

London Councils' Transport and Environment Committee

Thursday 10 December 2020 at 2:30pm

Virtual

Labour Group: Virtual at 1.30pm

Conservative Group: Virtual at 1.45pm

Liberal Democrat Group: Virtual at 1.30pm

Contact Officer: Alan Edwards

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Part One: Items of Business	
1	Apologies for Absence and Announcement of Deputies
2	Declarations of Interests*
3	London Ambulance Service (LAS) and Borough Engagement – Talk by Khadir Meer Chief Operating Officer for the LAS
4	Flooding Partnerships Update
5	Chair's Report
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7	Future Mobility Agenda: London E-Scooter Trial & Dockless Parking Byelaw
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9	London Borough of Bromley Approval to Commence Moving Traffic Enforcement

10	London Lorry Control Scheme Retender	
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13	Proposed TEC Revenue Budget & Borough Charges 2021/22	
14	Minutes of the TEC Executive Sub Committee held on 19 November 2020 (for noting)	
15	Minutes of the TEC Main Meeting held on 15 October 2020 (for agreeing)	
	Part Two: Exclusion of the Press & Public (Exempt) <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 5 and Schedule 12A of the Local Government Act 1972 (as amended):</p> <p>Paragraph 3 – Information relating to the financial and business affairs of any particular person (including the authority holding that information), it being considered that the public interest in maintaining the exemption outweighs the public interest in disclosing it.</p>	
E1	Freedom Pass Payments to Non-TfL Bus Operators Update	

Declarations of Interest

* 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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TEC Declarations of Interest as at 10 December 2020

Freedom Pass Holders/60+ Oyster Cards/Taxicard

Cllr Julian Bell (LB Ealing), Cllr Wesley Harcourt (LB Hammersmith & Fulham), Cllr Kirsten Hearn (LB Haringey), Cllr David Edgar (LB Tower Hamlets), Cllr Richard Field (LB Wandsworth), and Cllr Tim Mitchell (City of Westminster).

North London Waste Authority

Cllr Peter Zinkin (LB Barnet), Cllr Adam Harrison (LB Camden), Cllr Kirsten Hearn (LB Haringey), Cllr Rowena Champion (LB Islington), and Cllr Clyde Loakes (LB Waltham Forest).

Western Riverside Waste Authority

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

East London Waste Authority

Cllr Syed Ghani (LB Barking & Dagenham), Cllr Osman Dervish (LB Havering), Cllr James Asser (LB Newham), and Cllr John Howard (LB Redbridge).

West London Waste Authority

Cllr Krupa Sheth (LB Brent)

South London Waste Partnership

Cllr Hilary Gander (RB Kingston), and Cllr Manual Abellan (LB Sutton).

Car Club

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

TfL Board Member

Cllr Julian Bell (LB Ealing)

London Waste & Recycling Board (LWARB)

Cllr Claire Holland (LB Lambeth) and Cllr Krupa Sheth (LB Brent)

Thames Regional Flood & Coastal Committee (RFCC)

Cllr Syed Ghani (LB Barking & Dagenham), Cllr Peter Zinkin (LB Barnet), and Cllr Wesley Harcourt (LB Hammersmith & Fulham),

London Cycling Campaign

Cllr Julian Bell (LB Ealing), Cllr Rowena Champion (LB Islington), Cllr Hilary Gander (RB Kingston), and Cllr Clyde Loakes (LB Waltham Forest)

London Road Safety Council (LRSC)

Cllr Krupa Sheth (LB Brent), Cllr Ian Barnes (LB Enfield), Cllr Sizwe James (RB Greenwich), and Cllr Rowena Champion (LB Islington)

Dockless Bike Scheme

Cllr Julian Bell (LB Ealing), Cllr Hilary Gander (RB Kingston) and Cllr Clyde Loakes (LB Waltham Forest).

Rail Delivery Group

Cllr John Howard (LB Redbridge)

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

Mayor Phil Glanville (LB Hackney)

Member of SERA

Mayor Phil Glanville (LB Hackney)

Labour Cycles

Mayor Phil Glanville (LB Hackney)

London Councils' Transport & Environment Committee

Flood Partnerships Update

Item no: 04

Report by: Katharina Winbeck **Title:** Head of Transport, Environment and Infrastructure

Date: 10 December 2020

Contact Officer: Simon Gilby

Telephone: 020 7934 9792 **Email:** simon.gilby@londoncouncils.gov.uk

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

Recommendations: The Committee is asked to:

- Note and comment on the report.

