillor Huntington-Thresher said that the car manufacturers did not have the capability to produce the amount of electric vehicles (EVs) that were required.

Councillor Scott-McDonald also felt that the Joint meeting held on 13 November 2019 was very beneficial. Councillor Livingstone said that the Joint meeting was a good event. He said that, going forward, local authorities would be looking at low carbon development. Councillor Livingstone emphasised the need for all the boroughs of London and the GLA to work in partnership. Councillor Meldrum said that boroughs needed to get to work on the practical issues reflected in the “additional outcomes”, as outlined in paragraph 7 (page 3) of the report.

Councillor Draper said that the report did not mention the issue of “denial” that climate change existed. Shirley Rodrigues said that officers could have these discussions outside of the meeting, and this could be fed into the guidance. Katharina Winbeck said that update reports on the joint statement should be reported back to TEC regularly. She said that more work was needed on the cost levels and investing in renewables.

Katharina Winbeck said that it was important for boroughs and other organisations to work together. She said that there was a ten-year time frame in which to create adequate EV infrastructure, and to look at different kinds of technologies and fuels. The Chair said that TEC would pick-up on the issue of climate change denial. Katharina Winbeck said that TEC would also partner with universities as well.

Decision: The Committee agreed the Joint TEC/LEDNet Statement as found in Appendix 3 of the report.

5. The State of the City 2019

The London Technical Advisers Group (LoTAG) together with London Councils launched its third annual State of the City report highlighting the deteriorating state of London's highway assets due to the reduction of funding available for this area of spend. This TEC report and presentation showcased the key findings from the latest annual State of the City report and outlined the plans for the upcoming 2020 report.

Garry Sterritt, from TfL, Co-Chair of LoTAG, introduced the report and made the following comments:

- London's state of our highways, commissioned by LoTAG, started six-years ago.
- A report was released that would compare on an annual basis, the state of our roads and footways etc.
- There were three key headlines, namely: (i) declining asset condition, (ii) growing maintenance, and (iii) backlog was now £100 million below what the spend should be (£450 million).
- The conclusion was that conditions would only get worse, and the backlog would continue to get worse.
- Declining conditions included potholes, flooding, trees falling down and lighting columns falling apart.
- Key messages were: (i) London did not receive sufficient funding for road maintenance, (ii) when roads and bridges were taken out of service, this caused major problems, (iii) thought needed to be given to how road maintenance in London was going to be funded in the future.

Q and As

Councillor Mitchell felt that the map showing the backlog distribution in all London boroughs did not reflect the true position in local authorities. He said that highway maintenance in the boroughs should be funded through vehicle taxation like car tax. Theo Stylianides, Atkins, said that every borough, apart from Hounslow, had a funding backlog.

Councillor Huntington-Thresher asked whether future reports could highlight the actual amount of backlog in each borough and whether the backlog was increasing or decreasing. He said that it would also be useful to state what types of roads were most affected. Alex Williams informed members that the Vehicle Excise Duty funded maintenance on the national road network, but not roads in London. Councillor Draper said that this was not always the case and asked when this change to London funding had taken place. Alex Williams said that four years ago London received a revenue grant of £800 million for road maintenance. This had now been reduced to zero.

Garry Sterritt said the Department for Transport and local transport groups said that it was the responsibility of TfL to give boroughs funding for highway maintenance. The Chair said that boroughs had jointly with TfL bid into the Major Road Network funding pot. Alex Williams informed members that although the bids were successful, no money had been received from the DfT so far. Spencer Palmer said that boroughs did receive some additional government funding towards road maintenance, after successful lobbying referring to the state of the city report data in early 2019.

Decision: The Committee noted that it would be beneficial if future reports could highlight the extent of borough backlogs with regards to highway maintenance, and what types of roads were being most affected.

6. Chair's Report

The Committee received a report that updates Members on transport and environment policy since the last TEC meeting on 10 October 2019 and provided a forward look until the next TEC meeting on 19 March 2020.

The Chair introduced the report. He informed members that lobbying had been successful and TEC would now have a borough representative on the TfL Board. Internal discussions were now taking place regarding who would be the representative on the Board.

The Chair reminded members to complete and return their signed delegated powers forms for the Go Ultra Low City Scheme (GULCS). He said that Hackney and Islington had now signed-up to the dockless bikes byelaw and the draft byelaw could now be circulated to the dockless bike operators. The Chair said that Traffic Management Orders (TMOs) were key for the specific location of dockless bike parking areas and could limit who had access to these areas. Also, any pending disabled Freedom Pass renewals needed to be actioned.

