

# London Councils' TEC Executive Sub Committee

**Thursday 16 July 2020**

**10:00am – Virtual Meeting**

**Contact Officer:** Alan Edwards

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Part One: Agenda item	Pages
1 Apologies for Absence & Announcement of Deputies	-
2 Declarations of Interests*	
3 TfL Update on London Streetspace Programme & Future Funding, by Councillor Clyde Loakes, LB Waltham Forest, Alex Williams, TfL, and Heidi Alexander, Deputy Mayor for Transport, GLA	-
4 Future Mobility Agenda – Multi Borough e-Scooter Trial in London, by Michael Hurwitz, Director of Innovation, TfL and Paulius Mackela, London Councils	
5 Transport & Mobility Performance Information	
6 Transport & Environment Committee – Pre-Audited Financial Results 2019/20	
7 Freedom Pass Update	
8 Taxicard Update	
9 Minutes of the TEC Main Meeting held on 11 June 2020 (for noting)	
10 Minutes of the TEC Executive Sub Committee Meeting held on 6 February 2020 (for agreeing)	

<p><b>Part Two: Exclusion of the Press &amp; Public (Exempt)</b></p> <p>TEC will be invited by the Chair to agree to the removal of the press and public since the following items of business are closed to the public pursuant to Part 3 and Schedule 12A of the Local Government Act 1972 (as amended):</p> <p>Paragraph 3 – Information relating to the financial and business affairs of any particular person (including the authority holding that information), it being considered that the public interest in maintaining the exemption outweighs the public interest in disclosing it.</p>	
<p><b>E1 London Greenspace Commission Report, by Keith Townsend and Councillor Julian Bell, Greenspace Commissioners</b></p>	

### Declarations of Interests

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

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

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

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

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

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

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**Declarations of Interest – TEC Executive Sub Committee**  
**16 July 2020**

Freedom Pass & 60+ Oyster Card

Cllr Julian Bell (LB Ealing), 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 - Chair)

Thames Regional Flood & Coastal Committee (RFCC)

Cllr Richard Livingstone (LB Southwark)

London Road Safety Council

Cllr Richard Livingstone (LB Southwark), and Cllr Tim Mitchell (City of Westminster)

Car Club

Cllr Julian Bell (LB Ealing) and Cllr Tim Mitchell (City of Westminster)

London Cycling Campaign

Cllr Julian Bell (LB Ealing)

Dockless Bike Scheme

Cllr Julian Bell (LB Ealing)

# London Councils' TEC Executive Sub Committee

## Future Mobility Agenda: Multi-Borough e-Scooter Trial in London

Item No: 04

**Report by:** Paulius Mackela

**Job title:** Principal Policy & Project Officer,

**Date:** 16 July 2020

**Contact Officer:** Paulius Mackela

**Telephone:** 020 7934 9829

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**Summary:**

This report updates TEC Executive on London Councils' work on future mobility, which has taken a focus on a multi-borough e-scooter trial in London, given the current policy environment.

**Recommendations:**

Members are asked to:

- Note and comment on the report.
- Agree that Demand Responsive Transport becomes a focus area later in the year and instead continue working with TfL and the boroughs to facilitate a multi-borough e-scooter trial in London.

## Overview

1. Many cities across the world have significant rental e-scooter markets. The Department for Transport (DfT) announced in early May 2020 its intention to bring forward trials of rental e-scooters (previously planned for 2021) and to roll the option out to any interested local area, as part of its coronavirus response. Following a recent consultation on allowing rental companies to make e-scooters available in year-long trials across the UK, relevant regulations have been made and came into force on 4 July 2020. The DfT have also published an accompanying guidance document<sup>1</sup>.
2. The DfT wants year-long trials to commence by the end of August 2020 and will use them to gather evidence to inform future policy advice and legislation on the legal status of e-scooters. The main outline of the trial includes (but is not limited to):
  - Starting before the end of summer 2020 and run for 12 months
  - E-scooters will require insurance and riders will need at least a provisional driver's licence
  - E-scooters will have a maximum speed of 15.5mph (but could be lower if a trial area decides to implement a lower limit), an upper motor power limit of 500w and can be ridden either standing or seated, depending on the model
  - E-scooters will not be allowed on the pavement
3. At the TEC meeting on 11 June 2020, members received a report, which provided an update on the government's consultation regarding future transport modes and explained the recent government announcements to bring forward rental e-scooter trials. It was clear from that discussion that there was a great interest in these trials, as long as some concerns could be addressed, particularly around issues of safety. It was also clear that not every borough would want to take part in a trial.
4. Since late May 2020, London Councils and TfL have been hosting weekly officer working group meetings to consider the case for an e-scooter trial in the Capital and what London's boroughs would like to see in any trial that was proposed to the DfT for their approval. There is a high degree of consensus on what a trial could look like to drive high operator standards. If a trial is to demonstrate successfully that these vehicles can replace public transport and car journeys, it will be important that their use is not restricted to individual boroughs. Alongside developing principles for safe and well-run trials, we have been building an officer-level understanding of which boroughs may be interested in participating in the trial.
5. Maximising the benefits of walking and cycling, with safety remaining the number one priority should continue to be the focus for moving around the Capital. However, the ongoing coronavirus pandemic has changed the case for e-scooters in the UK, in particular the need to provide alternatives to crowded public transport and avoiding a car-based recovery. If safety issues can be addressed, e-scooters may be able to play a role in helping London get moving again.

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<sup>1</sup> <https://www.gov.uk/government/publications/e-scooter-trials-guidance-for-local-areas-and-rental-operators/e-scooter-trials-guidance-for-local-areas-and-rental-operators>

6. These trials present an opportunity to see what the best-fit for London is in terms of e-scooter use and collectively shape future policies on how they are used on our roads.

## **Key considerations for a multi-borough e-scooter trial**

### Safety

7. During the operator selection process strict criteria would be set to ensure that the safety elements of bids from prospective operators can be evaluated effectively. These criteria have been developed at the working group meetings and will be agreed by officers from TfL, London Councils and the boroughs in July 2020. There are a range of safety features now available in the market such as different wheel sizes, brake types, geofencing options to ensure lower speeds in specific areas, automatic 'fallen over alerts' and integrated helmets. The exact mix of features will depend on which operators are eventually selected.
8. While DfT do not require helmets by law, London may be able to incentivise and encourage helmet usage in any trial, something DfT have said they expect some areas of the country may wish to do. This would be subject to satisfactory hygiene standards being achievable.
9. Safety is our number one priority and further safety requirements and standards are being discussed at the weekly officer working group meetings hosted by London Councils and TfL.

### Parking rules and locations

10. London has seen the danger that irresponsible parking of dockless bikes poses, specifically for certain groups of people, for example wheelchair users, the blind or partially sighted and buggy users. We are determined that this is not replicated with e-scooters should any trial take place.
11. E-scooters will not be allowed on pavements, and this approach, along with strict controls on where e-scooters can be parked, would minimise risks to pedestrians on London's busy footways and for older or disabled people in particular. London Councils and TfL are also speaking to relevant stakeholders from accessibility organisations to make sure they agree with our plans.
12. Boroughs would have powers to select where rental e-scooters could and could not be parked. They would also be able to specify 'no go' or 'go slow' areas according to local requirements and set 'key zones' to limit the number of vehicles in certain areas to ensure local hotspots do not become inundated by vehicles. Some boroughs may also want to set 'priority areas' to ensure that e-scooters are available in all parts of the borough. Boroughs will be able to adjust these zones at any point throughout the trial.
13. TfL is currently procuring a Monitoring System that will allow boroughs to monitor the use of e-scooters within their local areas.

### Procurement

14. To run a collaborative trial, a joint specification is needed for any competitive selection process – there is already a high level of consensus between borough officers on what this must contain to take on board local requirements (some of the information is outlined in this report). Following discussions between TfL and London Councils' legal teams, the dockless working group met, attended by over 50 transport and procurement officers from London's

boroughs, to discuss the potential ways of picking operators for the trial. It was agreed that TfL will lead the selection process with input and oversight from London Councils. The proposal is currently being finalised and will be shared with all boroughs as soon as possible.

15. The decision for TfL to lead the selection process with input and oversight from London Councils was made because:
  - i) The DfT expects multi-borough trials to be coordinated and, where possible, to have lead stakeholders. The DfT guidance document states: *“Where trial areas include and involve several tiers of local government, the DfT recommend agreeing a lead authority. In most cases, it is expected that the lead authority will have strategic oversight across all local trial areas”*.
  - ii) The dockless working group agreed that there are multiple benefits of a co-ordinated approach with engaging the market: stronger commercial offering from operators through London’s collective bargaining power; direct savings in staff time and administrative costs to run market competition; consistent and open approach across London; ability to finish the selection process quicker in order to meet the DfT’s deadline of end of August 2020.
16. Boroughs decide whether to join the trial in the first place, and they are able to leave the trial if necessary during the 12-month period. This is in addition to all other powers local authorities will have as part of the trial (i.e. setting and updating parking areas, ‘no-go’, ‘go-slow’ and ‘priority’ zones, getting access to relevant data, etc.).

#### Funding

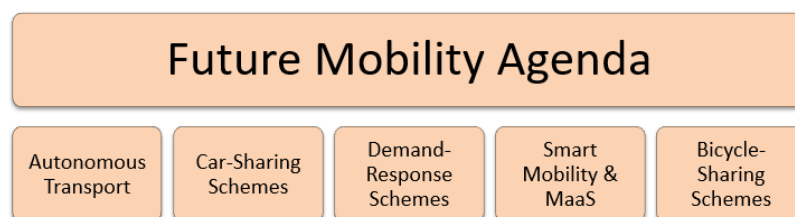
17. Numerous prospective operators have indicated that they would expect to pay fees to participate in a trial, as they do to operate in other cities around the world. London Councils’ officers are working together with TfL and all borough officers to understand funding requirements. Fees from operators could enable boroughs to fund the creation of parking areas and other infrastructure requirements, and cover associated administrative costs. Further discussions with borough officers are scheduled to take place at the working group meetings scheduled for July.
18. Officers are also in discussion with DfT about other potential sources of funding.

#### **Next Steps**

19. London Councils’ officers will continue to work closely with TfL to support London boroughs with the multi-borough rental e-scooter trial by hosting regular officer working group meetings, facilitating further developments of relevant documents, supporting TfL in selecting potential operators for the trial, and sharing relevant information from DfT and other stakeholders.

#### **Future Mobility Agenda – next focus area**

20. As outlined in the original Future Mobility Agenda report<sup>2</sup>, London Councils' activities within the agenda can be summarised into five different categories as illustrated in the chart below.



21. At the TEC Executive meeting on 6 February 2020, members agreed for Demand-Response Schemes category to be the next focus area of the Future Mobility Agenda. Given that borough demand-responsive trials have been cancelled due to Covid-19 outbreak and the resource-intensive work London Councils' officers have been doing to develop multi-borough rental e-scooter trial in London, officers propose that the work on demand-responsive transport is delayed until later in 2020.
22. Instead of a new Task & Finish Group on Demand-Response Schemes, officers propose that they continue working with TfL and the boroughs to facilitate the multi-borough e-scooter trial development

#### **Recommendations:**

Members are asked to:

- Note and comment on the report.
- Agree that Demand Responsive Transport becomes a focus area later in the year and instead continue working with TfL and the boroughs to facilitate a multi-borough e-scooter trial in London.

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

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

#### **Legal implications for London Councils**

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

#### **Equalities implications for London Councils**

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

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<sup>2</sup> <https://www.londoncouncils.gov.uk/node/34772>



# London Councils' TEC Executive Sub Committee

## Transport & Mobility Services Performance Information

Item no: 05

<b>Report by:</b>	Andy Rollock	<b>Job title:</b>	Mobility Services Manager
<b>Date:</b>	16 July 2020		
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**Summary:** This report details the London Councils Transport and Mobility Services performance information for Q4 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 Q4 in 2019/20, figures for Q3(19/20) and full year 2019/20. Additional commentary has been provided under each section detailing the measures taken to mitigate the impact of COVID-19.

### Equalities Considerations

None.

### Financial Implications

None.

# **APPENDIX 1: TRANSPORT & MOBILITY SERVICES: PERFORMANCE QUARTER 4** **LONDON TRIBUNALS**

	Target (where appropriate)	2019/20 Full Year	2019/20 Q3	2019/20 Q4	Red / Amber / Green (RAG) rating Q4
<b>Environment and Traffic Adjudicators (ETA)</b>					
No. of appeals received	N/A	43,944	10,658	10,936	N/A
No. of appeals decided	N/A	35,391	8,788	9,166	N/A
% allowed	N/A	51%	52%	51%	N/A
% Did Not Contest	N/A	30%	32%	29%	N/A
% personal hearings started within 15 minutes of scheduled time	80%	90%	89%	91%	Green
Average number of days (from receipt) to decide appeals (postal)	56 days	28 days	27 Days	28 days	Green
Average number of days (from receipt) to decide appeals (personal)	56 days	45 days	43 Days	43 days	Green
Average number of days (from receipt) to decide appeals (combined)	56 days	41 days	30 Days	31 days	Green
<b>Road User Charging Adjudicators</b>					
No. of appeals received	N/A	17,734	4,905	4,393	N/A
No. of appeals decided	N/A	14,788	4,275	3,604	N/A
% allowed	N/A	37%	38%	48%	N/A
% Did Not Contest	N/A	31%	32%	42%	N/A
% personal hearings started within 15 minutes of scheduled time	80%	89%	92%	92%	Green
Average number of days (from receipt) to decide appeals (postal)	56 days	41 days	38 Days	49 days	Green
Average number of days (from receipt) to decide appeals (personal)	56 days	43 days	48 Days	40 days	Green
Average number of days (from receipt) to decide appeals (combined)	56 days	41 days	40 Days	48 days	Green
<b>Overall Service</b>					
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	35,201	9,443	7,705	N/A
% of calls answered within 30 seconds of the end of the automated message	85%	99%	99%	99%	Green

## Comment

\*On 1 appeal the hearing date was issued 8 days from receipt rather than 5 because of an inputting error by staff.

At the emergence of the Covid-19 pandemic in late February, risk assessments of all sites and a robust operational delivery plan was devised to mitigate the impact of a national 'lockdown' and significant operational disruption to normal service.

The most severely affected location was the hearing centre at Chancery Exchange where personal appeals take place on-site and adjudicators undertake postal appeals. The hearing centre closed to appellants on 23<sup>rd</sup> March 2020.