Flood Partnerships Update

Introduction

1. This report updates members on activities and progress from the seven flood partnerships in London, as well as the Thames Regional Flood and Coastal Committee (Thames RFCC) and Environment Agency (EA). It is the fifth such report TEC has received since the Joint Working Arrangements¹ with the Thames RFCC² were agreed.
2. London is vulnerable to a number of different types of flooding:
 - Tidal flooding, because the River Thames is an estuary. Protection against tidal surges is given by the Thames Barrier and associated tidal walls, embankments and gates;
 - River flooding, from the River Thames (to the west of London) but also the many other rivers in London such as the Ravensbourne, Wandle, Lee, Roding, Crane and Brent;
 - Surface water flooding, which typically happens after heavy rainfall because the water cannot drain away as London is so heavily urbanised and many places do not have natural drainage (e.g. green space);
 - Groundwater flooding, this occurs when the ground is saturated and the water table rises up to the surface including the flooding of basements and properties;
 - Sewer flooding, this should never happen, but does on occasion because of the age and capacity constraints of the sewerage network.
3. The Thames RFCC is a statutory committee established by the EA under the Flood and Water Management Act 2010 that brings together Lead Local Flood Authorities (LLFAs), the EA and Thames Water. The Thames RFCC has catchment responsibilities that include London and encompass Oxfordshire, Hampshire, Surrey, Berkshire, Buckinghamshire, Hertfordshire, and parts of Essex and Warwickshire.
4. Every London borough is responsible for flooding as a Lead Local Flood Authority (LLFA). They work in partnership with the EA, Thames Water and other stakeholders to manage flood risk. LLFAs must identify the flood risks in their area, what interventions could help to mitigate those risks and apply for funding for interventions where there is a good business case.
5. London has seven sub-regional partnerships which are each represented on the Thames RFCC by a lead member. These appointments are agreed by TEC each June. They are:
 - a. Central North (covers Hammersmith and Fulham, Kensington and Chelsea, City of Westminster, City of London, Camden and Islington) represented by Cllr Johnny Thalassites.
 - b. Central South (covers Lambeth and Southwark) represented by Cllr Johnson Situ.
 - c. North (covers Hackney, Tower Hamlets, Haringey, Enfield, Waltham Forest and Newham) represented by Cllr James Asser.

¹ <https://www.londoncouncils.gov.uk/node/25362>

² <https://www.gov.uk/government/groups/thames-regional-flood-and-coastal-committee>

- d. North East (covers Havering, Barking and Dagenham and Redbridge) represented by Cllr Syed Ghani.
- e. North West (covers Hillingdon, Hounslow, Ealing, Brent, Harrow and Barnet) represented by Cllr Peter Zinkin.
- f. South East (covers Bromley, Lewisham, Greenwich and Bexley) represented by Cllr Sizwe James.
- g. South West (covers Richmond upon Thames, Kingston upon Thames, Sutton, Merton, Wandsworth and Croydon) represented by Cllr Julia Neden-Watts.

Sub-Regional Flood Partnership Updates

Central North Partnership

Summary of key themes / issues discussed at partnership

- 6. This partnership holds regular meetings to discuss the following: relevant legislation and guidance updates, modelling work results, application of project updates, opportunities for pooled training, other relevant experiences, and difficulties and successes in application of planning policies. It also focuses on actively participating in regional bodies and networks.
- 7. Meetings are considered very useful for officers to share knowledge, best practice and answer queries, as well as providing an opportunity to stay in direct contact with the Environment Agency and Thames Water. For London Lead Local Flood Authorities (LLFAs), whose teams are very reduced (normally one officer per LLFA or less) the partnership also provides the opportunity to share contacts and comments/advice on Local Flood Risk Management Strategy (LFRMS), Strategic Flood Risk Assessments (SFRAs) and other flood risk documents.

Projects in this partnership – brief update

- 8. There are Thames RFCC projects in the City of London (Riverside Strategy Approach), RB Kensington and Chelsea (implementing SuDS in a housing estate), and LB Camden (implementing a 200m SuDS rain garden).
- 9. The partnership has a cross-borough project led by LB Enfield, GLA & Thames Water with LBs Camden, Westminster, Southwark, Kingston, & Hillingdon, which is creating a SuDS opportunity mapping of catchment areas including Camden-Westminster combined catchment. This was completed in autumn 2020 with the technical report currently in draft. The aim is to evaluate and map the flood mitigation value and other economic, social and environmental benefits of catchment scale distributed sustainable drainage infrastructure.

Sustainable drainage

- 10. Partnership members find it difficult to get funding through the Thames RFCC calculator due to Outcome Measure 2's narrow criteria, which focuses on the benefits to households better protected from flooding and scored projects with SUDs lower. Inner London needs a more balanced formula that includes all key risks, such as surface water flooding. This may have already improved with the reviewed calculator but it is not fully clear yet.
- 11. SuDS Strategies for major schemes are frequently inadequate and require a lot of officer time to improve. Normally LLFAs input is required at different stages rather than one-offs.

12. Developers are failing to build the schemes as detailed in their proposals, leading to potential difficulties in the future due to a lack of understanding of what has been built and its capacity.