Councillor Huntington-Thresher asked whether the wording in the dockless bike byelaw had been revised. The Chair said that the byelaw contained the original wording, which had not changed. Councillor Field asked whether TEC would be nominating a deputy on the TfL Board. Alex Williams confirmed that the TfL Board did not have deputies.

Councillor Field said that he hoped that the momentum was being accelerated when it came to safer speeds in London. It was hoped that PCSOs would soon be given speed enforcement powers. The Chair said that he had raised the issue of safer speeds with Heidi Alexander, Deputy Mayor for Transport. He said that the police should be invited to the full TEC meeting on 19 March 2020 to discuss the enforcement of safer speeds with the boroughs.

Decision: The Committee:

- Noted that the protocols regarding the newly agreed TEC appointment to the TfL Board were currently under discussion. The TfL Board did not appoint any deputies;
- Agreed to invite TfL and the Police to the next Main TEC Meeting on 19 March 2020 to discuss the enforcement of speed limits on borough roads; and
- Noted that all boroughs had confirmed that they were happy for the draft dockless bikes byelaw to be shared with dockless bike operators.

8. Concessionary fares Settlement & Apportionment 2020/21

The Committee received a report that informed the Committee of the outcome of negotiations with transport operators (Transport for London, the Rail Delivery Group and independent bus operators), regarding compensation for carrying concessionary passengers in 2020/21. It also sought Members' approval to the proposed settlement and apportionment.

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report. He said that members were being asked to agree the TfL settlement of £318.763 million for 2020/21, along with the Rail Delivery Group (RDG) settlement £21.883 million and the other recommendations in the report. Borough payments amounting to £343.467 million also needed to be agreed. This represented a slight increase owing to an increase in boroughs that were heavily serviced by rail.

The Chair said that it would be useful if members could be sent a borough apportionment comparison from the previous year's concessionary fares settlement, so members can see whether their boroughs' apportionment had increased or decreased. Stephen Boon said that he would be happy to provide this.

Decision: The Committee:

- Agreed the TfL settlement of £318.763 million for 2020/21;
- Agreed to the RDG settlement of £21.883 million for 2020/21;
- Agreed a budget for non-TfL bus services of £1.3 million;
- Agreed the reissue budget for 2020/21 of £1.518 million;
- Agreed the borough payments for 2020/21 of £343.467 million
- Agreed the payment profile and dates on which boroughs' contributions were paid as 4 June 2020, 3 September 2020, 3 December 2020 and 4 March 2021 and;
- Agreed the 2020/2021 London Service Permit (LSP) bus operators (non-TfL buses) Concessionary Scheme.

9. Funding of the Electric Vehicle and Car Club Coordination Function & Climate Change Policy Coordination & Research Function

The Committee considered a report that requested TEC approval to allocate funds from the TEC Special Projects specific reserve for the provision of an electric vehicle (EV) and car club policy coordination function and climate change policy coordination and research function, for a fixed term of two years.

Katharina Winbeck introduced the report, which was asking TEC for funding from the TEC Special Projects specific reserve for the EV and car club coordination function, and the climate change policy coordination and research function positions. She said that the boroughs that had still not yet signed the TEC delegated authority letters needed to do so.

The Chair asked whether the car clubs would be making a contribution to pay for half a post. Katharina Winbeck confirmed that TfL would be funding 50 percent of the EV and car club coordination function. She said that she would look into car clubs financing the posts once the two-year period was up.

Katharina Winbeck said that 22 boroughs had now signed delegated authority letters. The Chair said he would write to the remaining boroughs that had not sent in their letters in the new year.

Decision: The Committee:

- Approved the request to allocate a maximum sum of £217,923 from the TEC Special Projects specific reserve for the delivery of the proposed EV and car club coordination policy function in London Councils from April 2020 for a period of two years;

- Approved the request to allocate a maximum sum of £289,369 from the TEC Special Projects specific reserve for the delivery of climate change policy coordination and research function for a period of two years; and
- Agreed that a letter would be sent to the boroughs, in the new year, that had still not signed the London Councils' TEC delegated authority letters for the funding of the EV coordination policy function.

10. Proposed TEC Revenue Budget & Charges 2020/21

The Committee received a report that detailed the outline revenue budget proposals and the proposed indicative borough subscription and charges for 2020/21. These proposals were considered by the Executive Sub-Committee at its meeting on 14 November 2019. The Executive Sub-Committee agreed to recommend that the Main TEC Committee approved these proposals.