Following physical changes to the hearing centre made in accordance with the recommendations from a COVID-19 specific risk assessment, the hearing centre reopened on 1<sup>st</sup> June to allow adjudicators to conduct telephone hearings. To date, approximately 70% of appellants due to have a personal hearing, have elected to have their hearing take place by telephone instead. The tribunals remain closed to appellants and support staff continue to work from home.

Adjudicators undertaking telephone hearings have felt reassured by the steps that have been taken to protect their health at Chancery Exchange and appellants have also responded positively to the changes to their hearings.

It is still unknown when the hearing centre will be able to fully reopen to appellants in person; however, government advice continues to be monitored to ensure that proper planning can take place to ensure a safe environment on the return to normal service.

### **Key Actions - Environment and Traffic Adjudicators:**

- Telephone hearings were introduced with 2500 affected appellants contacted and given the option to have their personal hearing by telephone.
- A small number of adjudicators remained on site to undertake telephone hearings until 2<sup>nd</sup> April.
- 600 ETA appeals with a personal hearing scheduled after 2<sup>nd</sup> April but prior to 1<sup>st</sup> June were suspended until further notice. These appeals are now being rescheduled.
- Postal appeals continued to be listed and heard remotely by adjudicators working from home.
- Local Authorities can participate in the telephone hearings by way of a conference call.

### **Key Actions – Road User Charging Adjudicators:**

- All RUCA appeals, including 500 personal appeals, scheduled between 19<sup>th</sup> March and 1<sup>st</sup> June were suspended. These appeals are now being rescheduled.
- Telephone hearings were introduced from 1<sup>st</sup> June 2020 with 500 affected appellants contacted and given the option to have their personal hearing by telephone.
- Transport for London can participate in the telephone hearings by way of a conference call.

## FREEDOM PASS

	Target (where appropriate)	2019/20 Full Year	2019/20 Q3	2019/20 Q4	Red / Amber / Green (RAG) rating Q4
Number of active passes at end of period	N/A	1,268,871	1,181,889	1,268,871	N/A
Number of new passes issued (BAU)	N/A	60,140	15,431	14,286	N/A
Number of passes issued (2020 Renewal)	N/A	571,580	126	568,267	N/A
Number of replacement passes issued	N/A	89,785	23,029	20,267	N/A
Number of phone calls answered (BAU)	N/A	200,309	53,083	52,095	N/A
% Answered within 45 seconds (BAU)	85%	80%	83%	85%	Green
% of calls abandoned	<2%	3.2%	4%	1.6%	Green
Customer Satisfaction Survey rating (scoring 7 or above)	75%	91%	91%	91%	Green
Number of phone calls answered (2020 Renewal)	N/A	34,243	0	28,978	N/A
% Answered within 45 (2020 Renewal)	85%	78%	N/A	85%	Green
Number of letters and emails answered	N/A	62,049	16557	26,176	N/A
Number of emails answered (2020 Renewal)	N/A	8,804	0	8,804	N/A

BAU = Business as Usual

### Comment

Performance in Q4 has generally been good, with all SLAs met. At the emergence of the pandemic in late February, a detailed operational plan was created in anticipation of significant disruption to business as usual. The focus of the plan was to continue to meet the needs of Freedom Pass holders and boroughs during this period. Officers ensured that contractors put in place similar plans.

Once lockdown was announced by government on 23 March 2020 the plan was activated, and all staff moved to remote working. As part of the remote working process staff were issued with mobile phones so as they could continue to receive telephone enquiries from customers and boroughs.

Officers instituted weekly meetings with the contractors. The focus of these was ensuring contractors had in place enough resources to meet and maintain the demands of the service and to identify potential risks. Contractors have taken a number of steps to mitigate the effect of COVID-19 on our services, including placing some of their staff on furlough and reducing the working hours of others. However, there have been no issues and no negative impact on service delivery.

London Councils has also been following Cabinet Office Procurement Policy Note guidance and working to ensure that supplier relief measures could be considered. For the Freedom Pass service, two distinct types of supplier relief have been provided:

- Payments at pre-COVID-19 levels for non-TfL bus operators, as requested by the Department for Transport; and
- Temporary suspension of contact centre SLAs. This has been introduced to recognise the difficulty of forecasting volumes of customer contact during the recovery phase and due to temporary increases in contact following the introduction of restrictions to travel for older persons by TfL during the morning peak.

## TAXICARD

	Target (where appropriate)	2019/20 Full Year	2019/20 Q3	2019/20 Q4	Red / Amber / Green (RAG) rating Q4
Number of active passes at end of period	N/A	60,191	59,478	60,191	N/A
Number of new passes issued	N/A	7,259	1667	1,754	N/A
Number of replacement cards issued	N/A	2436	779	833	N/A
Number of phone calls answered at London Councils	N/A	15,345	3,554	2,917	N/A
% Answered within 30 seconds	85%	86%	85%	87%	Green
Number of journeys using Taxicard	N/A	703,250	213,288	154884	N/A
% in private hire vehicles	N/A	14%	12%	16%	N/A
% of vehicles arriving within 15 minutes (advance booking)	95%	87%	87%	92%*	Amber
% of vehicles arriving within 30 minutes (on demand)	95%	87%	87%	92%*	Amber

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### Comment

Similar arrangements to those described for Freedom Pass were put in place to ensure continuity of service for Taxicard at the start of the COVID-19 lockdown. However, it should be noted, that there was already a higher level of monitoring on the Taxicard service because of performance issues previously reported to the committee.

\*Members are asked to note that there was notable improvement in Taxi performance in Q4 of 2019/20. Overall performance for the year fell short of the target, however officers continue to monitor the contractor through the improvement plan and are satisfied they are making every effort to maintain the improvements.

The outbreak of COVID-19 saw a significant drop in trip volumes during the latter part of the quarter which has continued throughout the lockdown period. However, a change to the scheme which allowed vulnerable and shielded customers to use Taxis to collect and deliver essential items for them assisted in meeting the challenges caused by the pandemic.

London Councils has also been following Cabinet Office Procurement Policy Note guidance and working to ensure that supplier relief measures could be considered. For Taxicard service, a number of supplier relief measures have been agreed:

- Payments in advance;
- Temporary suspension of service credits for under performance. This has been introduced to ensure that the supplier's cash-flow position is not negatively affected by the significant drop in volumes;
- Covering lost management fees due to up to 85% drops in journey volumes (management fees are paid on a per-journey basis);
- Reimbursement of premiums paid to drivers to cover difficult to fulfil jobs; and
- One-off contribution to cover actual contact centre costs in March

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

	Target (where appropriate)	2019/20 Full Year	2019/20 Q3	2019/20 Q4	Red / Amber / Green (RAG) rating Q4
Number of vehicles notified to database	N/A	47,872	12,928	11,454	N/A
Number of phone calls answered	N/A	19,910	5,235	4,917	N/A
% of calls answered within 30 seconds of the end of the automated message	85%	92%	91%	91%	Green

#### Comment

London Councils has been instrumental in co-ordinating national and London specific advice to authorities on traffic and parking management during the COVID-19 emergency and continue to do so.

Boroughs were initially advised in March that the removal of vehicles to a vehicle pound should be a last resort and if a vehicle did have to be removed then it should be relocated to a safe place on street. Whilst only having an impact for the final two weeks of the fourth quarter, there has been significant reductions in TRACE activity, which will continue for at least the first quarter of 2020-21.

#### LONDON LORRY CONTROL SCHEME

	Target (where appropriate)	2019/20 Full Year	2019/20 Q3	2019/20 Q4	Red / Amber / Green (RAG) rating Q4
Number of permits on issue at end of period	N/A	63,679	65,923	63,679	N/A
Number of permits issued in period	N/A	16,665	4,741	4,183	N/A
Number of vehicle observations made	10,800 per year 2,700 per quarter	10,143*	2,365	2,621*	Amber
Number of penalty charge notices issued	N/A	8,456	1,158	1,198	N/A
Number of appeals considered by ETA	N/A	99	27	12*	N/A

% of appeals allowed	Less than 40%	59%	66%	25%	Green
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## Comment

\*London Councils was one of the first enforcement authorities in London to react to the COVID-19 emergency, suspending enforcement and a significant amount of notice processing on 17 March 2020.

The decision was taken to help the freight and logistics industry cope with increased pressures in keeping London's essential shops and services supplied at the time where there were food shortages and significant issues with deliveries. This was universally welcomed by the sector.

The suspension of the scheme remained in place until 1 June 2020, with full enforcement commencing again on 15 June 2020.

The impact of this for the 2019-20 financial year is not too significant as it was only for a two week period, but the target for observations was not met by a total of 657.

The lack of any enforcement and therefore processing activity will be more noticeable in terms of indicators for the first quarter of 2020-21.

## TRANSACTIONAL SERVICES: DEBT REGISTRATIONS AND WARRANTS

	Target (where appropriate)	2019/20 Full Year	2019/20 Q3	2018/19 Q4	Red / Amber / Green (RAG) rating Q4
Traffic Enforcement Court: number of debt registrations	N/A	695,035	185,461	205,709	N/A
Traffic Enforcement Court: number of warrants	N/A	513,582	101,482	141,920	N/A
Traffic Enforcement Court: transactions to be processed accurately within 1 working day	100%	100%	100%	100%	100%

## Comments

Activity remained strong during the fourth quarter. However, in March boroughs were advised not to register new debts and warrants in light of the COVID-19 emergency. The majority of debt collection and the service of debt notices was also largely suspended. Whilst having only a minor impact in this financial year, the impact will be more noticeable for at least the first quarter of 2020-21.

## HEALTH EMERGENCY BADGES

	Target (where appropriate)	2019/20 Full Year	2019/20 Q3	2019/20 Q4	Red / Amber / Green (RAG) rating Q4
Number of badges on issue at end of period	N/A	4,229	3,863	4229	N/A
Number of badges issued in period	N/A	1,755	462	313	N/A

### Comment

Due to the COVID-19 emergency, the HEB team were not able to process any badge applications and issue new badges from the last two weeks of the fourth quarter 2019-20. Boroughs have been advised that the date of expiry has been extended during the emergency (to September 2020) which should ensure that health professionals on emergency calls should not receive unnecessary PCNs. Currently new badge applicants are able to utilise local permit and the national NHS pass schemes so there should not be any negative impact for health professionals. The effect on the number of applications processed will be more visible for the first quarter of 2020-21, but processing has now re-commenced.

## LONDON EUROPEAN PARTNERSHIP FOR TRANSPORT

	Target (where appropriate)	2019/20 Full Year	2019/20 Q3	2019/20 Q4	Red / Amber / Green (RAG) rating Q4
Number of Boroughs participating in EU transport funding projects	7	5*	5	5*	Amber

### Comment

- Although the borough participation target was not met, LEPT has had a positive 2019/20. Borough engagement and communications output has increased substantially, and networks have developed in scope and activity. The study tour to Netherlands with boroughs in May 2019 was a real highlight and the policy briefs and e-bulletins have been well received. Horizon 2020 funding calls were not so relevant, as the programme was concluding but engagement with boroughs was good on other funding streams.





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

- To note the provisional pre-audited financial results for 2019/20, which show an indicative surplus of £534,000 for the year;
- To agree the transfer of £296,000 out of the provisional surplus to the specific reserve, in accordance with usual Committee practice;
- To agree the carry forward of the underspend on the LLC Scheme review budget of £91,000 into 2020/21; and
- To note the provisional level of reserves, as detailed in paragraph 40 and the financial outlook, as detailed in paragraphs 41-42 of this report.

## **Introduction**

1. The appendices to this report show the following information:
  - Appendix A – The provisional outturn expenditure position for 2019/20; and
  - Appendix B – The provisional outturn income position for 2019/20.
2. This report details the provisional financial results prior to audit and provides commentary on the variances against the revised approved budgets for the year – in effect, the format is the same as the quarterly revenue forecast monitoring reports presented to this Committee throughout the year. Grant Thornton LLP will audit the accounts for 2019/20 during July 2020 and present the accounts to the Audit Committee, along with the annual audit report, on 17 September 2020. At its November 2020 meeting, the London Councils Executive will be asked to adopt the three audited accounts and the annual audit report.

## **TEC Functions**

3. Members will recall that TEC's activities are accounted for in two separate ways. The first can be classified as traditional local authority-type expenditure, where specific committee approved borough subscriptions and charges are levied by the Committee to cover the costs of the policy, permit-issuing and concessionary fares functions of the committee. Income and expenditure in these areas are relatively consistent year-on-year, with few significant variations from the budgeted figures at the year-end.
4. The second method is classified as traded services and covers the boroughs and TfL/GLAs use of the various services provided by the Committee, the main services being the hearing of environmental and traffic appeals and road user charging appeals at the London Tribunal hearing centre based at Chancery Exchange. Levels of income and expenditure cannot be precisely forecast, as overall levels of activity are based on usage volumes determined by the public (in the case of appeals), boroughs and TfL/GLA. The contractor, Northgate public services (NPS), currently provides these services to the Committee for a combination of a fixed contract sum of around £1.3 million per annum and by a unit charge for each time the various services are used by the boroughs, the GLA and TfL. Users are recharged for their actual usage of the variable cost services, plus a fixed charge to cover the fixed costs of operating these functions. The fixed charge is apportioned to each borough in accordance with the proportion of Penalty Charge Notices (PCNs) issued in London during the course of the last full financial year for which figures are available. For 2019/20, this period was the 2017/18 financial year.
5. The Committee also leads on projects that are funded from non-London Councils/borough sources. The single significant project that continued to be managed by the Committee in 2019/20 was the London European Partnership for Transport (LEPT). Funding for this project is ring-fenced, meaning that any surplus or deficit of income over expenditure at the year-end will be carried forward in the Committee's general balances for application to or recovery from this project in the next financial year.

## **Revised Budget 2019/20**

6. The Full Committee approved the original budget for TEC for 2019/20 in December 2018. The revised revenue expenditure budget for 2019/20, as adjusted for the confirmation of borough funding and TfL funding for the Taxicard scheme for the year, was £365.430 million.

7. The corresponding revised revenue income budget was £365.110 million, with the approved transfer of £320,000 from reserves producing a balanced budget for the year.