Central South Partnership

Summary of key themes / issues discussed at partnership

13. Key issues discussed at the partnership meetings include: responsibilities as LLFAs, member boroughs' progress on their FaWMA (The Flood and Water Management Act 2010) duties, updates from Thames RFCC, the EA and Thames Water. The partnership also reported flooding and drainage issues, provided progress on scheme development and implementation, and discussed the best ways to secure funding for projects. Officers from the various LLFA meet every quarter to have meetings which consist of presentations from each borough on a SuDS/flood scheme that is currently being developed, in construction or completed, with the intention of sharing challenges and good practice.

Projects in this partnership – brief update

14. There are a number of projects across member boroughs, such as Lost Peck Flood Alleviation and Environmental Improvement scheme, London Bridge Strategic SuDS Pilot, Local Authority Housing SuDS Retrofit projects amongst several others. Lambeth has progressed the development of a new Surface Water Management Plan (SWMP) which is planned to be ready by the end of the year. Other Lambeth ongoing schemes include Tulse Hill Rain Raingarden and Atkins Road SuDS build out, with Romeyn Road drainage improvement works now complete. Schemes across both boroughs have suffered delays and funding uncertainty due to the COVID-19 pandemic.
15. As a cross-borough project, Lambeth and Southwark are reviewing the drainage issues around Gypsy Hill and Meadow Park where they share a border. An initial feasibility study will be carried out in the next few months.
16. Both Southwark and Lambeth are jointly plotting their schemes on Southwark's GIS Map system to capture all ongoing projects. This is being amended to include developer funded projects.

Sustainable drainage

17. Technical group meetings attended by Lambeth, Croydon, and Merton focused on how Basement Impact Assessments were being handled across the boroughs and what they could learn from each other. These meetings came out of a training session organised by the South Central partnership to which Lewisham was invited. The meeting decided to hold further sessions involving neighbouring boroughs to primarily discuss challenges associated with the statutory duty of reviewing developer applications.
18. Southwark is concerned that there is no opportunity to inspect what is built after reviewing developer's proposals. Accordingly, work is underway on imposing a pre-occupation condition to ensure that developers build their schemes as approved. In addition, discussions were had on offset policy in the Old Kent Road opportunity area with the long-term view of being extended to other parts of the borough.

North Partnership

Summary of key themes / issues discussed at partnership

19. Key issues discussed within this partnership include: Flood and Coastal Erosion Risk Management (FCERM) strategy and its increased LLFA responsibility, Local levy, Local flood risk management, asset management, SuDS (planning and retrofit), Lee2100,

Drainage and Wastewater Management Plan (DWMPs), political involvement (Cabinet Member attendance), engagement with TRFCC, Catchment Partnerships, London Strategic SuDS Pilot, Flood Risk Management Plans, and Lee Pilot. Knowledge and learning between boroughs has included Tree Pit SuDS design, knowledge on surface water modelling from external consultant (BMT), knowledge on Japanese Knotweed from external consultant (Grounds Care Group), TW rainwater planter, guidance on the new PF calculator.

20. Support from EA, Thames Water and Thames Flood Advisors (TFAs) is appreciated. London Councils is currently resource constrained so cannot attend all of the FRSP meetings, but its presence would be much welcomed if time allows.

Projects in this partnership – brief update

21. Most boroughs are delivering SuDS retrofit projects (Haringey have completed three last year, Hackney have involved residents in planting during lockdown); Enfield and Haringey are also involved in natural flood management (NFM) projects.
22. Currently there are no cross-borough projects, but a joint bid for the Innovative Resilience Fund has been proposed and there are other opportunities for cross-borough work as part of the Lee Catchment Partnership (such as a coordinated programme of constructed wetlands to reduce flood risk and improve water quality).

Sustainable drainage

23. The partnership is continuing to deliver SuDS through planning and also implementing smaller retrofit SuDS (e.g. rain gardens) across the boroughs. SuDS maintenance is still an issue both in private and public spaces. All boroughs review a large number of SuDS applications, more than current funding/resources allows for.

North East Partnership

Summary of key themes / issues discussed at partnership

24. Key themes discussed within this partnership include strategic topics, external partnership engagement, tri-borough knowledge/experience sharing, Thames Regional Flood and Coastal Committee updates, capital FCERM programme, planning policy, EA updates, LLFA borough programme update, and Thames flood advisors updates. The meeting is an open forum to engage with each other and share knowledge and experience both internally and externally.

Projects in this partnership – brief update

25. Each of the three boroughs has flood mitigation schemes in the pipeline and being undertaken.
26. No current joint projects taking place across all the member boroughs.

Sustainable drainage

27. Developers are engaging and implementing SuDs on all major developments and pilot highway SuDs schemes being investigated.