Frank Smith, Director of Corporate Resources, London Councils, introduced the report, which had also been to the London Councils' Executive November meeting and Leaders' Committee on 3 December 2019. He said that the budget proposals were now being presented to this meeting for final approval. Frank Smith said that there were no increases to any of the charges to boroughs. He said that he was pleased to inform members that there were decreases in the unit cost charges to boroughs for Environmental and Traffic appeals.

Frank Smith said that paragraphs 52 to 57 in the report outlined the current level of Committee reserves. He said that paragraph 56 of the report mentioned some additional risks that might come to fruition, like enhancements to the London Tribunals systems and modernization of the Health Emergency Badge service.

Frank Smith asked whether members wanted to replenish the TEC special project reserve back to £750,000. The Chair said that the steer was for the first bullet point in paragraph 57 – "No action recommended pending clarification of the issues outlined in paragraph 56" be recommended. However, the Chair said that a transfer of £507,000 from TEC uncommitted general reserves should be made to bring the TEC specific project reserve back to £750,000 (the £507,000 figure being the estimated cost to fund the climate change, EV and car club posts as agreed in item 9). The Committee agreed with this proposal from the Chair.

Decision: The Committee was asked to approve the proposed individual levies and charges for 2020/21 as follows:

- The Parking Core Administration Charge of £1,500 per borough and for TfL (2019/20 - £1,500; paragraph 38);
- The Parking Enforcement Service Charge of £0.3708 per PCN which will be distributed to boroughs and TfL in accordance with PCNs issued in 2018/19 (2019/20 - £0.3760 per PCN; paragraphs 36-37);
- No charge to boroughs in respect of the Freedom Pass Administration Charge, which is covered by replacement Freedom Pass income (2019/20 – nil charge; paragraph 15);
- The Taxicard Administration Charge to boroughs of £338,182 in total (2019/20 - £338,182; paragraphs 17-18).
- No charge to boroughs in respect of the Lorry Control Administration Charge, which is fully covered by estimated PCN income (2020/21 – nil charge; paragraphs 19-20);

- Environment and Traffic Adjudicators (ETA) - charge of £27.35 per appeal or £23.63 per appeal where electronic evidence is provided by the enforcing authority (2019/20 - £28.75/£25.08 per appeal). For hearing Statutory Declarations, a charge of £21.78 for hard copy submissions and £21.04 for electronic submissions (2019/20 - £23.23/£22.50 per SD) (paragraphs 26-27);
- Road User Charging Adjudicators (RUCA) – to be recovered on a full cost recovery basis under the contract arrangements with the GLA (paragraph 28);
- A unit charge of £12 for the replacement of a lost or damaged Freedom Pass (2019/20 - £12; paragraph 10);
- The TRACE (Electronic) Charge of £7.53 per transaction (2019/20 - £7.53; paragraphs 29-35);
- The TRACE (Fax/Email) Charge of £7.70 per transaction, which is levied in addition to the electronic charge of £7.53 per transaction, making a total of £15.23 (2019/20 - £15.23; paragraphs 29-35);
- The TEC¹ Charge of £0.175 per transaction (2019/20 - £0.175; paragraphs 29-35).
- The provisional gross revenue expenditure of £367.433 million for 2020/21, as detailed in Appendix A;
- On the basis of the agreement of all the above proposed charges as outlined in this report, the provisional gross revenue income budget of £366.854 million for 2020/21, with a recommended transfer of £579,000 from uncommitted Committee reserves to produce a balanced budget, as shown in Appendix B;
- Endorsed the current position on reserves, as set out in paragraphs 52-56 and Table 8 of this report and agreed the steer that no action was recommended pending clarification of the issues outlined in paragraph 56; and
- Agreed that a transfer of £507,000 from TEC uncommitted general reserves should be made to bring the TEC specific project reserve back to £750,000 (the £507,000 figure being the estimated cost to fund the climate change, EV and car club posts as agreed in item 9).

The Committee was also asked to note the indicative total charges to individual boroughs for 2020/21, dependent upon volumes generated through the various parking systems, as set out in Appendix C.1.

11. Health Emergency Badge Scheme Review

The Committee received a report that updated Members on the Health Emergency Badge review and made recommendations to progress changes to provide a more efficient and effective service for London Councils, boroughs and health professionals.