### Provisional Results 2019/20

8. The provisional outturn figures for income and expenditure in 2019/20, compared against the above revised budgets, are detailed in full at appendices A and B, and summarised in Table 1 below:

**Table 1 – Comparison of Provisional Income and Expenditure against Revised Budget 2019/20**

Actual 2018/19		Revised Budget 2019/20	Actual 2019/20	Variance 2018/19	
£000	Expenditure	£000	£000	£000	%
661	Non-operational Staffing	716	708	(8)	(1.1)
312	Running Costs	271	359	88	32.5
84	Central Recharges	77	513	436	566.2
<b>1,057</b>	<b>Total Operating Expenditure</b>	<b>1,064</b>	<b>1,580</b>	<b>516</b>	<b>48.5</b>
9,390	Direct Services	9,221	10,437	1,216	13.2
356,110	Payments in respect of Freedom Pass and Taxicard	355,105	353,291	(1,814)	(0.5)
11	Research	40	-	(40)	-
-	One off payment to boroughs	-	-	-	-
-	Debt write-off	-	-	-	-
<b>366,568</b>	<b>Total Expenditure</b>	<b>365,430</b>	<b>365,308</b>	<b>(122)</b>	<b>(0.0)</b>
	<b>Income</b>				
(356,993)	Contributions in respect of Freedom Pass and Taxicard	(355,254)	(352,915)	2,339	0.7
(10,829)	Charges for direct services	(9,688)	(11,175)	(1,487)	(15.3)
(97)	Core Member Subscriptions	(97)	(97)	-	-
(44)	Interest on Investments	-	(40)	(40)	-
(106)	Other Income	(71)	(54)	17	23.9%
(117)	Net transfer to/(from) Reserves	(320)	(1,428)	(1,108)	(346.3)
<b>(368,186)</b>	<b>Total Income</b>	<b>(365,430)</b>	<b>(365,709)</b>	<b>(279)</b>	<b>(0.1)</b>
183	Increase/(Reduction) in bad debt provision	-	(133)	(133)	-
<b>(1,435)</b>	<b>Deficit/(Surplus)</b>	<b>-</b>	<b>(534)</b>	<b>(534)</b>	<b>-</b>

9. In addition to the transactions detailed in Table 5 above, there are costs and income associated with the London European Partnership for Transport (LEPT), which is TfL/EU funded, and shown in table 6 below. The provisional outturn indicates there was a surplus of £34,000 largely as a result of a carried forward balance from 2018/19. The surplus will be carried forward to be spent on future LEPT related activities. The provisional outturn is summarised in Table 2 below:

**Table 2 – Income and Expenditure relating to LEPT 2019/20**

	£000
Employee Related Costs	77
Premises Costs	23
Running/Central Costs	47

Other Costs	9
<b>Total Expenditure</b>	<b>156</b>
Grant/Other Income including c/f	(189)
<b>Deficit/(Surplus)</b>	<b>(34)</b>

10. A provisional surplus on revenue activities of £534,000 has been posted for 2019/20, the headlines of which are summarised in Table 3 below. This compares the position reported at the end of December 2019 (Month 9) and highlights the movement between the two positions.

**Table 3 – TEC – Analysis of revenue account surplus 2019/20**

	<b>Outturn</b>	<b>M9</b>	<b>Movement</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Freedom Pass non-TfL bus services	333	300	33
Freedom Pass survey and reissue costs (net of additional replacement Freedom Passes income)	333	522	(189)
2020 Freedom Pass Renewal (funded by Specific reserves, see below)	(1,108)	-	(1,108)
Interest earned on investment of cash-balances	40	48	(8)
Research	40	35	5
Shortfall in replacement taxicard passes income	(9)	(9)	-
Net position on parking appeals	(73)	64	(137)
Net position on other traded parking services	164	6	158
Net position on London Tribunals Administration	(61)	(16)	(45)
Lorry Control Administration	100	38	62
Lorry Control PCNs	144	200	(56)
Freedom Pass Administration	(27)	(33)	6
Taxicard Administration	(8)	10	(18)
Non-operational staffing costs	7	(2)	9
Overspend on running costs/central recharges	(564)	(428)	(136)
Underspend on IT system developments	-	-	-
Net additional in Health Emergency Badge income	9	8	1
Miscellaneous Income	(27)	-	(27)
Reduction in Bad Debt provision	133	-	133
Specific Reserve to cover the 2020 Freedom Pass renewal	1,108	-	1,108
<b>Provisional surplus for the year</b>	<b>534</b>	<b>743</b>	<b>(209)</b>

11. From this provisional surplus figure, the Committee is being asked to carry forward balances amounting to £91,000 into 2020/21 (paragraph 22 below refers). If this request is approved, the provisional surplus reduces to £443,000. An explanation for each of the variances is provide in subsequent paragraphs.

### **Freedom Pass non-TfL bus services (-£333,000)**

12. In December 2018, TEC approved a budgetary provision of £1.3 million for 2019/20 to cover the cost of payments to non-TfL bus operators under the national concessionary fares scheme, the overall cost of which is demand led by eligible bus users. This was made up of projected claims of £1.1m based on mid-year 2018/19 data plus a £200,000 contingency to cover potential new bus operators joining the scheme. Claims from operators amounting to £967,000 have been received and accepted for 2019/20, which has led to an underspend of £333,000, or 25.6%, 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.

### **Net Freedom Pass survey and issue costs (-£333,000)**

13. The budget for the freedom pass survey and issue processes for the year was £1.518 million. This budget covers the issuing of Freedom Passes to new applicants and for the replacement of passes which are lost, stolen or faulty. Total expenditure for 2019/20 was £1.420 million, an underspend of £98,000. In addition, a sum of £985,000 was collected during 2019/20 in respect of replacement Freedom Passes, £235,000 in excess of the £750,000 budgetary provision, which reduces by £37,000 to £198,000 once bank charges are taken into account. In net terms, therefore, there was a surplus of £296,000, which, in accordance with approved TEC practice, will be transferred from the provisional surplus to the specific reserve created to fund future freedom pass renewal processes.

### **Freedom Pass 2020 Freedom Pass Renewal (Net Nil)**

14. During 2019/20 the 2020 freedom pass renewal process took place; the largest London Councils has undertaken since 2015. The total cost recognised during 2019/20 equated to £1.108 million, which was funded by a transfer from the specific reserve built up from previous underspends and surplus replacement pass income as detailed in paragraph 13.

### **Interest earned on investment of cash-balances (-£40,000)**

15. Cash-flow management undertaken at the City of London, who invest London Councils cash balances on behalf of boroughs, has yielded interest receipts of £40,000 against a zero budgetary provision.

### **Research Budget (-£40,000)**

16. No expenditure on research was recorded in 2019/20 against an annual budget of £40,000.

### **Taxicard (Net Nil)**

17. Total payments to the contractor, City Fleet were £8.312 million, £2.544 million below the revised total budgetary provision of £10.856 million. The most significant factor is that taxicard trips are reported down by 18% from the previous year.
18. Due to the reduction in expenditure no boroughs were required to contribute to the scheme therefore boroughs will be refunded. The net refund to the Boroughs is £1.495 million. TFL now pay in arrears, based on actual trip data from the preceding quarter. Payments received from TFL have therefore reduced in line with actual claims by £1.09 million during the year. This is after taking in to account the management charge for LB of Barnet of £11,730 which TFL fund.

### **Income from the issue of replacement Taxicards (+£9,000)**

19. A sum of £9,000 was collected against a full year budgetary provision of £18,000, leading to a £9,000 shortfall.

### **Traded Services (-£91,000)**

20. The net surplus position of £91,000 is made up of a number of elements, which are regularly reviewed by TEC during the year. These are listed below:

- Firstly, there are two elements where the effect on income and expenditure levels produces a neutral effect and does not change the overall net surplus position:
  - A provisional overspend of £844,000 for increased payments to Northampton County Court, which is a borough demand led service for the registration of persistent non-payers of parking PCN's in the County Court at £7 per time. The costs are fully recovered from boroughs, leading to a compensating increased level of income collected for the year.
  - Expenditure on congestion charging appeals, including the Ultra Low Emission Zone scheme (ULEZ) is estimated to be £605,000, £262,000 more than the budgetary provision of £353,000. The number of appeals represented by corresponding financial transactions posted in the accounts during the year was 17,707, which is 8,549 more than the budgeted figure of 9,158 which is largely due to the introduction of ULEZ. The throughput of appeals was calculated at 2.46 appeals per hour, compared to 1.93 per hour for 2018/19. However, as the cost of these appeals is recharged to the GLA/TfL at full cost, there was a corresponding increase in income due for the year of £262,000, which therefore has a zero effect on the Committee's provisional financial position for the year.
- Secondly, there is a net surplus of £58,000 in respect of environmental and traffic appeals. The number of appeals and statutory declarations represented by corresponding financial transactions posted in the accounts during the year was 43,995 against a budget of 41,694, generating income of £1.131 million, £48,000 more than the budget estimate of £1.083 million. In addition, there is net underspend of £10,000 in adjudicators costs and contractor costs. The throughput of appeals was 3.79 appeals per hour, compared 3.54 appeals per hour for 2018/19.
- Thirdly, the transaction volumes for other parking systems used by boroughs and TfL continue to fluctuate overall, resulting in a projected net cost of £10,000. On the expenditure side, this considers the pricing structure offered by Northgate and expenditure was £5,000 less than the £209,000 budget. On the income side, unit cost recharges to boroughs for 2019/20 were set by the full Committee in December 2018 and amounted to £567,000, £15,000 less than the £582,000 income target.

### **Net position London Tribunals Administration (+£61,000)**

21. The appeals Hearing Centre overspent the budget of £2.687 million by £221,000. 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. As a result of the introduction of the scheme

Northgate fixed costs increased by £129,000 in the year which are fully covered by additional contributions from the GLA/TfL. The remaining variance of £60,000 were due to several small overspends across various codes including staffing and central recharges.

#### **Lorry Control Administration/PCN income (-£244,000)**

22. The administration of the London Lorry Control Scheme underspent the budget of £858,000 by £100,000. This is attributable to small underspends on general office costs along with an underspend on the review of the LLC scheme of £91,000. The TEC Executive Sub-Committee will be asked to approve the carry forward of the underspend on the review of the LLC Scheme of £91,000 into 2020/21.
23. There was, however, a significant overachievement in the collection of PCN income of £144,000 above the budgetary provision of £900,000. This was due to continued effective performance of the outsourced enforcement function leading to increased transaction volumes and higher levels of debt being raised and collected. Of the £1.044 million income due for the year, £193,000 has yet to be collected and has been registered with the County Court. The bad debt provision has been decreased by £133,000 in respect of this outstanding amount, in accordance with usual accounting practice.

#### **Freedom Pass Administration (+£27,000)**

24. The administration of the freedom pass over spent the budget by £27,000, attributable to several small overspends across various budgets.

#### **Taxicard Administration (+£8,000)**

25. The administration of the taxicard scheme overspent the budget by £8,000, again attributable to several small overspends across various budgets.

#### **Non Operational Staffing Costs (-£7,000)**

26. The non-operational employee cost budget of £715,000, including £19,000 for member's allowances plus £30,000 maternity cover, underspent by £7,000 at £708,000. This is primarily attributable to the maternity cover budget not being fully used along with other small vacancy periods.

#### **Running Costs/Central Recharges (+£564,000)**

27. As advised to member throughout the year within the Revenue Forecast reports, a 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, were not being fully passed on to TEC. This has now been addressed and has resulted in additional costs of approximately £420,000 being included in the TEC accounts. The remaining variances were due to several small overspends across various codes such as bank charges, which are covered by income receipts, and additional legal fees due to a review of TEC's governance arrangements.

#### **Other income (+£18,000)**

28. The Net impact of small reductions of miscellaneous income and additional Health Emergency Badge Receipts.



## Bad Debts provision (-£133,000)

29. The Committee's bad debt provision as at 1 April 2018 was £286,000, of which £267,000 related to Lorry Control PCNs that had been registered at the County Court but which were unpaid at 31 March 2019. A review of the aged debts at the year-end has resulted in a revised year-end provision of £135,000, all of which relates to Lorry Control PCN income, a decrease of £133,000, as highlighted in paragraph 23.

## Balance Sheet as at 31 March 2020

30. The summary provisional balance sheet position as at 31 March 2020 is shown in Table 3 below, compared to the position 12 months ago:

**Table 3 – Balance Sheet Comparison - Provisional Figures 2019/20 and 2018/19**

	As at 31 March 2020 (£000)	As at 31 March 2019 (£000)
Fixed Assets	515	617
Current Assets	10,399	10,707
Current Liabilities	(4,361)	(3,876)
Long-term liabilities	(7,138)	(8,174)
Total Assets less Liabilities	(585)	(726)
General Fund	3,854	3,936
Specific Fund	2,741	3,553
Pension Fund	(7,138)	(8,174)
Accumulated Absences Fund	(42)	(41)
Total Reserves	(585)	(726)

31. The main features of the provisional balance sheet as at 31 March 2020 are as follows:

- Fixed Assets have decreased by £102,000 to £515,000 from £617,000. The reduction is attributable to an annual depreciation charge of £104,000 offset by expenditure of £2,000 on the acquisition of assets;
- Current assets have decreased by £308,000 from £10.707 million to £10.399 million which is attributable to an increase in cash balances of £1.941 million and a decrease in debtors of £2.249 million. The decrease in debtors is due to:
  - a decrease of £1.864 million in respect of TfL grant to the Taxicard scheme;
  - a decrease of £354,000 in respect of amounts owed by boroughs for the registration of PCN debts at Northampton County Court;
  - a decrease of £173,000 in respect of borough contributions to the non-TfL element of the concessionary fares scheme;
  - an increase of £181,000 in respect of TfL payments for the congestion charging appeals service; and
  - a decrease in residual variances of £39,000;
- Current liabilities have increased by £485,000 from £3.876 million to £4.361 million, which is attributable to:
  - an increase of £790,000 in respect of the Freedom Pass renewal and issue costs;
  - an increase of £88,000 in respect of amounts owed to Northgate Public Services the managed services contractor;

- a decrease of £309,000 in respect of borough Taxicard scheme refunds;
  - a decrease of £142,000 in respect of amounts owed to CityFleet the Taxicard contractor; and
  - an increase of residual variances of £58,000;
- Long-term liabilities, which consists solely of the IAS19 pension deficit, has decreased by £1.036 million from £8.174 million to £7.138 million.

The above movements have resulted in an overall increase in the balance of reserves to a £585,000 debit balance as at 31 March 2020, inclusive of the IAS19 deficit which is explored from paragraph 32 onwards.