North West Partnership

Summary of key themes / issues discussed at partnership

28. Key themes discussed within this partnership include government legislation, EA and Thames Water updates, local plans and policies, local projects, revenue maintenance, SuDS projects and pollution challenges. The meeting has also discussed approaches to

managing flood risk and Heritage Lottery fund projects to maximise mutual and wider multiple benefits.

Projects in this partnership – brief update

29. This partnership has the most projects on the RFCC programme in London with 35 at various stages of completion, as well as leading on a number of Pilot projects that will benefit London such as Riparian Maintenance, alongside working with the EA on a number of projects led by them.
30. Cross-borough work includes River Pinn Flood Alleviation Scheme across Harrow and Hillingdon, and Brent River / Silk Stream project (both projects led by EA).

Sustainable drainage

31. Projects that currently go through planning have SuDS included and developers are mostly on board with these objectives. Although initial applications are always poor, taking significant time and resources to ensure these are of an appropriate standard. Planning work has remained at a high level during the last year.
32. A primary difficulty is getting SuDS in highways and public realm areas (not parks and open spaces) due to conflicts with pedestrian, vehicle, parking, street cleansing maintenance capability / regimes / resources.

South East Partnership

Summary of key themes / issues discussed at partnership

33. The last meeting of the group was an officer meeting in December 2019. Since that meeting capacity issues and the pandemic combined mean it has not been practical to hold formal meetings, although informal contacts have been maintained at officer level.

Projects in this partnership – brief update

34. Individual Councils are continuing to deliver functions as Lead Local Flood Authorities but capacity has been significantly restricted.
35. There are no on-going cross-borough projects, but individual councils are engaging in the Environment Agency FRMP2 and Thames Water BRAVA processes.

Sustainable drainage

36. No comments on sustainable drainage were supplied.

Challenges facing the sub-regional partnerships

37. All partnerships flagged their deep concerns regarding future funding, including levy payments. COVID-19 has made an already challenging and under-resourced environment even more difficult and it is increasingly difficult to manage workloads. Shortfalls in funding have made assessing initial proposals and checking that projects have been implemented as agreed and properly maintained extremely difficult.
38. There are considerable concerns regarding the FCERM strategy. Although the overall strategy is welcomed, it is felt by partnerships that it represents a significant increase in the workload of officers, and an open letter has been written to the EA Executive Director John Curtin outlining concerns on behalf of LLFAs in London. It is requested that the EA “assists LLFAs and RMAs to secure the resources and support needed to fully implement the roles now allocated”.

Thames Flood Advisors Team Update

39. The Thames RFCC committed to allocate Local Levy funding to create a team of Flood Advisors to support LLFAs in developing and delivering projects to reduce flood risk. Five advisors are supporting projects in London, led by Alice Dinsdale-Young, while a further six are supporting those outside of London. There is also one Support Officer working across both teams. We are currently recruiting for a team leader for the outside London team on a six-month assignment. The team share skills and resources across the Thames catchment.



The future of the Thames Flood Advisors

40. The Thames Flood Advisors were originally funded until March 2021, matching the length of the first six year programme. In April 2020, the team presented options to the Thames RFCC for the future of the team. The Committee voted to continue funding the team for the next 6 year programme (to April 2027), maintaining the current structure and objectives of the team. One extra objective was also approved; to support the work of Thames Water's Drainage and Wastewater Management Plan (DWMP) in order to obtain the best outcomes for LLFAs and Thames Water. There is more information on this below. The Thames RFCC's support to continue the team, particularly during this uncertain time, is a vote of confidence in the work the team are doing with LLFAs.

Supporting Delivery of the Programme

41. The Thames Flood Advisors maintain a list of priority, LLFA-led projects, identifying where their action can have the greatest impact for the delivery of the Thames RFCC's capital programme. This list is reviewed quarterly, for assurance, and was last presented to their Project Board in September 2020. The list currently contains 33 LLFA led projects across the catchment, including 21 projects in London. Examples of the current benefits being provided to Local Authorities include:
- Technical flood risk input to projects, such as assessing the multiple benefits that could be associated with a project;
 - Working with the LLFAs to achieve financial assurance for projects by developing outline business cases;
 - Assisting with funding applications and project updates to the Environment Agency (the Environment Agency allocates funding in line with Government policy);
 - Reviewing of tender documents and work specifications to increase 'client intelligence'.
42. Many Local Authorities are scheduled to deliver schemes in this final year of the capital programme, compounding the risk of slippage on delivery targets. The Thames Flood Advisors assist with these challenges in a number of ways:

- Ensuring the LLFAs progress their projects and claim the money they have requested in a timely manner;
- Prioritising support and guidance for those projects due to deliver this year
- Identifying efficiencies that allow for funds to be reinvested on other projects.