Spencer Palmer, Director of Transport and Mobility, London Councils, introduced the report. He said that an extensive review of the Health Emergency Badge (HEB) scheme had been completed and the report set out the findings and recommendations. Spencer Palmer said that most of the recommendations needed costings before going back to TEC. Paragraph 31 gave a summary of the HEB recommendations to be progressed.

Councillor Huntington-Thresher said that there were a number of parallels that the HEB had with the disabled badges. He asked whether the HEB scheme could look into ways of making it easier to find out if they were lost or stolen by comparing this with how the disabled badges worked. Councillor Huntington-Thresher asked what the validity period was for HEBs. Spencer Palmer confirmed that the validity period for HEBs was two-years. He said that the security features of HEBs were currently being looked at to see

¹ The system that allows boroughs to register any unpaid parking tickets with the Traffic Enforcement Centre and apply for bailiff's warrants.

if lessons could be learnt from the disabled Blue Badge scheme.

Spencer Palmer said that medical professionals with HEBs could park in designated areas, including double yellow lines, in emergency situations. Councillor Cohen said that the borough of Barnet had a similar process for volunteer ambulances. He asked whether the two-hour time limit period might be too short. Spencer Palmer said that the medical professionals had confirmed that the two-hour time limit was sufficient. Councillor Draper asked whether the £27 cost for the badge was subsidised or self-financing. Frank Smith confirmed that it was self-funded at the moment.

Decision: The Committee:

- Agreed to progress the recommendations put forward in this report
- Noted that Blue Badge technology was being looked at to improve the security features of Health Emergency Badge Scheme; and
- Noted that a further report outlining costings of the HEB would be presented to a future TEC meeting (the HEB Scheme was currently self-funded).

12. Additional Parking Charges for Royal Borough of Greenwich

The Committee considered a report that detailed the proposal by the Royal Borough of Greenwich (RB Greenwich) to amend the penalty charge banding from Band B to Band A across the borough.

Decision: The Committee:

- Approved the proposal to change the penalty banding in the RB Greenwich; and
- Noted the proposed implementation date for the change of 1 April 2020

13. Taxicard Update

The Committee received a report that provided members with a progress update on the implementation of the new Taxicard contract. It highlighted the savings made to date, some issues with performance and analysed the reasons, setting out the mitigating steps that were being taken to improve the situation.

Decision: The Committee noted the Taxicard Update report.

14. Flooding Partnerships Update

As part of the TEC and Thames Regional Flood and Coastal Committee (Thames RFCC) Joint Working Arrangements, TEC received an annual update on the work of the seven London sub-regional flood partnerships, the Thames RFCC and the Environment Agency.

Councillor Meldrum asked how TEC would receive feedback from Thames Water. Claire Bell, Area Flood and Coastal Manager, Environment Agency, said that this report from the Thames RFCC could be used to include an update from Thames Water.

Councillor Huntington Thresher said that there was no mention of any flooding events in the report. He said that the borough of Bromley recently had a flooding problem at the Kyd Brook, in Petts Wood.

Councillor Field said that it was difficult to get funding for sustainable drainage. He said that there was also a problem with surface water on roads caused by events like flash flooding. Katharina Winbeck said that she would follow up the issue of flooding at Petts Wood. Claire Bell said that they were looking at changes to how money was allocated to the schemes. She said that this issue would be addressed after the next capital funding programme in 2021.

Decision: The Committee:

- Noted that future Flood Partnership reports that went to TEC should include an update on any feedback from Thames Water; and
- Noted that the issue of flooding at Petts Wood (Kyd Brook) in the borough of Bromley would be looked into.

15. Minutes of the TEC Executive Sub Committee Meeting held on 14 November 2019 (for noting)

The minutes of the TEC Executive Sub Committee meeting held on 14 November 2019 were noted.

16. Minutes of the TEC Main meeting held on 10 October 2019 (for agreeing)

The minutes of the TEC Main meeting held on 10 October 2019 were agreed as an accurate record.

The meeting finished at 16:09pm

LONDON COUNCILS' TRANSPORT AND ENVIRONMENT EXECUTIVE SUB COMMITTEE

Minutes of a meeting of the London Councils' Transport and Environment Executive Sub Committee held on **14 November 2019** at 10:00am, at London Councils, Meeting Room 1, 1st Floor, 59½ Southwark Street, London, SE1 0AL.