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

32. International Accounting Standard 19 (IAS19), Employee Benefits, is an international accounting standard that all authorities administering pensions funds must follow. London Councils through its Admitted Body status as part of the Local Government Pension Scheme (LGPS) administered by the London Pensions Fund Authority (LPFA) through the Local Pensions Partnership (LPP), is subject to this accounting standard.
33. IAS19 requires an organisation to account for retirement benefits when it is committed to give them, even if the actual giving will be many years to come and is, therefore, a better reflection of the obligations of the employer to fund pensions promises to employees. It requires employers to disclose the total value of all pension payments that have accumulated (including deferred pensions) at the 31 March each year.
34. This value is made up of:
  - The total cost of the pensions that are being paid out to former employees who have retired; and
  - The total sum of the pension entitlements earned to date for current employees – even though it may be many years before the people concerned actually retire and begin drawing their pension.
35. IAS19 also requires London Councils to show all investments (assets) of the Pension Fund at their market value, as they happen to be at the 31 March each year. In reality, the value of such investments fluctuates in value on a day-to-day basis but this is ignored for the purpose of the accounting standard. Setting side by side the value of all future pension payments and the snapshot value of investments as at the 31 March, results in either an overall deficit or surplus for the Pension Fund. This is called the IAS19 deficit or surplus.
36. London Councils has to obtain an IAS19 valuation report as at 31 March each year in order to make this required disclosure. This is done through the actuaries of the LPFA fund, Barnett Waddington. The effect of IAS19 is apportioned across London Councils three functions – this Committee, the London Councils Grants Committee (GC) and the London Councils Joint Committee (JC) core functions in proportion to the actual employer's pensions contributions paid in respect of staff undertaking each of the three functions. IAS19 has no effect on the net position of income and expenditure for the year. However, the IAS19 deficit or surplus needs to be reflected in the balance sheet. For the TEC, the Pension Fund deficit as at 31 March 2020 is £7.138 million, which compares against the deficit on the Pension Fund as at 31 March 2019 of £8.174 million, a reduction of £1.036 million.

37. The reduction is due to the lower rate of inflation used in the calculation of the IAS19 defined benefit obligation and the result of the 2019 triennial valuation exercise which provides more current estimates. The reduction in the defined benefit obligation is offset by a fall in the value of scheme assets at 31 March 2020.
38. London Councils' External Auditors, Grant Thornton, will test the assumptions made by the actuary in arriving at this valuation in the course of their external audit during July/August.
39. Table 6 clearly demonstrates that the Committee's balances are notionally reduced by £7.138 million as a result of the requirement to fully disclose the pension fund deficit on the balance sheet. However, future reviews of the employer's pension contribution rate are intended, over time, to assist in reducing the overall deficit and the Committee should not view general balances as being a call on funding the pension fund deficit.

## Committee Reserves

40. The Committee's unaudited balances as at 31 March 2020 are broken down in Table 7 below, together with known commitments for the 2020/21 and 2021/22 financial years:

**Table 7 – Analysis of Committee Reserves as at 31 March 2020**

	<b>General Reserve</b>	<b>Specific Reserve</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Audited reserves at 1 April 2019</b>	<b>3,936</b>	<b>3,553</b>	<b>7,489</b>
Approved in setting 2019/20 budget	(187)	-	(187)
Transfer between reserves	-	-	-
Transfer from reserves to revenue	-	(1,108)	(1,108)
Carried forward amounts from 2018/19	(133)	-	(133)
Projected revenue surplus 2019/20	238	296	534
<b>Estimated Residual Balances at 31 March 2020</b>	<b>3,854</b>	<b>2,741</b>	<b>6,595</b>
LLC review budget b/f from 2019/20*	(91)	-	(91)
Utilised in 2020/21 budget setting process	(579)	-	(579)
Indicative use of specific reserves in 2020/21 and 2021/22	-	(1,596)	(1,596)
<b>Estimated uncommitted reserves</b>	<b>3,184</b>	<b>1,145</b>	<b>4,329</b>

\*Subject to approval by this Committee

## Conclusions

41. The provisional 2019/20 outturn for the Transport and Environment Committee shows a surplus over budget of £534,000. This compares to a forecast surplus as at 31 December 2019, the three quarter stage of the year, of £743,000. The £209,000 movement is analysed in detail in Table 3. The analysis of actual income and expenditure against the approved budgets, as detailed in paragraphs 12-29, is mainly due to a combination of the following:
- the net impact of a surplus in Lorry Control PCN income, an underspend on Lorry Control administration and a decrease to the bad debt provision resulting in a surplus of £377,000;
  - a net surplus position for spend on Freedom Pass issue costs and replacement Freedom Pass income of £333,000;
  - an increased underspend of £333,000 in respect of non-TfL bus costs;

- an increased surplus of £91,000 in respect of parking traded services, including appeals; and
  - an increase in central recharges and other running costs of £564,000.
42. Provisional uncommitted general reserves of £3.184 million remain after deducting all known future commitments. This equates to 22.7% of estimated operating and direct trading expenditure of £14.008 million for 2020/21, which is in excess of the upper limit of the 10%-15% yardstick established by the Committee in November 2015. TEC will be considering options for the use of reserves during the autumn as part of the budget setting process. However, the current COVID19 crisis is projected to influence TECs future finances due to a reduction in enforcement activities and a reduction in income raised from the issue of replacement Freedom Passes. For the two-month period covering April and May 2020, this shortfall in income could amount to £340,000. The current level of uncommitted reserves will, therefore, provide a level of security should these projected deficits in income be realised by the year-end.

### **Recommendations**

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

- To note the provisional pre-audited final results for 2019/20, which show an indicative surplus of £534,000 for the year;
- To agree the transfer of £296,000 out of the provisional surplus to the specific reserve, in accordance with usual Committee practice;
- To agree the carry forward of the underspend on the LLC Scheme review budget of £91,000 into 2020/21; and
- To note the provisional level of reserves at paragraph 40 and the financial summary, as detailed in paragraphs 41-42 of this report.

### **Background Papers**

London Councils TEC Budget File 2019/20;  
London Councils TEC Forecast File 2019/20;  
London Councils TEC Final Accounts Files 2018/19 and 2019/20; and  
London Councils Consolidated Final Accounts File 2019/20.

## TEC Provisional Outturn Expenditure 2019/20

## Appendix A

	Revised Budget 2019/20 £000	Provisional Outturn £000	Variance £000
<b>Payments in respect of Concessionary Fares</b>			
TfL	320,913	320,913	0
Rail Delivery Group	19,450	19,450	0
Other Bus Operators	1,300	967	-333
Freedom Pass issue costs	1,518	2,528	1,010
Freedom Pass Administration	498	526	28
City Fleet Taxicard contract	10,856	8,312	-2,544
Taxicard Administration	570	578	8
Interest on late payments to TfL	0	17	17
	355,105	353,291	-1,814
<b>TEC Trading Account Expenditure</b>			
Payments to Adjudicators	1,054	1,216	162
Northgate variable contract costs	583	667	84
Payments to Northampton County Court	4,000	4,844	844
Lorry Control Administration	859	758	-101
ETA/RUCA Administration	2,687	2,908	221
HEB Expenditure	40	44	4
Depreciation	0	0	0
	9,221	10,437	1,216
<b>Sub-Total</b>	<b>364,326</b>	<b>363,728</b>	<b>-598</b>
<b>Operating Expenditure</b>			
<b>Contractual Commitments</b>			
Northgate Fixed Costs	94	94	0
Bank charges	0	63	63
	94	157	63
<b>Salary Commitments</b>			
Non-operational staffing costs	666	691	25
Members	19	17	-2
Maternity Provision	30	0	-30
	715	708	-7
<b>Other Commitments</b>			
Supplies and service	177	202	25
Research	40	0	-40
One off payment to boroughs	0	0	0
	217	202	-15
<b>Total Operating Expenditure</b>	<b>1,026</b>	<b>1,067</b>	<b>41</b>
<b>Central Recharges</b>	<b>77</b>	<b>513</b>	<b>436</b>
<b>Total Expenditure</b>	<b>365,430</b>	<b>365,308</b>	<b>-122</b>

	Revised Budget 2019/20 £000	Provisional Outturn £000	Variance £000
Borough contributions to TfL	320,913	320,913	0
Borough contributions to RDG	19,450	19,450	0
Borough contributions to other bus operators	1,300	1,300	0
Borough contributions to FP issue costs	1,518	1,518	0
Borough contributions to freedom pass administration	0	0	0
Income from replacing lost/faulty freedom passes	750	985	-235
Income from replacing lost/faulty taxicards	18	9	9
Borough contributions to taxicard	1,495	0	1,495
TfL contribution to Taxicard scheme	9,360	8,270	1,090
Borough contributions to taxicard administration	326	326	0
TfL Contribution to taxicard administration	124	126	-2
Borough contributions towards interest on late payments to TfL	0	17	-17
	355,254	352,914	2,340
<b>TEC trading account income</b>			
Borough contributions to Lorry ban administration	0	0	0
Lorry ban PCNs	900	1,044	-144
Borough parking appeal charges	901	958	-57
TfL parking appeal charges	182	193	-11
GLA Congestion charging appeal income	343	449	-106
Borough fixed parking costs	1,990	2,071	-81
TfL fixed parking costs	216	216	0
GLA fixed parking costs	575	736	-161
Borough other parking services	582	665	-83
Northampton County Court Recharges	4,000	4,844	-844
	9,689	11,176	-1,487
<b>Sub-Total</b>	<b>364,943</b>	<b>364,090</b>	<b>853</b>
<b>Core borough subscriptions</b>			
Joint Committee	46	46	0
TEC (inc TfL)	51	51	0
	97	97	0
<b>Other Income</b>			
TfL secretariat recharge	30	0	30
Investment income	0	40	-40
Other income	0	2	-2
Sales of Health Emergency badges	40	52	-12
	70	94	-24
<b>Transfer from Reserves</b>	<b>320</b>	<b>1,428</b>	<b>-1,108</b>
<b>Central Recharges</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Reduction in Bad Debt provision</b>	<b>0</b>	<b>133</b>	<b>-133</b>
<b>Total Income Base Budget</b>	<b>365,430</b>	<b>365,842</b>	<b>-412</b>

# London Councils' TEC Executive Sub Committee

## Freedom Pass Update

Item No:  
07

<b>Report by:</b>	Stephen Boon	<b>Job title:</b>	Chief Contracts Officer
<b>Date:</b>	16 July 2020		
<b>Contact Officer:</b>	Stephen Boon		
<b>Telephone:</b>	020 7934 9951	<b>Email:</b>	Stephen.boon@londoncouncils.gov.uk

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**Summary:** This report sets out a proposed approach to gradually withdrawing the special payment arrangements to non-TfL bus operating companies in respect of the Freedom Pass scheme. It seeks member support for officers to begin consultation on the payment arrangements set out in this paper before returning to TEC in October 2020 with a final recommendation.

**Recommendations:** Members are asked to:

- a. Approve that London Councils begins consultation with non-TfL bus operators and the Department of Transport based on the proposals contained in this report.

## **Background**

1. Freedom Pass provides free travel for older and disabled London residents on all Transport for London (TfL) travel modes (bus, Tube, London Overground, TfL rail, DLR and Tram) 24 hours a day, and on most National Rail routes after 9.30am Monday to Friday and at any time on weekends and public holidays. It also allows travel on local buses anywhere in England.
2. Since the COVID-19 outbreak and introduction of social distancing measures, London Councils has put in place special payment arrangements for non-TfL buses. These measures, which follow Cabinet Office guidance set out in Procurement Policy Notice (PPN) 02/20 and direction from the Department for Transport (DfT), have had the effect of maintaining payments to non-TfL bus operators at pre-COVID-19 levels, despite significant reductions in passenger numbers.
3. On 28 May 2020, the DfT Director, Local Transport, wrote to local authority transport officers setting out measures the department was putting in place to support the bus industry. Grant aid to the industry from the DfT has been calculated on the assumption that local authorities will continue to pay bus operators at pre-COVID-19 levels. However, no detail was provided regarding what assumptions had been made about how long such support should remain in place.
4. The measures outline in PPN 02/20 expired on 30 June 2020 and on 9 June 2020, the Cabinet Office a new PPN, 04/20 entitled 'Recovery and Transition from COVID-19'. The new guidance allows public authorities to continue providing support to suppliers, but it also requires them to begin planning for transition and recovery in consultation with their supplier base.
5. This paper proposes an approach that will allow London Councils to return to the statutory arrangements for paying non-TfL bus operators in a manner that will allow the industry to prepare for transition and recovery.

## **Proposal**

6. London Councils officers receive regular bulletins from TfL that set out the levels of service being offered by non-TfL bus operators in London. Prior to COVID-19, 17 bus operators provided 36 routes. As of 15 June 2020, all but one operator had made changes to their timetables. These changes affected 35 of the 36 routes and in five instances, services had been suspended.
7. Officers recognise that these changes will have been necessary, alongside the supplier relief measures agreed by TEC, to assure the on-going financial viability of the bus operating companies in the short-term. However, in the medium to long-term, paying at pre-COVID-19 levels for reduced numbers of passengers on reduced services is not financially viable for boroughs given their own budgetary pressures. Furthermore, there is no guarantee that the services that were once offered by bus operating companies will remain viable in their previous form in the post-COVID-19 economy.
8. Therefore, officers consider it appropriate to begin working with the non-TfL bus companies and DfT to plan for a phasing out of the current supplier relief. Officers are seeking approval from TEC Executive to begin consulting on the plan outlined below with a view to seeking full approval from TEC for a final transition and recovery plan in October.



9. Recognising that the bus operators are still facing significant financial pressure as a result of COVID-19, officers believe that a gradual scaling back of supplier relief is appropriate. Therefore, officers are seeking member support to consult on the following funding proposal to maintain special payments arrangement (or actual journeys if this is of a higher financial value) for the rest of the year, but at reducing levels.
10. Given passenger numbers remain significantly depressed (and in light of recent DfT guidance), officers believe it is appropriate to continue paying at 100% of pre-COVID-19 levels in quarters one and two of 2020/21. However, in quarter three, as journey numbers increase, to pay 75% of pre-COVID-19 levels and 50% in quarter four, before returning to the statutory arrangements i.e. paying for actual journey numbers from quarter one of 2021/22.

Quarter	Q1 2020/21	Q2 2020/21	Q3 2020/21	Q4 2020/21	Q1 2021/22
Payment as a % of pre-COVID-19 levels	100%	100%	75%	50%	Special arrangements cease – pay on actuals

11. It is likely that it will take many months for passenger numbers on public transport to increase significantly. Some experts predict that due to economic, policy and lifestyle changes, passenger levels may only recover to 75% of pre-COVID-19 levels<sup>1</sup>. It is hoped that the gradual approach outlined above will give the bus operating companies sufficient time to adjust their operating models and services to the new economic reality. However, officers plan to test these assumptions with the industry between now and the next full TEC meeting in October. The proposed payments per operator per quarter are set out in **Appendix 1**.