Developing a Strong Pipeline of Projects

43. The Thames Flood Advisors continue to support local authorities to submit new projects that will be realised beyond the current capital programme. This summer, 24 new LLFA-led projects were added to the next capital programme. The Advisors provided a lot of support to LLFAs to help them understand new project funding rules and submit project proposals in time for the submission deadline. Advisors continue to work with LLFAs to gain more detail about future projects and increase confidence in their delivery.
44. The London Strategic Sustainable Urban Drainage Systems (SuDS) Pilot Study (LSSPS) continues to be supported by the Thames Flood Advisor team. The Pilot aims to identify the benefits of building lots of small-scale SuDS in a catchment and deliver some of these schemes. The Advisors provide a project coordination function and are currently working on the final technical report for the pilot which will be presented at Thames RFCC in April 2021. The Boroughs taking part in the pilot project are Southwark, Camden, Hillingdon, Kingston, Enfield and a Transport for London/Westminster-led regeneration project.
45. The Thames Flood Advisors actively build LLFA capacity through the provision of general support, guidance and training to enable them to develop projects. They also host more formal training which is open to all LLFAs. This year there has been training on modelling for surface water projects, the 5-case business case model and the partnership funding calculator. The training plan is currently being written for next year based on feedback from LLFAs. It is likely to include training on the carbon management tool and calculator, sustainable drainage systems and feasibility studies. The expectation is that most of these will be delivered virtually.

Building Relationships with Thames Water

46. The team work closely with Thames Water, utilising strategic meetings to develop their relationship and understanding of Thames Water's capital investment process. This enables the Advisors to share new key material with LLFAs and feedback any questions or issues from LLFAs to Thames Water.
47. Thames Water have been funding an additional 0.7 FTE of a Thames Flood Advisor since July 2020, which sits outside the London team. This is to support the engagement work on their Drainage and Wastewater Management Plan (DWMP). The Advisors have been supporting LLFAs preparing for workshops, analysing potential partnership projects to be taken forward to optioneering and providing independent advice to Thames Water to ensure engagement is continuously improving throughout the preparation of the plan.

Engagement with Lead Local Flood Authorities

48. The Thames Flood Advisors attend strategic partnership meetings. A 'KnowledgeHub' website³ is regularly used by LLFAs to access a library of resources and guidance shared by the team. This allows the Advisors to have an internet presence and

³ <https://khub.net/web/thames-lead-local-flood-authority-llfa-project-advisors-group>

communicate with stakeholders⁴. The Advisors' governance documents are also available on this site.

49. The KnowledgeHub website also contains links to previous training the Advisors have developed, which allows LLFA officers the ability to refresh themselves on training at times most valuable to them.

Impact of Coronavirus

50. Prior to Coronavirus restrictions the Advisors used to regularly co-locate with LLFA officers, working and solving challenges together. This can no longer be done due to Coronavirus restrictions. Instead Advisors have been using virtual means of communication, through MS Teams and Zoom. While it is not a replica of co-location, some Advisors have found that their relationships with LLFAs have improved as more time is spent directly solving challenges than on travelling and non-essential meetings.
51. Some project progression has been delayed due to Coronavirus. There are several reasons for this, including delays in construction and some LLFA officers being diverted to deal with the emergency response. The full impact on the capital programme is still being understood but continues to be discussed at the Thames RFCC meetings.
52. Most of the training run by the Advisors has not been impacted. Only one training on Natural Flood Management has been postponed. This training intended to have a site visit which would not be appropriate in the current restrictions. This has been rearranged for 2021.

Thames RFCC and Environment Agency Update

Capital Investment Programme

53. The Thames RFCC has now completed quarter two of the final year of the six year capital investment programme. This section sets out an update to financial progress and target performance so far on the 2020/21 programme.
54. The Thames RFCC are forecasting to spend 20% less than their allocation and are expecting to deliver 46% more households better protected from flooding than was initially set out to achieve this year.
55. **Financial Progress** – against an allocation for capital projects of just under £106m (£56.3m Flood Defence Grant in Aid (FDGiA), £27.4m Local Levy and £22m Partnership Funding), they are currently forecasting to spend approximately £84.4m by the end of this financial year.
56. This £21.6m forecast underspend is on Local Levy and PF contributions, both of which are more flexible than FDGiA and can be moved to future years and therefore are not lost from the programme. Some projects have adjusted their profile to spend more FDGiA this year, and as such there is a forecast increase of £4.2m FDGiA spend. Forecasting has also been refined as more is known about the impacts of Covid-19.