Present:

Councillor Julian Bell (Chair)	LB Ealing
Councillor William Huntington-Thresher	LB Bromley
Councillor Stuart King	LB Croydon
Councillor Denise Scott-McDonald	RB Greenwich
Councillor Wesley Harcourt	LB Hammersmith & Fulham
Councillor Claire Holland	LB Lambeth
Councillor Richard Livingstone	LB Southwark
Councillor Richard Field	LB Wandsworth
Councillor Tim Mitchell	City of Westminster

1. Apologies for Absence & Announcement & Deputies

Apologies for absence were received from Councillor Claudia Webbe (LB Islington), Councillor Manuel Abellan (LB Sutton), and Alastair Moss (City of London).

2. Declarations of Interest

There were no other declarations of interest other than those provided on the sheet.

3. Funding of the EV and Car Club Coordination Function and Climate Change Policy Coordination and Research Function

The TEC Executive Sub Committee received a report that requested Committee approval to allocate funds from the TEC Special Projects specific reserve for the provision of an electric vehicle (EV) and car club policy coordination function and climate change policy coordination and research function, for a fixed period of two years.

Katharina Winbeck, Strategic Lead, Transport and Environment, London Councils, introduced the report. She informed members that the electric vehicle (EV) infrastructure coordination role would enable the continuation and expansion of the Go Ultra Low City Scheme (GULCS) programme in coordinating and supporting EV infrastructure in London and would comprise of 1.5 full time equivalent (FTE) members of staff (GULCS funding would be ending in March 2020). She said that more research on users would be needed as not a great deal had been undertaken in this area of work, and the right infrastructure was required.

Katharina Winbeck said that the car club policy coordination role would be 0.5 FTE and would continue the work that the Task and Finish Group started on this. This followed further conversations and an agreement between officers from the GLA, TfL and London Councils in September 2019.

Katharina Winbeck said that funding of up to £217,923 was being sought, to be allocated from the TEC Special Projects specific reserve. TfL would fund the remaining 50 percent for EV and car club coordination function.

Katharina Winbeck informed members that funding for the full-time role for climate change and policy coordination amounted to a maximum cost of £289,369, and no contributions for this work from any other parties would be made available. This funding would need to be approved at Leaders' Committee on 3 December 2019 and then by TEC on 5 December 2019.

The Chair said that the recommendation at the end of the report, for the funding of the EV and car club policy coordination roles, stated that the total cost was £436,000, which was different to the figure in the recommendations at the front of the report which stated £217,923. Frank Smith, Director of Corporate Resources, London Councils, confirmed that both figures should be £217,923.

The Chair queried whether car clubs would pay for the car club coordination role as previously discussed at TEC. Katharina Winbeck said that part of the role would be to explore this. Councillor Huntington-Thresher asked whether all of the proposed new posts would be for a period of two years. Frank Smith confirmed that the roles would initially be on a fixed term contract of two years.

Councillor Field asked whether the delivery of over 1,500 on-street EV charge points to date was on schedule. Katharina Winbeck said that an extension had been given to some boroughs, on this to some car clubs, and a second round of funding was now in process. She assured members that a check was being kept on this, which would be part of the role going forward.

Decision: The TEC Executive Sub Committee:

- Approved the request to allocate a maximum sum of £217,923 from the TEC Special Projects specific reserve for the delivery of the proposed EV and car club coordination policy function in London Councils from April 2020, for a period of two years. (It was noted that the figure for the TEC reserve funding for the posts in the recommendations at the back of the report cited a figure of £436,000 and was incorrect);
- Approved the request to allocate a maximum sum of £289,369 from the TEC Special Projects specific reserve for the delivery of climate change policy coordination and research function for a period of two years. This would need to be approved at Leaders' Committee on 3 December 2019 and then by TEC on 5 December 2019; and
- Was asked to progress sign-off for delegated authority in the 12 outstanding boroughs by the end of 2019. Without all 33 borough signatures agreeing to the proposed variation, the EV coordination function would not be able to be undertaken.

4. Future Mobility Agenda: Task & Finish Group on Smart Mobility & Mobility as a Service (MaaS) Update

The TEC Executive Sub Committee received a report that provided members with an update on the work of the Task and Finish Group on Smart Mobility and Mobility as a

Service (MaaS). This report provided an update on the first two meetings of the Group and outlined the next steps.

Paulius Mackela, Principal Policy and Project Officer, London Councils, introduced the report. He informed members that seven boroughs had been chosen to join the Group, which comprised of a combination of inner and outer London boroughs. Two meetings of the Group had taken place so far. Paulius Mackela said that guest members invited to attend these meetings included the Department for Transport, universities and relevant private companies.