### **Savings Foregone**

12. Officers note that this approach requires boroughs to forego savings that would have accrued had they continued to pay the non-TfL bus operating companies for actual journeys. At the time of writing, the absence of actual data for quarter one on passenger numbers and uncertainty regarding the numbers of journeys in quarters to come, mean it is not possible to accurately predict the level of savings foregone.
13. However, for the purpose of illustration, it might be assumed that passenger numbers follow the pattern outlined below:
  - Q1 – 15% of pre-COVID-19 levels
  - Q2 – 25% of pre-COVID-19 levels
  - Q3 – 50% of pre-COVID-19 levels
  - Q4 – 75% of pre-COVID-19 levels
14. Using these assumptions, total savings foregone would amount to £0.439 million, with the largest amount foregone by any individual borough, being just over £0.02 million. **Appendix 2** contains a borough-by-borough breakdown. It should be noted that given the way the payment arrangements would work, with boroughs paying either the amounts listed in appendix one, or for actual journeys, whichever is greatest, if the assumptions in

<sup>1</sup> <https://www.transportxtra.com/publications/local-transport-today/news/65329/bus-industry-at-risk-says-expert/>

the bullet points hold, boroughs would be paying for actual journeys by quarter four of 2020/21.

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

The Director of Corporate Resources concurs with the financial analysis contained in the body of this report.

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

None

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

None

### **Recommendations**

Members are asked to:

- a. Approve that London Councils begins consultation with non-TfL bus operators and the Department of Transport based on the proposals contained in this report.

### **Background Papers**

TEC Freedom Pass and Covid-19, Urgent Report, 7 April 2020.  
TEC Freedom Pass Update, Item 11, 11 June 2020

# Appendix 1 – Proposed Payments to non-TfL Bus Operators in 2020/21 (for Consultation)

Operator Name	Proposed Quarte 1 Payment	Proposed Quarte 2 Payment	Proposed Quarte 3 Payment	Proposed Quarte 4 Payment	Proposed Total payments 2020/21
Arriva Kent	£30,443	£30,443	£22,832	£15,222	£98,940
Arriva the Shires	£60,844	£60,844	£45,633	£30,422	£197,743
Carousel Buses	£21,013	£21,013	£15,760	£10,507	£68,292
Courney buses	£447	£447	£335	£224	£1,453
Epsom Buses (Quality Line)	£1,743	£1,743	£1,307	£872	£5,665
First	£39,166	£39,166	£29,375	£19,583	£127,290
Go Coach Hire	£2,210	£2,210	£1,658	£1,105	£7,183
Hallmark	£10,352	£10,352	£7,764	£5,176	£33,644
Metrobus	£7,355	£7,355	£5,516	£3,678	£23,904
Metroline	£11,361	£11,361	£8,521	£5,681	£36,923
Oxford Tube (Stagecoach)	£2,993	£2,993	£2,245	£1,497	£9,727
Reading Buses	£8,408	£8,408	£6,306	£4,204	£27,326
Reptons Coaches	£533	£533	£400	£267	£1,732
Southdown PSV	£1,156	£1,156	£867	£578	£3,757
Stagecoach south	£6,944	£6,944	£5,208	£3,472	£22,568
Surrey County Councils	£28,321	£28,321	£21,241	£14,161	£92,043
UniversityBus	£10,474	£10,474	£7,856	£5,237	£34,041
	£243,762	£243,763	£182,822	£121,882	£792,230

## Appendix 2 – Assumed Savings Foregone as a Result of the Proposals

Borough	Estimated Savings Foregone
Barking & Dagenham	£7,510.54
Barnet	£20,367.88
Bexley	£8,846.17
Brent	£20,528.00
Bromley	£12,846.20
Camden	£16,629.95
City of London	£568.04
Croydon	£16,977.89
Ealing	£19,396.57
Enfield	£14,896.61
Greenwich	£12,356.52
Hackney	£16,519.85
Hammersmith & Fulham	£11,909.40
Haringey	£18,898.19
Harrow	£11,874.24
Havering	£10,970.35
Hillingdon	£11,049.64
Hounslow	£11,772.54
Islington	£14,341.99
Kensington & Chelsea	£11,460.78
Kingston	£6,733.89
Lambeth	£18,695.39
Lewisham	£15,305.53
Merton	£10,529.42
Newham	£14,063.86
Redbridge	£11,451.92
Richmond	£9,698.39
Southwark	£16,694.70
Sutton	£7,778.52
Tower Hamlets	£9,852.07
Waltham Forest	£11,687.69
Wandsworth	£18,553.80
Westminster	£18,006.88
<b>Total</b>	<b>£438,773.40</b>

# London Councils' TEC Executive Sub Committee

## Taxicard Update

Item No:  
08

<b>Report by:</b>	Andy Rollock	<b>Job title:</b>	Mobility Services Manager
<b>Date:</b>	16 July 2020		
<b>Contact Officer:</b>	Andy Rollock		
<b>Telephone:</b>	020 7934 9544	<b>Email:</b>	andy.rollock@londoncouncils.gov.uk

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**Summary:** This report provides members with an update on the Taxicard scheme during the COVID-19 pandemic and measures taken to support vulnerable and shielded members during the lockdown period.

**Recommendations:**

1. Members are asked to approve continuation of the collection and delivery service until 31 December 2020 and seek borough approval to make this a standard element of the scheme.

### Background

1. The Taxicard scheme provides subsidised taxi and private hire vehicle (PHV) journeys to approximately 60,000 London residents with serious mobility impairments, or who are severely sight impaired.
2. In response to government instructions on social distancing and lockdown. Officers took steps to implement risk planning to ensure the service was able to operate effectively. The Taxicard team quickly adopted remote working technology in order to maintain a seamless service delivery to Taxicard members, borough officers and contractors.

3. The outbreak of COVID-19 saw a significant drop in trip volumes. In order to assist in meeting the challenges of the pandemic and maintain a service to our vulnerable and shielding members, officers proposed an amendment to the scheme. Using the urgency procedure, the Transport and Environment Committee gave officers permission to seek a temporary discretion from boroughs to the scheme allowing it to be used for collection and delivery of essential supplies.
4. The discretion allows Taxicard members to book a taxi or private hire vehicle to collect essential items on their behalf. At the time of booking the customer must provide a collection reference number (where possible) for the driver to quote when collecting goods. In addition, all goods ordered must be paid for prior to the collection taking place. Taxicard members can also nominate a family member, friend or carer to travel in a taxi or private hire vehicle to collect essential items on their behalf.
5. For people that are self-isolating and social distancing, allowing a discretionary flexibility in the use of member trips/passes gives members another means by which to receive groceries and medicines, noting that use of the service has, in response to the current government measures dropped significantly. This considers those who are not covered by other government and borough support/measures, such as the shielding initiative.
6. The below table shows the volumes of delivery and collection bookings made from 30 March 2020 to 7 July 2020. As can be seen, the numbers of trips are not particularly high in the context of weekly journey volumes of 14-17,000 per week pre-Covid-19 and 2-3,000 per week since. Nevertheless, feedback from customer has been very positive.

**Table 1. Uptake of Taxicard Collection and Delivery Service by Borough**

<b>Borough</b>	<b>No. of Trips</b>	<b>% of collection bookings only</b>
Camden	175	8%
Hackney	128	6%
Islington	124	6%
Kensington & Chelsea	101	5%
Ealing	99	5%
Westminster	95	5%
Hammersmith & Fulham	93	4%
Haringey	89	4%
Wandsworth	80	4%
Greenwich	76	4%
Lambeth	75	4%
Brent	69	3%
Lewisham	67	3%
Redbridge	67	3%
Southwark	64	3%
Croydon	64	3%
Newham	60	3%
Barnet	58	3%
Merton	57	3%
Richmond	56	3%
Kingston	52	2%

Tower Hamlet	48	2%
Sutton	48	2%
Harrow	41	2%
Bromley	39	2%
Enfield	36	2%
Waltham Forest	34	2%
Hounslow	27	1%
Barking & Dagenham	25	1%
Havering	16	1%
Hillingdon	15	1%
Bexley	13	1%
<b>Grand Total</b>	<b>2091</b>	<b>100%</b>

## Proposal

7. With the easing of lockdown, it is likely that more people will be moving around more freely, putting additional pressure on retail establishments making it even more difficult for members in the shielded group to obtain essential items.
8. Although current government guidance is to avoid using public transport as much as possible. It is likely passenger volumes will increase meaning social distancing may be problematic, and these modes of transport may prove difficult for members in the shielded group to access.
9. Officers note that numbers of collection and delivery bookings have been low and that for members who have used the service, it has been extremely useful in obtaining essential supplies. Following feedback from borough's, officers would like TEC Executive's agreement to seek approval from each borough to extend the adaptation collection and delivery service (at their discretion) until 31 December 2020.
10. The TfL budget currently covers the entire cost of the scheme subsidy for Taxicard members plus London Councils' and supplier overheads. Boroughs only "top up" where their TfL allocation is exceeded, and this is not forecast to happen this year. The current COVID-19 situation means far fewer journeys are being made and this will equate to significant savings, which will be refunded to TfL.
11. The budget for 2020/21 is £10,427,874 and the below table shows prediction of costs using various scenarios based on how long social distancing measures are in place. Officers are confident that the scheme will be delivered within budget in 2020/21, and that the proposal above is affordable, but note that there is a budget risk to the scheme should TfL not be able to agree a favourable deal with HM Government when its current deal expires in October 2020.

Scenarios (with no change in trips or fare) count for season trend <sup>1</sup>	Trips	Trip Cost	Management Fee (This relates to contractor management fee)	Total cost with no penalty

<sup>1</sup> In this column, the terms worst, worse, base, and better refer to the length of social distancing and the speed of recovery.

Worst Case	137,173	£1,185,348	£63,481	£1,248,829
Worse Case	339,386	£2,932,714	£157,060	£3,089,774
Base case	573,953	£4,959,659	£265,612	£5,225,272
Better Case	759,988	£6,567,237	£351,705	£6,918,942
Pre-Covid-19	946,024	£8,174,814	£437,798	£8,612,612

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

The Director of Corporate Resources reports that the proposal to continue the collection and delivery service to Taxicard members until December 2020 can be met from the existing budgetary provision of £10.428m, as illustrated in paragraph 11, although this is subject to the continuation of the funding of the scheme by TfL at the current level. This position will continue to be closely monitored over the summer and reported back to this Committee in September.

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

None

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

None

### **Recommendations**

1. Extend the collection and delivery service until 31 December 2020 and agree that London Councils consult with borough on making this a standard element of the scheme

### **Background Papers**





## London Councils' Transport and Environment Committee (Virtual) – 11 June 2020

Minutes of a virtual meeting of London Councils' Transport and Environment Committee held on Thursday 11 June 2020 at 2:30pm via MS Teams and streamed live via the London Councils' website.

### Present:

<b>Council</b>	<b>Councillor</b>
Barking and Dagenham	Cllr Syed Ghani
Barnet	Cllr Peter Zinkin (Deputy)
Bexley	Cllr Peter Craske
Brent	Cllr Krupa Sheth
Bromley	Cllr William Huntington-Thresher
Camden	Cllr Adam Harrison
Croydon	Cllr Stuart King
Ealing	Cllr Julian Bell
Enfield	
Greenwich	Cllr Sizwe James
Hackney	Cllr Jon Burke
Hammersmith and Fulham	Cllr Wesley Harcourt
Haringey	Cllr Kirsten Hearn
Harrow	Cllr Varsha Parmar
Havering	
Hillingdon	
Hounslow	Cllr Hanif Khan
Islington	Cllr Rowena Champion
Kensington and Chelsea	Cllr Johnny Thalassites (tbc)
Kingston Upon Thames	Cllr Hilary Gander
Lambeth	Cllr Claire Holland (Chair)
Lewisham	Cllr Sophie McGeevor
Merton	Cllr Martin Whelton
Newham	Cllr James Asser
Redbridge	Cllr John Howard
Richmond Upon Thames	
Southwark	Cllr Richard Livingstone
Sutton	Cllr Manuel Abellan
Tower Hamlets	
Waltham Forest	Cllr Clyde Loakes
Wandsworth	Cllr Richard Field
City of Westminster	Cllr Tim Mitchell
City of London Corporation	<b>Apologies</b>
Transport for London	Alex Williams

## **1. Housekeeping & Rules of Meeting**

Spencer Palmer, Director of Transport and Mobility, London Councils, apologised to members for the delay in starting the meeting. This was caused by the meeting instructions from a previous virtual meeting being copied over to this meeting, along with another Microsoft Teams link.

Spencer Palmer informed members that this was the first TEC meeting that was being live streamed. This meant that any members of the public could tune in to the meeting. He said that if any voting needed to take place during the virtual TEC meeting, this would be carried out by doing a roll call from the known list of attendees present at the meeting.

Spencer Palmer reminded members to mute their microphones and turn off their videos when they were not speaking. He said that any questions that members had should be raised using the chat function. He said that the chat function should only be used for asking a question.

## **2. Chair's Welcome**

Councillor Bell announced he was standing down as Chair of TEC and as a member of the London Councils' Executive Committee. He said that he would still remain the TEC representative for the borough of Ealing. Councillor Bell thanked members for all their support on TEC over the past five years. He also thanked Katharina Winbeck and Spencer Palmer for all their work on TEC. Councillor Bell said that it had been an honour to serve on TEC during this period.

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

Alan Edwards, Governance Manager, London Councils, confirmed that the TEC meeting was quorate, and announced the following apologies and deputy:

### Apologies:

Cllr Dean Cohen (LB Barnet)

Alastair Moss (City of London Corporation)

### Deputies:

Cllr Peter Zinkin (LB Barnet)

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

### Freedom Pass

Councillor Peter Zinkin (LB Barnet)

### North London Waste Authority

Councillor Peter Zinkin (LB Barnet)

### Thames Regional Flood & Coastal Committee

Councillor Peter Zinkin (LB Barnet)

TfL Board Member  
Councillor Julian Bell (LB Ealing)

Thames & London Waterways Forum  
Councillor Richard Livingstone (LB Southwark)

London Road Safety Council  
Councillor Krupa Sheth (LB Brent) and Councillor Sizwe James (RB Greenwich)

## **5. Election of New Chair of TEC**

The Labour, Conservative & Liberal Democrat groups thanked Councillor Bell for all his dedicated work on TEC over the past five years. Councillor Loakes said that he appreciated that it was a difficult decision for Councillor Bell to make to stand down as Chair of TEC. He said that Councillor Bell would always have friends around the TEC table.