⁴ The team can also be contacted on: ThamesFloodAdvisors@environment-agency.gov.uk

57. **Homes Better Protected** - The Thames RFCC target is 5,959 properties at reduced risk for this financial year. The table below gives details of how the Thames RFCC 2020/21 programme is delivering against its targets for households at reduced risk. Against the target of 5,959, they are forecasting to reduce the risk of flooding to 8,685 properties. The Environment Agency is expecting to reduce the risk of flooding to 7,361 properties (against a target of 4,306), while the local authorities are forecasting 1,324 (against a target of 1,653). The increase is mostly due to the TEAM2100 Duke Shore Wharf project slipping from 19/20 to 20/21.

	Households at reduced risk TARGET	Households at reduced risk FORECAST	Variance
Environment Agency	4,306	7,361	+3,055
Local authorities	1,653	1,324	-329
	5,959	8,685	+2,726

The Thames RFCC forecast over the 6 year programme is 32,679 properties at reduced risk against a target of 32,387. The National forecast over the 6 years is 314,000 against a target of 300,000 properties at reduced risk.

58. **Efficiencies** - The long-term focus is on the performance across all six years of the programme. The allocation of funding across the six years from 2015-2021 factored in a need to achieve 10% efficiencies across the programme and so it is important that Thames RFCC meet their six year target. In the first four years of the programme they achieved £34.6m of efficiencies against a £17.1m target, surpassing their six year target of £28.3m considerably earlier than March 2021. At the end of quarter two in 2020/21 there have not been any successful efficiency claims, and it is anticipated that this may be a result of the impacts of COVID-19, but we may still see further efficiencies coming out by the end of the year.

Member's induction for the Thames RFCC

59. In October 2020, new Thames RFCC Members were invited to an induction session, held virtually due to COVID-19. The purpose of the induction was to introduce the role of the Thames RFCC and what is required of its members.
60. Key messages included the importance of partnership working, that members should have a good understanding of the flood risk issues in their partnership areas and ensure local flood risk management needs are being met. It was emphasised that members represent their partnership, not just their own authority and they were encouraged to share progress of schemes, issues and good news stories from their partnerships at Committee meetings.
61. Both the current and upcoming six year programmes were then introduced, along with an overview of different funding options including levy and the levy principles of the Thames RFCC. Members were then introduced to the role of the Thames Flood Advisors and Thames Water. The members discussed the 8 objectives of the draft Thames RFCC Strategy and considered which they felt most strongly represented the needs of their partnership.

Levy Vote

62. The power for the Environment Agency to set a local levy is set out in s17 of the Flood and Water Management Act 2010 and the rules in The Environment Agency (Levies) (England and Wales) Regulations 2011. The levy is agreed by the RFCCs and the resolution must be agreed by the majority of the local authority appointed members each autumn.
63. Ahead of an annual vote to agree the levy increase for 2021/2022, the Thames RFCC planned to finalise the Thames RFCC strategy, and to discuss options for the next levy agreement in principle, and future levy investment principles for the new investment period. Due to the effects of the ongoing COVID-19 pandemic however, and the uncertainty and disruption this has caused, it was proposed at the April Committee meeting to extend the current 1.99% agreement by one year to the end of 2021/22.
64. The Thames RFCC held the levy vote at their September meeting (25 September 2020). Following the steer given from TEC at the June meeting, there was a unanimous vote to extend the existing agreement in principle for the first year of the new 2021/22 to 2026/27 programme.
65. The Thames RFCC will in January 2021 finalise the Thames RFCC Strategy, work with members to identify levy needs and update the levy principles. These will all help inform the proposals for a longer term levy agreement post 2021/2022.

Recommendations

The Committee is asked to:

- Note and comment on the report.

Financial Implications

There are no financial implications to London Councils arising from this report. However, individual local authorities will need to budget for the increase of flood levy of 1.99 per cent.

Legal Implications

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

Equalities Implications

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

London Councils' Transport & Environment Committee

Chair's Report

Item No: 05

Report by: Mayor Phil Glanville **Job title:** Chair of London Councils Transport and Environment Committee

Date: 10 December 2020

Contact Officer: Katharina Winbeck

Telephone: 020 7934 9945 **Email:** Katharina.winbeck@londoncouncils.gov.uk

Summary This report updates Members on transport and environment policy since the last TEC meeting on 15 October 2020 and provides a forward look until the next TEC meeting on 18 March 2021.

Recommendations Members to note this report.

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Introduction

1. This report updates Members on London Councils' work on transport and environment policy since the last TEC meeting on 15 October 2020 and provides a forward look until 18 March 2021. Many induction and regular meetings are still being set up and should have happened by January/February 2021, confirmed meetings can be found at the end of the report. If you have items for me or any concerns, please let me, the Vice-Chairs or the team know.
2. As promised, I jointly wrote, with the Chair of London Councils to the Government about our concerns about under-18s free travel.

Transport

Introductory meeting with Will Norman, London Walking and Cycling Commissioner

3. We talked about partnership working, active travel with a specific focus on Low Traffic Neighbourhoods and wider engagement with partners on these important issues.