Paulius Mackela said that the last meeting would take place on 9 January 2020, along with a final report going to the TEC Executive Sub Committee in February 2020, for comments and approval. Paulius Mackela said that the Group could be re-established for another couple of meetings, if members were not in a position to approve the recommendations at that time.

Councillor Mitchell asked whether a data sharing protocol could be looked at, like King's College was doing with regards to air quality data. He said that data sharing should be encouraged and that London Councils should share its own data. Councillor Huntington-Thresher said that a trial with driverless vehicles was currently taking place in the boroughs of Bromley and Croydon, and this was not mentioned with regards to the MaaS aspect of the report. Paulius Mackela said that London Councils was working closely with the RAC Foundation, Imperial College London and TfL, trying to come up with a standardised template of data metrics for car clubs and local authorities that could also be replicated to shared transport, for example. The results would be available in Spring 2020.

Paulius Mackela said that a separate Task and Finish Group would need to be convened to look into autonomous transport. He said that MaaS only focussed on what was currently available (ie not driverless vehicles). Councillor Huntington-Thresher said that the driverless vehicle trials taking place in Bromley and Croydon were a form of car sharing mode and linked in with stakeholders. Paulius Mackela noted this and said that TfL would run a workshop for boroughs in December at London Councils about all driverless vehicle trials that were currently happening in London.

The Chair asked whether air quality data was being integrated when it came to choosing what kind of journey was taken. Councillor Huntington-Thresher asked whether the app would focus on the quickest route available or the most pleasant route. He asked whether routes with better air quality could be considered as well. Councillor Mitchell said that King's College had already carried out studies on this.

Paulius Mackela said that the key question was who controlled the platform, as this would incentivise the companies' interest. If the platform was public owned, routes that had better air quality, better public transport or active travel provision could be encouraged. Frank Smith said that any data sharing that London Councils was party to would need to fulfil the requirements of GDPR, as London Councils would need to be safeguarded against any risks that arose from any breaches arising from data sharing (eg fines). He said it was important to identify the potential use of personal data when it came to data sharing agreements.

Decision: The TEC Executive Sub Committee noted the report.

5. 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 2 2019/20.

Spencer Palmer, Director of Transport and Mobility, London Councils, introduced the report, which was one of the regular quarterly updates that went to the TEC Executive Sub Committee meetings.

Spencer Palmer gave the following explanations for the “amber” and “red” ratings for the Transport and Mobility Services performance:

- The target for the “amber” rating for the Road User Charging Adjudicators (RUCAs) “hearing dates to be issued to appellants within 5 working days of receipt” had only narrowly been missed, and any outstanding issues had now been addressed.
- The three “red” ratings allocated to the Freedom Pass related to the call centre and the number of calls answered/abandoned. Matters had now been escalated and the contractor had now been issued with a formal improvement notice. It was noted that the targets had been hit a week after the performance notice had been issued. London Councils was currently reviewing the service levels in place.
- There were two “red” ratings given to the Taxicard service, which related to the number of vehicles arriving within 15 or 30 minutes (advance and on demand bookings). Performance had been improving on the whole. A booking app was being issued to all drivers on 15 November 2019 and performance was expected to improve considerably as a result of this.
- The low point of the Taxicard performance was the last week in June 2019. Performance had steadily improved since then and was now at the 88 to 89 percent mark. Approximately 1,200 drivers were needed to run the Taxicard service, and the introduction of the new app would be accessible to black cabs and private hire vehicle drivers and make a big difference to performance as a whole.
- The “amber” rating for the London Lorry Control Scheme (LLCS) for the number of vehicle observations was due to unexpected staff absences during that period (ie enforcement officers). A major review of the Scheme was taking place and a new Automatic Number Plate Recognition (ANPR) pilot had successfully taken place.
- The “red” rating for the LLCS, relating to the target for the percentage of appeals allowed, was a result of the relatively low number appeals received, which meant that performance against this objective could fluctuate greatly.
- Lastly, the “amber” rating for the London European Partnership for Transport (LEPT) was due to only 5 rather than 7 boroughs participating in EU transport funding projects.

Decision: The TEC Executive Sub Committee noted the report and the explanations given for the “amber” and “red” ratings for the performance information in Quarter 2.