Councillor Loakes nominated Councillor Claire Holland as the new Chair of TEC. Councillor Mitchell seconded Councillor Holland's nomination, who he had enjoyed working with over the past two to three years. He said that Councillor Bell had championed issues for the boroughs and had been successful in securing a seat on the TfL Board.

Councillor Claire Holland was elected as Chair of TEC. She said that she was committed to the role and would work hard to further TEC's priorities. She also thanked Councillor Bell for all his work on TEC.

## **6. Safer Speeds Review – Oral Update from DS Andrew Cox, Met Police**

DS Andrew Cox, from the Met Police, introduced the item and made the following comments:

- Noted that speeding had become much higher than usual since the lockdown due to there being less traffic on the roads since the Covid-19 outbreak (speeds of 163mph had been recorded in 70mph speed limits, and 134mph in 40mph speed limits).
- Traffic officers' number one priority was speeding enforcement and enforcement was taking place 24 hours a day, seven days a week.
- Roads that showed the highest risks of speeding had been identified. Average speeds were above the limits on 20, 40 and 60mph roads. There had been 1100 cases of extreme speeding in 20mph limits. 40% of extreme speeding cases went to court.
- There was good news in the fact that there had been a 40 to 50% reduction in fatal collisions since the lockdown (reductions were also taking place before the lockdown).
- Boroughs should let DS Cox know if they wanted to be part of the Independent Advisory Group
- A London Road Crime team had been set-up, consisting of 15 to 20 officers that were responsible for tackling the most dangerous drivers (up to 120 a day).
- There were also challenges with regards to dashcams and headcams for cyclists
- There was a new process from TfL and Vision Zero for boroughs to report speeding and other road danger concerns to them. Each road safety and

transport department in every local authority has been emailed by TfL and asked to collate and email concerns via a submission form (borough referral process). This would be tracked over the next few months and police would provide an update on every referral.

- Stronger sentencing was available for dangerous drivers, but sentencing for speeding was not currently robust enough, and changes to legislation were being looked into.
- Repeat speeding offenders would be “named and shamed”, and more speed enforcement plans were being deployed. It was important to win public confidence on this. More police training would be on the agenda once Covid-19 reduced.

The Chair thanked DS Cox for his introduction and now invited members to make comments and ask questions.

### Q and As

Councillor Loakes welcomed DS Cox to his new role. He voiced concern that in his borough of Waltham Forest, there was a focus on major routes such as the A12 and A406, but not local roads with lower limits speed. Councillor Loakes said that the work being carried out by DS Cox was welcomed and needed to be replicated in all the boroughs.

Councillor Field said that speeding since lockdown had become a problem, and boroughs were keen to address this issue. He felt that local authorities seemed to be devoid of a community speed watch. Councillor Field said that 20mph speed limits had been rolled-out and engagement had taken place with local community officers. However, more training was now required. Councillor Field asked whether there were plans to reinstate “speed watch” over the next six months, especially on rat run routes and around schools. He said that he hoped to see more activity on this. More activity was also needed to get mobile cameras.

Councillor McGeevor thanked DS Cox for his work, especially on Twitter. She said that her borough of Lewisham had started to engage on the new borough referral process, and the system looked like it would work well. Councillor McGeevor said that there was concern on the impact of speeding on new and young cyclists, and enforcement around schools.

DS Cox confirmed that more enforcement than ever was now being carried out on 20 and 30mph roads, and officers were being placed in these areas. He said that improvements were being made across the board, and more local borough officers were getting involved. DS Cox said that there was a problem with Community Road Watch due to social distancing and this had currently been paused. He said that once this changed, it would be a high priority again.

DS Cox said that a further update would be given to boroughs in due course with regards to the issue of mobile cameras. He confirmed that every referral received from the new borough referral process was being acted on, and an update provided. DS Cox said that there was currently a cycle safety team officer, along with a Special Constable to look at cycling, especially young cyclists. They used headcam information as well. DS Cox said that driver behaviour around cyclists was improving, although more education was needed. DS Cox said that enforcement around schools would continue once schools re-opened. Deployment would definitely be intensified to re-capture schools.

Councillor Huntington-Thresher commended on the positive increases in

enforcement. He said that the use of Twitter was not beneficial for a large number of residents in his borough of Bromley. Councillor Huntington-Thresher said that he would like to see engagement rather than referral, and to take advantage of local borough officers' knowledge. He said that the borough was also struggling to tackle an increased fear of speeding. Councillor Huntington-Thresher also asked about engagement on "Auto Speed Watch".

DS Cox said that other sources of social media were also being used. TfL also helped with this. DS Cox said that there were different messages to say about enforcement and fear of speeding. He said that, although collisions were coming down, speeding was by far the biggest concern, and the challenge was to get culture change and to get public support. DS Cox said that he would look into Auto Speed Watch outside of the meeting and get an update on this.

The Chair said that some aspects of TEC's work on speeding had been delayed owing to the Covid-19 outbreak. She said that TEC had been lobbying for a legislative change in order for boroughs to take over some enforcement of speeding on local roads. The Chair said that she would consult with the TEC vice chairs and send a letter to the DfT minister to lobby for this to happen.

The Chair thanked DS Cox for his update to boroughs and for answering members' questions. She asked whether a breakdown of speeding in boroughs, and any other statistics could be sent to members. DS Cox said that a borough breakdown on speeding was only available for May 2020.

**Decision:** The Committee:

- Agreed that boroughs would let DS Cox know if they wanted to be part of the Independent Advisory Group;
- Noted that a further update from DS Cox would be forthcoming with regards to mobile cameras;
- Noted that DS Cox agreed to look at "Auto Speed Watch" offline and to provide an update on this;
- Agreed for the Chair to consult with TEC vice chairs and send a letter to the DfT minister to lobby for boroughs to take over some enforcement of speeding on local roads; and
- Agreed that DS Cox would send boroughs any breakdowns the Met Police had on speeding in individual boroughs, including the breakdown already available for May 2020.

**7. Flooding Investment in London – Introduction by Robert Van de Noort, Chair of Thames Regional Flood & Coastal Committee (RFCC)**

Robert Van de Noort, Chair, Thames RFCC congratulated Councillor Holland on her election to Chair of TEC and thanked Councillor Bell. He introduced the report on flooding investment and made the following comments:

- The number one risk before the Covid-19 outbreak was flooding.
- This report was the first one since the update to the TEC meeting on 5 December 2019, and highlighted medium and long term projects.
- The Tidal Thames work was critical in keeping London safe and in preparing for a rise in sea levels due to climate change. It was also important to maintain control of the current system until a new Thames Barrier was built.
- London Strategic SUDS pilot – there would be wetter winters and drier summers in the future and this would cause more local floods in the winter. Local solutions

- were being created. Creating green/blue restart programmes
- Thames Water was increasing the funding available to support local authorities to help minimise flood risks.
- Thames Flood advisers continuing to support local authorities to come up with creative solutions to reduce flooding.
- Flood risk to 31,000 properties had been reduced over the past 6 years.
- London continues to be in need of significant investment in order to prevent flooding.
- A new 6-year programme would be developed from 2022. It was hoped to be able to continue with this programme and develop new schemes. The easier schemes had already been carried out at low cost. This left the more complicated schemes which required higher and more upfront investment.
- At the last Thames RFCC meeting, it was agreed to ask for a 1-year levy settlement. Once Covid-19 was over, a multi-plan could then be developed. A local levy of 1.99% was now being asked for, and a steer from TEC members was being invited.

### Q and As

Councillor Zinkin informed members that he was a member of Thames RFCC and was very supportive of everything the Committee did. He said, however, that he was not supportive of the funding request as the local levy had not been fully used. Councillor Zinkin felt that the Thames RFCC did not need an increase to the levy at the moment. He said that a levy increase of 1.99% a year was agreed 6-years ago, and there now needed to be a reflection on how well the money had been spent. Councillor Zinkin said that the borough of Barnet was a big contributor to the RFCC and had paid approximately £2 million over the past 6 years. He said that there were big variations in what individual boroughs paid in to the Thames RFCC. Councillor Zinkin said that a new funding model was needed for next year.

Councillor Livingstone, also a member of the Thames RFCC said that there had been big improvements in helping to reduce flood risks in the past year. He said that risk of flooding would continue to increase because of climate change and was a long-term threat. He said that, although more funding would continue to be needed, there needed to be careful consideration in future years. Councillor Livingstone proposed that there be a 1-year rolling forward levy of 1.99%. This could then be reviewed in 2022. He said that it would create uncertainty if there was not a steer for a 1.99% increase in the levy for a year. Councillor Livingstone said that London Councils would need to think about the long-term flood risk implications caused by tidal risk. Councillor McGeevor said that she also supported the recommendation of a steer of a 1.99% increase in the levy for 1-year, especially in light of the recent unexpected Covid-19 outbreak.

Robert Van de Noort said that the intention was to do a proper revision of the levy this year, but this was not able to take place because of the Covid-19 outbreak. He confirmed that there were still funds left in the levy, but these were committed to future schemes. Robert Van de Noort said that it was true that different boroughs paid varying amounts of money into the levy, and this was based on the number of council tax D-band properties in each borough. This was a statutory instrument (model 1) and could not be altered. Discussions had taken place with the RFCC and it was decided that this was the right decision regarding the levy owing to climate change and the need to build flood defences. He said that although there were funds still left in the levy after 6-years, there was not enough left to fulfill all the promises that were made.

Councillor Ghani said that he also sat on the RFCC and supported the steer of a 1.99% increase in the levy for a year. Councillor Khan felt that the flooding situation would only get worse, especially as the greener parts of boroughs were being removed and residents continued to concrete over their driveways. He said that the boroughs needed to prepare for any emergency and said that he also supported the recommendation of a

1.99% levy increase steer. The Chair said that it was helpful to hear the views from Thames RFCC members. Councillor Zinkin said that he had no issues with the amount of work that needed to be carried out. He said it was the funding model that needed to be thought about going forward and achieving value for money.

The Chair said that the steer from members was to have a 1.99% increase to the flood levy for 1-year, but to expect a review of the funding model in due course. She thanked Robert Van de Noort for attending the Committee.

**Decision:** The Committee provided a steer to members who sat on the Thames RFCC to recommend a levy increase of 1.99 per cent for one year in 2021/22.

## **8. Climate Change Action Update**

The Committee received a report that updated TEC on the work that has been taking place on climate change programme and projects, and the development of approaches that could secure a green recovery from Covid-19.

Kate Hand, Head of Climate Change, London Councils, introduced the report. She said that the report set out the proposals for a green recovery from Covid-19, and why this is a sound strategy. She said that Covid-19 had transformed work and travel in London, which had led to reductions in air pollution and carbon emissions, and more active travel. Kate Hand said a green recovery from the outbreak also had support from businesses and economists, and also from residents. She reported that recent LGA research indicated significant potential for green jobs, including 80,000 in London by 2030. Kate Hand said that the seven shared climate change priorities in the TEC-LEDNet Joint Statement on Climate Change aligned operationally with a green recovery. She said that officers were working at pace to develop proposals and that there was a need to mainstream this work through the London Recovery Board. Climate change needed to be at the heart of this.

Councillor Mitchell thanked Kate Hand and colleagues for this very important work. He said that the City of Westminster was looking forward to working on the seven priorities. However, the Conservative Group view was that it was keen to respect the sovereignty of individual boroughs, and to identify individual solutions as opposed to “one size fits all”. Councillor Bell said that a climate emergency green recovery strand was very important, and noted London Councils’ previous call for a Climate Emergency Board for London. Kate Hand said that the sovereignty of boroughs was recognised, and London Councils was still developing the green recovery proposals.

Councillor Abellan said that the Liberal Democrat Group supported the recommendations in the report. He said that the report made reference to boroughs hosting some of the priorities. Councillor Abellan said that there needed to be a good spread of boroughs, including inner and outer boroughs. He asked whether there was a need for a green recovery task force, to sit alongside the social and economic task forces that will sit under the Recovery Board, and whether Leaders had been asked to lobby for this

Councillor Khan said that he welcomed the report. He said that the borough of Hounslow had put together a green recovery plan, which looked at the economy, social impact (upskilling of training) and the environmental impact of Covid-19. Councillor Khan said that a whole team had been put together to take this forward.

Councillor Huntington-Thresher said that the borough of Bromley would not be in favour of a London-wide road pricing scheme. He said that it was important to move forward with a green recovery as soon as possible, even in the absence of funding from the



Government. Councillor Huntington-Thresher said that some residents had already carried out work on their homes to improve efficiency. He felt that it would be counter-productive to upgrade other properties by Government grants (taxpayers' money), as this would be unfair to residents that had already paid for improvements with their own money.

Councillor Hearn said that, with regards to proposal 3 in the report (page 8), she would like to see more emphasis on stimulating the high streets. She said that electric vehicles (EV) were currently expensive, and that they do emit some pollution (proposal 4 – sustainable transport). Councillor Hearn said that her borough of Haringey currently had a £70 million deficit in its budget because of Covid-19, and Government investment would be needed, especially around refits for homes in rental properties. More narrative on this was required. She felt that people who had already invested in having good energy in their homes would have already saved money on their heating.

Kate Hand said that efforts would be made to ensure that there would be a varied mix of boroughs that hosted the programmes for the seven climate priorities. She clarified that having a London-wide road pricing scheme was only a proposal at present and had not been agreed by TEC. Kate Hand emphasised the need to move forward with a green recovery and to look at quick “wins” that could be started straight away.

Kate Hand said that London had historically lost out when it came to support for retrofitting from Government, and the focus would be on social housing and those most in need in the first instance. She noted proposal 7 looks at strategic support for financing green measures. She said that officers would look at integrating support for high streets into proposal 3 on neighbourhoods, together with social distancing measures. Kate Hand said that EVs were not ‘the answer’ as they still emit pollution from their tyres and brakes. She said that active travel was the most important. Councillor Hearn said that there were issues around money for a green recovery going forward.

The Chair said that TEC would seek support for a green recovery or environment strand under the Recovery Board, and to include environment within the social and economic recovery. Members that had any further comments on this paper could forward them to Kate Hand. The Chair asked members to also discuss these issues with their Leaders. The Chair thanked Kate and colleagues for the discussions on this and for answering the questions.