Introductory meeting with Heidi Alexander, Deputy Mayor for Transport

4. We talked about TfL finances and how we can be involved in the future sustainability report that is being presented to the government in January, the importance of finding enough resources for our Taxicard scheme, Low Traffic Neighbourhoods and other active travel schemes, the finances for Crossrail as well as how we can work together on the restart and recovery.
5. We are committed to ensuring an even deeper relationship with key stakeholders in the new year as we see the role out of Tranche 2 funding and the build up to the next TFL funding settlement and GLA Budget.

The London European Partnership for Transport (LEPT) Update

6. LEPT has continued to deliver a full programme of activities in 2020/21. The TfL business plan was approved in December 2019, which agreed to continue the £140,000 per year funding for the activities of LEPT and confirmation of funding until at least March 2021 was provided at the start of November. However, a commitment of future funding beyond this financial year is uncertain. This is due to the TfL funding crisis caused by the COVID emergency and a scaling back of financial programmes.
7. We will continue to demonstrate the value that LEPT provides in terms of funding opportunities and the sharing of best practice, and borough engagement is as strong as it has ever been. We will continue to work with boroughs, sub-regions and TfL on securing funding for this valuable service as well as exploring future opportunities on how to utilise future funding in the most beneficial way.

LIP Funding Update

8. The government deal for TfL for the second half of 2020/21 (H2) includes £40m for borough spending, including £23.1m for LIP Corridor and £50k per borough discretionary funding. There is an additional £15m for bus priority measures, existing Liveable Neighbourhoods and Mayor's Air Quality fund schemes.
9. H1 funding included £45m for the London Streetspace Programme, which brings overall borough funding in 2020/21 to £85m. This compares to the original corresponding allocation of £109m (original Corridor, Local Transport Fund, Liveable Neighbourhoods and Bus priority budgets for 2020/21). The £85m has been topped up by DfT emergency active travel funding of £25m (£5m in tranche 1 and £20m in tranche 2, recently announced).
10. There is no certainty of funding beyond 31 March 2021, which is a real issue for delivery and planning and one that TfL is very aware of. Officers are working with TfL and DfT colleagues to achieve more certainty and a less restrictive timetable with regards to spending the current allocation.

Parking Update

11. Together with the Local Government Association (LGA) and the British Parking Association (BPA), London Councils has continued to play a central role in providing advice to boroughs on parking and traffic management during the COVID crisis. We are currently on version 11 of the advice, which is monitored and updated regularly as the situation evolves.
12. We are continuing to work closely with Central Government on future developments, especially surrounding the MHCLG NHS parking pass which we are aware – in its current incarnation - is causing boroughs some problems. These specifically relate to pressures that have been put on the existing and limited supply of parking by the volume of vehicles displaying the MHCLG pass and this impact this is having on parking availability for residents and other roads users. There are also concerns about fraudulent use of the badge which is relatively easy to obtain and copy with only limited validity checks. Boroughs that are continuing to issue their own passes/permits are in a better position to regulate issuance and eligibility, although this does increase administration costs.
13. We will continue to liaise with key stakeholders and ensure that borough views and concerns are heard at a national level at our regular meetings with the Department for Transport. It should be noted that the response from boroughs in reacting to the substantial challenges continues to be positive and demonstrates the real benefit of both a pan-London and national approach.

EV and Car Club Co-ordination Update

14. London Councils has now recruited the additional officer capacity to support the EV and Car club co-ordination function at London Councils. This post is part funded by TfL and London Councils TEC.

EV

15. London Councils continues to oversee the delivery of the Go Ultra Low Cities Scheme (GULCS). Through the scheme, London boroughs have delivered more than 2,000 on-street residential charge points to date and are forecast to deliver a total of more than 3,500 charge points by spring 2021.
16. In August 2020 London Councils coordinated a pan-London bid to OLEV requesting £2.1 million funding for the delivery of on-street residential chargepoints. £1.96m has been allocated for 11 boroughs to deliver more than 800 charge points by spring 2021.
17. Together with the London Office for Technology and Innovation (LoTi) and the GLA, London Councils has played a central role in the creation of a new London-wide dashboard that collates and analyses usage data for more than 2,500 charge points. The dashboard was presented to more than 50 borough officers in November and will be used to understand charge point usage at a borough and London level to inform future delivery. It will be updated quarterly and a public version launched in early 2021.
18. London Councils, the GLA and TfL have been working with The International Council on Clean Transportation (ICCT) on analysis of the EV charging infrastructure needed to fulfil London's electrification goals up until 2035. It builds on the work undertaken for the Electric Vehicle Infrastructure Delivery Plan (published in 2019) by looking at London's infrastructure needs at an individual borough level, broken down by charge point type, until 2035. The final report was published in November 2020 and will be a useful tool for planning future delivery and lobbying for further funding.
19. The government announced its Ten Point Plan for a Green Industrial Revolution for 250,000 jobs in November 2020. This included a commitment to £1.3bn funding to accelerate the rollout of chargepoints for electric vehicles in homes, streets and on motorways across England. London Councils, together with TfL and the GLA, will liaise with the Office for Zero Emissions Vehicles (OZEV) to make the case for continued, and substantial. investment in London.
20. The London Mayor has also announced some investment into EVs and we are in discussion with GLA officers on how we can make the best use of this resource [<https://www.london.gov.uk/press-releases/mayoral/mayor-invests-10m-in-green-new-deal-to-save-jobs>].