6. Freedom Pass Eligibility Documentation and Processes

The TEC Executive Sub Committee received a report that informed members of several changes designed to improve London Councils' assessment of Freedom Pass applicants' eligibility for the Scheme. The report also considered measures that could be taken to improve the prevention and detection of fraud.

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report. He said that there were three recommendations in the report that were looking at ways to improve the assessment of eligibility to the Freedom Pass Scheme. Stephen Boon said that recommendation "c" in the report was looking to use the same criteria for photographic identification as used by the passport service (ie having a countersigned photograph for applications not supported by photographic evidence of identity and age).

Councillor Huntington-Thresher asked what the process was in dealing with Freedom Pass fraud and Councillor Harcourt asked what the level of fraud was. Stephen Boon confirmed that London Councils had to work with the boroughs, as London Councils did not have Section 222 powers of investigation and prosecution, so officers passed on information to borough officers to follow-up with their fraud investigation teams. He noted that, on average, London Councils received a list of approximately 50 fraudulent passes every week from TfL. He said that these passes were then passed on to the boroughs. The Chair asked whether the fraud issue in the London Borough of Brent was commonplace. Stephen Boon said that this particular case seemed to be a cottage industry for the individual in question and was at a scale the borough felt was worth investigating, but this was unusual. He informed members that the police did not normally pursue individual fraudulent cases.

Councillor Scott-McDonald said that, whilst she recognised the need to prevent fraudulent passes, she was concerned at the effect this could have on very vulnerable applicants. Stephen Boon said that he would be happy to put something in place, especially online, to help assist vulnerable applicants. He said that approximately 76 percent of first-time applications were now carried out online, and this could be monitored. Councillor Mitchell said that it would be helpful to spot patterns with regards to fraud and data sharing. Stephen Boon said that this would be an area that could be explored.

Decision: The TEC Executive Sub Committee:

- Approved the new list of proofs of identity and age, and residency listed in the table at paragraph 8;
- Provided a steer for officers to explore the additional costs of increased document retention for the purpose of retaining evidence to be used to prosecute fraud; and
- Approved that for Freedom Pass applications not supported by photographic evidence of identity and age, the same criteria for photographic identification as used by the passport service was adopted.

7. HGV Safety Permit Scheme Update

The TEC Executive Sub Committee considered a report that provided members with an update on the London HGV Safety Permit Scheme and sought the Committee's approval of the Policy Statement on the issuing of HGV Safety Permits (combined with permits to drive off the Excluded Route Network under the London Lorry Control Scheme) and the HGV Safety Permit and conditions under the Committee's traffic regulation order powers.

Spencer Palmer introduced the report. The Chair said that he was happy to agree the recommendations and welcomed the report.

Decision: The TEC Executive Sub Committee:

- Noted the changes to the 1985 Order came into force on 24 August 2019 so that it now covered the London Lorry Control Scheme and London HGV Safety Permit Scheme;
- Noted that the legal challenge period to the making of the Amendment Order had expired without challenge;
- Approved the Combined LLCS and HGV Safety Permit Scheme Policy Statement at Appendix A;
- Approved the HGV Safety Permit and Conditions at Appendix B; and
- Noted the position regarding the London Borough of Barnet participating in the HGV Safety Permit Scheme and the LLCS.

8. Month 6 Revenue Forecast 2019/20

The TEC Executive Sub Committee received a report that outlined actual income and expenditure against the approved budget to the end of September 2019 for TEC and provided a forecast of the outturn position for 2019/20.

Frank Smith, Director of Corporate Resources, London Councils, introduced the report and said that there was a projected TEC surplus of £595,000. He informed members that, as in previous years, a large amount of this surplus was made up of income generated from replacement Freedom passes and London Lorry Control Scheme Penalty Charge Notices (PCNs). He stated that the issue of Committee reserves would form part of the next item, the draft revenue budget and borough charges proposals for 2020/21.

Decision: The TEC Executive Sub Committee:

- Noted the projected surplus of £595,000 for the year, plus the forecast net underspend of £2.935 million for overall Taxicard trips, as detailed in this report; and
- Noted the projected level of Committee reserves, as detailed in paragraph 5 of this report and the commentary on the financial position of the Committee included in paragraphs 6-8.

9. Draft Revenue Budget and Borough Charges 2020/21

The TEC Executive Sub Committee considered a report that detailed the outline revenue budget proposals and the proposed indicative borough subscription and charges for 2020/2021.