**Decision:** The Committee:

- Agreed to lobby for green recovery to be a priority at the London Recovery Board;
- Agreed that the boroughs who host the climate priorities going forward would include a good spread of boroughs (inner and outer, and across political groups);
- Agreed that members could forward any comments they had on the green recovery proposals in the Climate Change Action report to Kate Hand;
- Members to discuss support for a green recovery from Covid-19, and support for an environment workstream under the London Recovery Board with their Leaders; and
- Agreed to advocate for London's Transition and Recovery Boards to have climate action at their heart.

## **9. Future Mobility Update**

The Committee received a report that updated TEC on some of London Councils' activities on the future mobility agenda.

Katharina Winbeck, Strategic Lead, Transport and Environment, London Councils, introduced the report, which covered the following strands: response to the future of transport regulatory review, Government's announcement to bring forward e-scooter trials, and Pan-London byelaw for dockless vehicles. She said that task and finish work groups had been set-up to look at many of these issues, which were discussed in detail in the TEC Executive Sub-Group meetings. The results from these discussions would inform the consultation response to the future of transport regulatory review.

Katharina Winbeck said that DfT had published a document on e-scooters, and London Councils had been looking into having e-scooter trials. She said that there had been significant interest by the boroughs in having these trials (only five boroughs had confirmed that they were not interested). Co-ordination would be taking place between London Councils and TfL to see whether e-scooters were workable on London roads. Katharina Winbeck informed members that work was still continuing on dockless bikes and the wording of the byelaw would be going to counsel for advice.

Councillor Loakes confirmed that the borough of Waltham Forest was not interested in trialing e-scooters. He said that it was important to make walking and cycling (active travel) safe first. Councillor Loakes said that there was a legislative change to allow the use of cameras for enforcing on mandatory lanes, but not non-mandatory cycle lanes and London should make representations for this.

Councillor Bell said that the borough of Ealing had put in a bid (sub-regional) for a trial of e-scooters. He said that there were safety concerns though like the wearing of helmets on the scooters. Councillor Bell said that e-scooters were not a better solution than walking or cycling, because active travel was needed. He said that he welcomed the opportunity to trial them. Councillor Bell said that it was important to get the byelaw in as soon as possible.

Councillor Ehmann felt that a combination of scooters and dockless bikes would be beneficial. He said that the pan-London byelaw was not happening quickly enough, and not having a byelaw in place was causing problems in getting bikes into London. He said that there was a need to expediate movement on this.

Katharina Winbeck said that London Councils had lobbied for cameras in all bicycle lanes. She said that there will be big conditions regarding safety on e-scooters in place for any trial. Regarding the byelaw, Katharina Winbeck said that there was a strict process that needed to be followed to get the byelaw in place. She said that the absence of a byelaw should not prevent boroughs from getting dockless bike schemes. Katharina Winbeck said that boroughs should start to design where they wanted these schemes around the byelaw.

Councillor Ehmann felt that the lack of a byelaw was impeding business. The Chair said that this was a strict process. However, as the Government had been passing emergency laws during the Covid-19 outbreak, she asked whether the byelaw could be passed under an emergency law.

Councillor McGeevor said that she had safety concerns with regards to e-scooters. She voiced concern that the trials of e-scooters in boroughs would give residents the impression that they were already legal. Councillor McGeevor confirmed that the borough of Lewisham had not agreed to take part in trial. Councillor Gander said that

the Royal Borough of Kingston had requested to take part in the trial. Councillor Khan asked about under 18 licenses for the trials. He asked if there were any thoughts on restricting speed limits. Councillor Khan said that the trials were not binding. Councillor Hearn said that there were safety concerns regarding having scooters on pavements, which would be an impediment for older people.

The Chair said that she recognised that there was a lot of anxiety around e-scooters. She asked why there was not camera enforcement for all cycle lanes. Katharina Winbeck said that she would find out the reason for this. She said that working groups were discussing the trials of e-scooters, and the e-scooters that took part in the trials would be labelled. Katharina Winbeck confirmed that there was no commitment for boroughs that took part in the trials to take on e-scooters permanently. Details of the trials would be reported back to TEC. Katharina Winbeck said that the DfT had included driving licenses at 18 years old. Katharina Winbeck said that it would be up to local authorities to set speed limits. She confirmed that it would not be permitted to drive or park scooters on the pavement.

**Decision:** The Committee:

- Noted that London Councils was lobbying to have camera enforcement in all bicycle lanes;
- Noted that the absence of a byelaw being in place should not prevent boroughs from adopting dockless bike schemes. Boroughs are encouraged to design parking standards around the current proposed byelaw;
- Agreed to find out why parking enforcement was rejected with all cycle lanes
- Noted that it was up to local authorities to set speed limits for e-scooters; and
- Noted the safety and parking concerns from members regarding e-scooters (eg not being driven or parked on the pavement)

## **10. TEC Nominations to Outside Bodies**

The Committee considered a report that sought TEC nominations to various outside bodies which related to the work of the Committee for 2019/20. It was agreed that the political advisers would let Alan Edwards know who would fill any outstanding vacancies in due course.

The nominations to TEC outstanding bodies were as follows:

### Heathrow Airport Consultative Committee (HACC)

Cllr Steve Curran (LB Hounslow)  
1 x Conservative deputy

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

*North West:* Cllr Peter Zinkin – LB Barnet (Conservative)  
*South West:* Cllr Julia Neaden-Watts – LB Richmond (Liberal Democrat)  
*South East:* Will now be Cllr Sizwe James (RB Greenwich) (Labour)  
*North East:* Cllr Syed Ghani – LB Barking & Dagenham (Labour) (tbc)  
*Central North:* Cllr Johnny Thalassites (RB Kensington & Chelsea)  
*Central South:* Cllr Richard Livingstone - LB Southwark (Labour), and  
*North:* Cllr Jon Burke – LB Hackney (Labour)

#### London Sustainable Development Commission (LSDC)

Cllr Rowena Champion – LB Islington (Labour)

#### Urban Design London (UDL)

Daniel Moylan & Cllr Nigel Haselden (LB Lambeth) representatives again for 2020/21

#### London City Airport Consultative Committee (LCACC)

It is LB Havering turn to represent TEC on the LCACC

#### London Waste & Recycling Board

Nominations are needed to LWARB for a 4-year period starting on 11 August 2020.

Cllr Guy Senior (LB Wandsworth)

#### London Cycling Campaign (LCC) Policy Forum

Cllr Loakes to continue or new Labour representative?

#### Thames & London Waterways Forum

Cllr Sizwe James - RB Greenwich (Labour)  
Cllr Richard Livingstone – LB Southwark (Labour)  
Cllr Peter Craske (LB Bexley)

#### London Fuel Poverty Partnership

1 x Conservative vacancy

#### TfL/Government Active Travel Board

Cllr Clyde Loakes – LB Waltham Forest (Labour)

#### **Decision:** The Committee:

- Noted and agreed the TEC nominations to outside bodies for 2020/21;
- Agreed that the London Councils' political advisers would let Alan Edwards know who would fill any outstanding vacancies in due course;
- Agreed that Alan Edwards would write to the TEC outside bodies (and the members nominated to these bodies) informing them of the nominations; and
- Agreed that the list of approved nominations will then go before London Councils Executive Officers sitting as the Appointments Panel for ratification.

### **11. Freedom Pass Update**

The Committee received a report that provided members with information on the following: (i) restrictions on the use of Freedom Passes at busy times, (ii) the cost of the Freedom Pass Scheme in 2020/21, (iii) flexibilities granted to non-TfL buses during in response to Covid-19, and (iv) the wider implications of social distancing on Freedom Pass arrangements.

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report. He informed members that the statutory hours of operation (09:30 am – 23:00 pm) of the London Concessionary Bus Scheme (non-TfL buses) from 15 June 2020 for older persons pass holders would be re-instated. Stephen Boon said that the 24-hour a day acceptance for disabled persons pass holders would be retained.

The Chair said that London Councils would also honour the existing financial settlement agreement with Transport for London (TfL) in respect of the 2020/21 financial year. Councillor Field said that boroughs were putting money into this but were receiving less of a service than they were getting previously.

**Decision:** The Committee

- Confirmed that they would honour the existing agreement with Transport for London (TfL) in respect of the 2020/21 financial year having regard to the temporary revised arrangements for TfL's discretionary services following TfL's revised funding agreement with HM Government;
- Agreed to re-instate the statutory hours of operation (09:30 am – 23:00 pm) of the London Concessionary Bus Scheme (non-TfL buses) from 15 June 2020 for older persons pass holders, but retain the 24-hour a day acceptance for disabled persons pass holders in line with proposed TfL restrictions as an on-going variation, and further to note that the special reimbursement arrangements with non-TfL bus operators shall remain in place whilst HM Government's social distancing measures remain in place, all of which shall remain under review; and
- Noted the possible impact of social distancing on on-going operations including income and expenditure.

## **12. Taxicard Update**

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

**Decision:** The Committee noted the Taxicard update report.

Alex Williams gave a brief update. He congratulated Councillor Holland on her recent election to Chair of TEC. Alex Williams said that the London Streetscape programme had a circa of £30 million. Twelve bids had been allocated straight away (£9 million of the funds). He said that full and final bids were required by 19 June 2020.

Alex Williams said that boroughs should be very careful with the design of cycle routes, as some of these had been put in too quickly and had to be taken out because they were not safe. He said that officers needed to be mindful of this. The Chair said that members could forward any points they had on this to Katharina Winbeck.

## **13. TEC & TEC Executive Sub Committee Meeting Dates for 2020/21**

The Committee considered a report that notified members of the proposed TEC and TEC Executive Sub Committee dates for the year 2020/21.

**Decision:** The Committee noted and agreed the Tec and TEC Executive Sub

Committee dates for 2020/21.

**14. Items Considered by the TEC Elected Officers Under the Urgency Procedure.**

The Committee received a report that provided members with the details of the reports that were sent to TEC Elected Officers under the London Councils' Urgency Procedure. They were as follows: Dockless Bicycles and Climate Change Action, Freedom Pass Update Report, HGV Safety Permit Scheme, Additional Parking Charges for Ealing and Hounslow, Freedom Pass & Covid-19 and Taxicard and Covid-19. The items were required to be sent out under the TEC Urgency Procedure owing to the cancellation of the TEC Main meeting on 19 March 2020 because of the Covid-19 outbreak.

**Decision:** The Committee noted the reports that were sent to TEC Elected Officers under the Urgency Procedure in March and April 2020.

**15. Minutes of the TEC Main Meeting held on 5 December 2019**

The minutes of the TEC Main meeting held on 5 December 2019 were agreed as being an accurate record.

**The meeting finished at 16:38pm**

## **LONDON COUNCILS' TRANSPORT AND ENVIRONMENT EXECUTIVE SUB COMMITTEE**

Minutes of a meeting of the London Councils' Transport and Environment Executive Sub Committee held on **6 February 2020** at 10:00am, at London Councils, Meeting Room 1, 1<sup>st</sup> 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 Wesley Harcourt	LB Hammersmith & Fulham
Councillor Phil Graham	LB Islington
Councillor Claire Holland	LB Lambeth
Councillor Richard Livingstone	LB Southwark
Councillor Manuel Abellan	LB Sutton
Councillor Richard Field	LB Wandsworth
Councillor Tim Mitchell	City of Westminster

### **Others Present:**

Alex Williams	Transport for London
Elliot Treharne	Greater London Authority
Esther Kurland	Urban Design London
Daniel Moylan	Urban Design London
Councillor Nigel Haselden	Urban Design London

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

An apology of absence was received from Councillor Scott-McDonald (RB Greenwich) and from Spencer Palmer, Director of Transport & Mobility (London Councils). Councillor Phil Graham attended as a substitute for LB Islington.

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

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

### **3. Update on the Expansion of the Ultra-Low Emission Zone (ULEZ) – Talk by Alex Williams, Director of Borough Planning, Transport for London**

Alex Williams, Director of Borough Planning, Transport for London, introduced the item and made the following comments:

- Action was being taken to reduce the illegal and life-threatening levels of NO<sub>2</sub> in London. Road transport contributed a major part of the NO<sub>2</sub> emissions in London.
- In April 2019, the ULEZ replaced the T-Charge. In October 2020, the Low Emission Zone (LEZ) standards would be strengthened, and in October 2021, the ULEZ would be expanded to the North and South Circular.
- Compliance with standards had doubled since the ULEZ had been introduced from 39% in 2017 to 77 to 78% in 2019 for all vehicles.

- The introduction of the ULEZ has also had a big impact on reducing NO<sub>2</sub> concentrations outside central London, resulting in roads on the ULEZ boundary becoming cleaner.
- Traffic flows into central London had also been reduced, along with a decreased level of vehicles “idling” in traffic.
- London currently had 235 electric buses in its fleet, which was the largest number in Europe. There were also over 3,000 electric taxis on the road and an increasing number of rapid charging points.
- Over 4,500 people had now applied to the scrappage schemes. A scrappage scheme was currently in the process of being introduced for heavier vehicles.
- Take-up of the scrappage scheme was being encouraged for all of London, as money was available for this. Take-up in certain areas was higher than others (eg upper Lee Valley).
- The expansion of the ULEZ represented a major change to the current scheme. The scheme had now been approved and the boundary set and will come into operation on 25 October 2021.
- Traffic modelling had been carried out and boroughs had been briefed on the roads that were affected.
- The impacts on the boundary were different to the Congestion Charge Zone (CCZ) as it was more about cleaning-up London’s air.
- Three junctions were identified where signal timing changes were required, including the A205 in the borough of Richmond. Local knowledge from borough officers would be needed to help implement these changes.
- Modelling indicates that there would be a very small reduction in all vehicles entering the boundary by October 2021, owing to a higher rate of compliance with the new standards by then.
- The contractors, Capita, will be ready to go live in October 2021, and they will be ready to amend signal times if necessary.
- TfL will talk to borough officers about boundary signage prior to any Section 8s being submitted for approval.
- More work on cameras and the density of cameras in the zone would be carried out. Section 8 approval would also be required to ensure that the scheme was enforceable.
- TfL had met with borough communication teams and was keen to use borough knowledge in order to tailor the ULEZ extension message and provide bespoke communication plans for each borough.
- TfL would go through the details on cameras and signage with the boroughs in order to encourage people to move towards more compliant vehicles.

### Q and As

The Chair asked about the capital costs for the cameras and what the levels of compliance were within the ULEZ. He asked whether there was any net surplus with regards to the income received from non-compliance charges. Alex Williams said the compliance rate currently stood at 78%. He confirmed that any income that TfL received was not spent on any specific projects, but helped towards paying for the electrification of buses, for example. Elliot Treharne, Head of Air Quality, GLA, said that there was not a ULEZ net profit. Alex Williams said that TfL would be working through the exact number of cameras that would be needed. There would be an optimum level of camera density in the zone. The Chair asked for further updates to be brought back to TEC.

Councillor Mitchell said that he welcomed the expansion of the ULEZ from a central London perspective, and that there would be more compliant vehicles (the impact to



the Marylebone Road was especially welcomed). However, he felt that the public were more aware of the Congestion Charge Zone than they were of the ULEZ. Councillor Mitchell said that take-up of the scrappage scheme was slow and needed to be promoted more, especially in the west of London.

Councillor Livingstone said that he was confused why air quality appeared to be getting worse inside and outside of the boundaries in some cases. He also voiced concern that a large number of car owners would not be aware of the scrappage scheme until the last minute, resulting in a large number of cars needing to be scrapped at the same time. Councillor Livingstone said that the scrappage scheme needed to be promoted on a Londonwide basis.

Councillor Huntington-Thresher asked whether the scrappage scheme was just for vehicles not meeting the ULEZ requirements. Alex Williams said that the scrappage scheme was for all vehicles that did not meet the air quality requirements. Councillor Huntington-Thresher asked whether any research had been carried out regarding residents that enter the ULEZ on an occasional basis only. He felt that the user interface could be improved for infrequent users.

Councillor Holland voiced concern that the scrappage scheme was not working for small businesses. She felt that more information on the scheme needed to be given to small businesses. Councillor Field said that the ULEZ rollout had gone smoothly. He asked what would happen to commercial vehicles, like waste fleets, that needed to go in and out of the ULEZ frequently. Alex Williams said that a great deal of work was being carried out to raise awareness of the scrappage scheme. He said that a major campaign would be taking place in June 2020, after the Mayoral elections.

Alex Williams said that there were some issues with the take-up of the scrappage scheme among small and medium sized businesses. He said that the scrappage scheme had now been increased from £3,500 to £7,000 per van, and a slight increase in take-up should occur as a result of this. The process in taking-up the scrappage scheme had now been made less complicated and bureaucratic, with less forms to fill out. Alex Williams said that borough help would still be needed with this. He said that TfL would be speaking to boroughs that had issues with any particular roads in their areas.

Alex Williams said people that entered the ULEZ occasionally were sometimes caught out. He said that the ULEZ was in operation 24/7 and TfL would continue to raise people's awareness. Alex Williams said that there was also a "vehicle checker" on the website that would let people know how polluting their vehicle was, once they entered in their number plate. He said that users were also being encouraged to "autopay", which was a smarter way of paying the ULEZ, as long as their vehicle was registered.

Alex Williams said that waste vehicle fleets needed to be compliant or they will be charged. He informed members that all vehicles would be expected to meet the Euro 6 standard. The next stage of planning was to make all buses electrified. Councillor Huntington-Thresher said that it would be beneficial if the autopay could be linked in with paying to use the Dartford Tunnel.

Alex Williams said that the first 6-month evaluation report on the ULEZ could be found on the GLA website. The Chair said that this should be sent round electronically to TEC Executive Sub Committee members, along with the TfL presentation. The Chair thanked Alex Williams for his very informative presentation.

**Decision:** The TEC Executive Sub Committee:

- Noted that local knowledge from borough officers would be needed to look into the impacts on specific roads (eg A205 in Richmond);
- Noted that TfL would talk to borough officers regarding signage before Section 8s were submitted;
- Noted that Section 8 approval would also be needed for the introduction of intra-zone cameras to ensure the Scheme was enforceable; and
- Agreed to send TEC Executive members an electronic version of the presentation and the first 6-month ULEZ Evaluation report.

**4. Urban Design London (UDL) Update by Daniel Moylan & Councillor Nigel Haselden**

Daniel Moylan, co-chair, Urban Design London, introduced the item and made the following comments:

- UDL was set-up in 2003 and had expanded considerably since then.
- UDL was a not for profit organisation and was run by the UDL Board and hosted by TfL.
- UDL made a modest yearly surplus which was put back into the running of the organisation.
- UDL sponsored a wide range of events
- Support was given from member organisations – London boroughs paid £4,000 to be a member of UDL. This gave members access to a large number of training programmes.
- When austerity began ten years ago, all boroughs had joined UDL, as they found that UDL was more cost effective than what any private sector organisation had to offer.
- TfL paid UDL a grant of £30,000 per annum, along with cost of administering the service.
- The UDL Board was made up of two representatives from the founding members, namely, London Councils, TfL and the GLA.
- UDL had undertaken a Governance review in 2019. This led to five new non-voting independent members. UDL would now like to amend this so there could be six independent members. There was a very good spread of expertise among the Non-Executive members.
- UDL had a strong influencing role and contributed at a policy level to the Mayor's London Plan. UDL had also been approached by HMCLG and received £300k to carry out projects. This doubled the UDL budget.
- The Governance Review looked at how UDL could expand its work and make itself less dependent on grant income. UDL needed to carry out at least 80% of its activities for its controlling members (GLA, TfL and London Councils) or it would be treated as an external party for procurement purposes. This meant UDL did not have to go out to procurement under the "Teckal exemption". It was recommended, therefore, that UDL's work would not venture out of London/UK and would keep operating under the current arrangements.
- UDL had an extensive training programme. This included carrying out a design review for Streetscape. UDL could visit boroughs and discuss the details on this.
- UDL was there for the boroughs, and boroughs should let UDL know what they wanted to work on (eg, housing, planning, Streetscape etc).

- The new and extended UDL Board would ensure a robust form of Governance.

Councillor Haselden said that he had been a co-chair of UDL for over 12 years now. He said that he had seen the value of selling these services over the years. Councillor Haselden said that uptake should be across all workstreams. He said that this was a two-way process. There were 5,000 training sessions and members should take these details back to their boroughs. Councillor Haselden said that councillors were also welcome to attend the sessions. Esther Kurland, Head of Urban Design London, said that boroughs should put forward to UDL, anything they felt was missing or they wanted addressing.

The Chair thanked Daniel Moylan, Councillor Haselden and Ester Kurland for the informative UDL presentation.

## **5. 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 final report of the Task and Finish Group on Smart Mobility and Mobility as a Service (MaaS). The report 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. The report is the output from intensive discussions over the past four months.

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

- At the moment, a single multi modal journey in London (i.e. dockless bicycle, bus, shared car and then a train) requires different apps to plan, book and pay for the trip. MaaS is an opportunity to combine different modes of travel into one interface by letting users to book, plan, manage and pay in one go. MaaS also provides the tools to incentivise certain journeys (i.e. most environmentally friendly or quickest).
- Other cities in Europe have developed plans at both city and national levels.
- The Task and Finish Group had not been asked to deliver MaaS – only to focus on the high-level picture and to analyse the current state of MaaS in London.
- Paragraph 15 (page 4) gave the recommendation that TfL should be the lead organisation to manage a pan-London MaaS solution, with support from London Councils and the boroughs.
- Not one single MaaS model could be used across different cities and countries, and any format developed would have to align with the London's transport and sustainability goals.
- In theory, a private, rather than public platform, could incentivise certain modes of transport over others that may not necessarily align with public sector goals.
- A regulatory review of MaaS by DfT had been delayed but is likely to be published shortly. We agreed to coordinate our responses with the boroughs, the GLA and TfL.
- The Task and Finish Group agreed that public transport and active travel should be the backbone of any future MaaS service in London.

- It was recommended that the next Task and Finish Group should be the “Demand-Response Schemes”. TfL had launched trials for demand-response bus services in Sutton in May 2019 and Ealing in November 2019 (due to end in November 2020).

### Q and As

Councillor Mitchell said that the findings were very helpful, although there did not appear to be any sharing of data by public authorities mentioned in the report. He said that the boroughs had a great deal of data available that could be shared. Councillor Mitchell said that the City of Westminster had tried to develop its own app, but it was not part of the borough’s core business, and there were already better apps available. He said that conversations needed to continue with regards to public and private sector data sharing. Councillor Mitchell said that he agreed that TfL should be the lead organisation responsible for developing a pan-London MaaS, with London Councils and the boroughs feeding into this.

Councillor Huntington-Thresher said that he could also see the benefit of TfL coordinating the MaaS, but this should not be to the detriment of private businesses. He also voiced concern that the TfL app would not cover residents that went out of the boundary of London (the borough of Bromley had very few buses). Councillor Abellan suggested looking at other apps that were available. He said that Citymapper allowed the planning, booking and paying for journeys, as did a number of apps around the world. Councillor Abellan felt that the sharing of data would also be beneficial. He said that London Councils should play a more important role in the trials for the new Task and Finish Group on Demand Responsive Transport.

Councillor Abellan informed members that the trial in the borough of Sutton had been very positive and should be rolled-out, especially in the outer London boroughs. The Chair said that the trial was now progressing well in the borough of Ealing. He said that he would be happy to have the Demand-Response Schemes as the next Task and Finish Group category. Councillor Livingstone said that it would be beneficial to have TfL responsible for overseeing a pan-London MaaS solution. He said that there were concerns over data sharing and it might be safer for TfL to deal with this.

Paulius Mackela said that separate conversations would be taking place on the issue of data sharing in spring 2020, and London Councils would also be working with the London Office of Technology and Innovation (LOTI) and other partners on this. He said that more discussions were also needed to ascertain how MaaS would work in London, as this was not in the report. Paulius Mackela said that MaaS integrated several transport modes, and the MaaS project would most likely be a combination of public and private sector working together. He said that it was important though that London’s goals were reflected in any MaaS programme.

Paulius Mackela said that there were a number of MaaS platforms in Helsinki, Berlin, Madrid and North America, and Switzerland was developing a national platform. He said that he could send members a list of these platforms if they so required. Paulius Mackela confirmed that he would come back to the next TEC Executive in July 2020 with a report on the new Task and Finish Group on Demand Responsive Transport. Councillor Huntington-Thresher said that it was important that MaaS did not exclude other options.

**Decision:** The TEC Executive Sub Committee:

- Agreed that TfL should be recognised as the lead organisation for the development and management of a pan-London MaaS solution which had the public good at its heart, with collaboration and support from London boroughs and London Councils;
- Agreed that Demand-Response Schemes be the third focus area of the Future Mobility Agenda; and
- Noted that a report on the new Task & Finish Group would be brought to the next TEC Executive in July 2020.

## **6. Transport and Mobility Services Performance Information**

The TEC Executive Sub Committee considered a report that detailed the London Councils' Transport and Mobility Services performance information for Quarter 3 2019/20.

Stephen Boon, Chief Contracts Officer, London Councils introduced the report and made the following comments:

- The *"hearing dates to be issued to appellants within 5 working days of receipt"* target had only narrowly been missed ("amber" rating under "Overall Service").
- The *"percentage of calls answered within 45 seconds (BAU)"* had not quite made the target of 85% ("red" rating – 83%) but had reached 86% in January 2020.
- There had been a marked improvement in performance for the *"percentage of calls abandoned"* ("red" rating), and it is expected to see performance continue to improve into Quarter 4.
- The targets for the two "red" ratings for Taxicard *"percentage of vehicles arriving within 15 (advance booking) and 30 minutes (on demand)"* had improved, and further improvements were expected in Quarter 4.
- The target for the *"number of vehicle observations made"* for the London Lorry Control Scheme ("red" rating) had not been met due to staff resourcing issues and unexpected absences during the period. This was currently being addressed.
- The *"percentage of appeals allowed"* ("red" rating) was 66%, and not the target of less than 40%. This was a perennial issue and was due to the low number of appeals received, and because some appellants did not provide evidence that vehicles were not in contravention until at the appeal stage.
- The *"number of boroughs participating in EU transport funding projects"* ("red" rating for LEPT) target had been missed because only five boroughs were participating in the projects, rather than seven.

Councillor Livingstone asked why the target for the *"percentage of appeals allowed"* for the London Lorry Control Scheme (LLCS) had got worse in Quarter 3, than it was in Quarter 2. He queried whether the target for allowing appeals (less than 40%) should be revised, as the target never appeared to get met. Stephen Boon said that the target was there to incentivise officers, and only cases that were deemed winnable went to the appeal stage. He said that there was a problem with hauliers not providing evidence until it went to the appeal stage, and this was outside London

Councils' control. Stephen Boon said that this target could be looked into at the next Services' business planning meeting.

Councillor Livingstone asked whether there would be an improvement in the number of observations made in the LLCS. Stephen Boon said that it was unlikely that there would be any improvements to the figures in the next Quarter. He said that it was difficult to find agency staff that were willing to work overnight. Stephen Boon said that it also took new members of staff a long time to get to know the area they were working in.

Councillor Huntington-Thresher asked whether allowing 66% of appeals in the LLCS had any financial implications to London Councils. Frank Smith, Director of Corporate Resources, London Councils, said that the higher number of appeals allowed had no financial effect. Stephen Boon also confirmed that this had no material impact on running the Scheme.

**Decision:** The TEC Executive Sub Committee:

- Noted that the less than 40% for the "percentage of appeals allowed" target for the London Lorry Control Scheme would be looked into at the next Services Business Planning meeting; and
- Noted the report and the explanations given for the "amber" and "red" ratings for the performance information in Quarter 3.

## **7. Royal Borough of Kensington & Chelsea CCTV Enforcement Approval**

The TEC Executive Sub Committee received a report that sought member 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 19996 and moving traffic contraventions under the London Local Authorities and Transport for London Act 2003.

**Decision:** The TEC Executive Sub Committee agreed that permission be given to the Royal Borough of Kensington and Chelsea to enforce parking, bus lane and moving traffic contraventions using CCTV.

## **8. Month 9 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 December 2019 for TEC and provided a forecast of the outturn position for 2019/20.

Frank Smith introduced the report and said that the current outturn position for month 9 revenue forecast was a surplus of £743,000. The Chair said that replacement Freedom passes continued to generate revenue for London Councils.

**Decision:** The TEC Executive Sub Committee:

- Noted 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
- 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. Minutes of the TEC Main Meeting held on 5 December 2019 (for noting)**

The minutes of the TEC Main meeting held on 5 December 2019 were noted.

**10. Minutes of the TEC Executive Sub Committee held on 14 November 2019 (for agreeing)**

The minutes of the TEC Executive Sub Committee held on 14 November 2019 were agreed as an accurate record.

Post meeting notes:

It was noted that a report would be going to the TEC Main meeting on 19 March 2020 on enforcing safer speeds on borough roads.

It was also noted that clarification would be given as to who was responsible for speed enforcement on borough roads - ie traffic police or neighbourhood police (or both)

**The meeting finished at 11:35pm**