Frank Smith introduced the report, which had also been presented to London Councils' Executive Committee the previous Tuesday and no issues had arisen. He informed members that an additional TEC budgetary pressure was the indicative increase of £100,000 in rent for the London Tribunals Hearing Centre that was effective from March 2020. He confirmed that any changes to the concessionary fares negotiations would be included in the final report going to the full TEC meeting on 5 December 2019. Frank Smith confirmed that uncommitted reserves were currently running at 22.7 percent, which was 7.7 percent above the 15 percent agreed upper benchmark. He asked whether members wanted to consider the option to replenish the TEC Special Projects specific reserve back to £750,000, should the proposals to fund climate change and EV policy work be agreed.

Frank Smith informed members that there were four potential ICT system development pressures across several service areas (paragraph 55, second bullet point). Councillor Mitchell felt that members should think further about the issue of what to do with TEC reserves as there might be further calls on TEC funds at a later stage. The Chair said that the issue of replenishing the TEC Special Projects specific reserve back to £750,000 should be left for members to decide at the full TEC meeting on 5 December 2019.

Decision: The Executive-Sub Committee recommended that the main Committee approved at their meeting on 5 December 2019:

The proposed individual levies and charges for 2020/21 as follows:

- The Parking Core Administration Charge of £1,500 per borough and for TfL (2019/20 - £1,500; paragraph 38);
- The Parking Enforcement Service Charge of £0.3708 per PCN which would be distributed to boroughs and TfL in accordance with PCNs issued in 2018/19 (2019/20 - £0.3760 per PCN; paragraphs 36-37);
- No charge to boroughs in respect of the Freedom Pass Administration Charge, which was covered by replacement Freedom Pass income (2019/20 – nil charge; paragraph 15);
- The Taxicard Administration Charge to boroughs of £338,182 in total (2019/20 - £338,182; paragraphs 17-18);
- No charge to boroughs in respect of the Lorry Control Administration Charge, which is fully covered by estimated PCN income (2020/21 – nil charge; paragraphs 19-20);
- Environment and Traffic Adjudicators (ETA) - charge of £27.35 per appeal or £23.63 per appeal where electronic evidence is provided by the enforcing authority (2019/20 - £28.75/£25.08 per appeal). For hearing Statutory Declarations, a charge of £21.78 for hard copy submissions and £21.04 for electronic submissions (2019/20 - £23.23/£22.50 per SD) (paragraphs 26-27);
- Road User Charging Adjudicators (RUCA) – to be recovered on a full cost recovery basis under the contract arrangements with the GLA (paragraph 28);

- A unit charge of £12 for the replacement of a lost or damaged Freedom Pass (2019/20 - £12; paragraph 10);
- The TRACE (Electronic) Charge of £7.53 per transaction (2019/20 - £7.53; paragraphs 29-35);
- The TRACE (Fax/Email) Charge of £7.70 per transaction, which is levied in addition to the electronic charge of £7.53 per transaction, making a total of £15.23 (2019/20 - £15.23; paragraphs 29-35);
- The TEC¹ Charge of £0.175 per transaction (2019/20 - £0.175; paragraphs 29-35);
- The provisional gross revenue expenditure of £367.434 million for 2020/21, as detailed in Appendix A;
- On the basis of the agreement of all the above proposed charges as outlined in this report, the provisional gross revenue income budget of £366.855 million for 2020/21, with a recommended transfer of £579,000 from uncommitted Committee reserves to produce a balanced budget, as shown in Appendix B; and
- To consider the current position on reserves, as set out in paragraphs 52-56 and Table 8 of this report.
- The Executive-Sub Committee was also asked to note the indicative total charges to individual boroughs for 2020/21, dependent upon volumes generated through the various parking systems, as set out in Appendix C.1.
- It was noted that the issue of replenishing the TEC Special Projects specific reserve back to £750,000, should the funding for the climate change, electric vehicle and car club policy work be approved, would be left up to members to decide at the full TEC meeting on 5 December 2019.

10. Minutes of the TEC Main Meeting held on 10 October 2019 (for noting)

The minutes of the TEC Main meeting held on 10 October 2019 were noted.

11. Minutes of the TEC Executive Sub Committee held on 12 September 2019 (for agreeing)

The minutes of the TEC Executive Sub Committee held on 12 September 2019 were agreed as an accurate record.

The meeting finished at 10:50am

¹ The system that allows boroughs to register any unpaid parking tickets with the Traffic Enforcement Centre and apply for bailiff's warrants.