Car Club

21. London Councils continue to work with RAC Foundation and Imperial College London on the data sharing research project, for which a final report is due to be published in December. The report will highlight evidence gathered through the project, and support recommendations for Car Clubs and Local Authorities to adopt a new standardised data sharing framework – the Car Club Local Authority Data Standard.
22. On Wednesday 2 December, London Councils will be participating in the London Car Club forum organised by CoMo UK. The agenda will include discussions on: data sharing and analysis; coordination between boroughs, London Councils, and TfL; the expansion of the Ultra-Low Emission Zone; and procurement.

Press Work

23. London Councils in the press

- Government Business Magazine (01.10.20): *Increasing active travel in the capital*
- The Londonist (17.11.20): *E-Scooter Rental Is Coming To London In 2021*
- The Guardian (17.11.20): *Transport for London gives go-ahead for e-scooters on capital's streets*
- The i (17.11.20): *TfL will start trialling e-scooters in London in early 2021*
- BBC News (17.11.20): *Transport bosses look to start e-scooter rental scheme*
- City AM (17.11.20): *Transport for London to begin e-scooter trials in the spring*
- The Evening Standard (17.11.20): *London to host UK's largest e-scooter trial*
- Transport Network (17.11.20): *London plays catch-up with e-scooter trial 'in spring'*
- Mind The Zag (17.11.20): *London launches e-scooter tender*
- The Evening Standard (18.11.20): *Turbo up car charge points to help make London green*
- My London (18.11.20): *The new surprising mode of transport coming to London in 2021 that's an alternative to the London Underground or bus.*
- Tech Round (18.11.20): *TfL Latest Collaboration to Trial Rental E-Scooters in London*
- Green Fleet (18.11.20): *E-scooter rental trial set for London in Spring 2021*
- Taxi Point (18.11.20): *TfL launch e-scooter competition to determine which operators will be selected for 12-month trial*
- Daily Express (19.11.20): *Electric scooters will be installed in central London from Spring 2021 in year-long trial*

24. London Councils Media Work

- Press Release: [London Councils and TfL look for e-scooter operators to take part in year-long rental trial](#) – 17th November 2020

Environment

Green Spaces Centre for Excellence

25. Subsequent to the launch of the Green Spaces Commission report in August 2020, work has started on the implementation of the two key recommendations (i) Creating a Centre for Excellence for London's Parks & Green Spaces; and (ii) Developing a Future Green Space Skills Programme. The work is being led by GLA in partnership with Parks for London and London Councils. A work plan has been developed, with initial actions focused on gaining a precise understanding of needs underway.

London Climate Action Week (LCAW)

26. LCAW was held online from 14 – 20 November under the theme of “Harnessing the power of London for Global Climate Change”. 204 events were held in total under four different themes of Green, Fair, and Resilient Recovery; Roadmap to COP26/Glasgow;

Building a Sustainable Net Zero London; Whole of Society Climate Mobilisation. London Councils hosted two events: “What do Londoners think about climate change?” and “Empowering local government to be climate leaders”. The first event attracted a live audience of 83, as well as mentions in the national media for London Councils polling including articles in the Sun, Daily Mail Online (via Reuters), Thomson Reuters Foundation and Government Business. The second event attracted an audience of 148.

27. London Councils was also involved in two additional events: “Beyond the Green Homes Grant – how to solve the retrofit challenge?” and the outro event for the Building a Sustainable Net Zero London theme. As Chair it was great to be able to take part in these events with the support of the London Councils’ team and partner organisations and public affairs opportunities continue to develop from LCAW.

28. Involvement in the events has enabled London Councils to further publicise its work to the wider stakeholder community. Preliminary social media data shows that social content, which focused primarily on promoting stakeholders and their events saw:

- 8.8K likes
- 1.3K retweets
- LCAW content was engaged with, and shared by, Sadiq Khan, Nigel Topping, COP26, 22 British Embassies, WWF, WRI, World Bank and many more.
- #LCAW2020 was used 8.2K times by 2.7K accounts
- #LCAW2020 reached 19M followers and had 66.1M timeline deliveries
- The launch and wrap film currently have 2.4K aggregate video views.

29. Discussions regarding the 2021 edition have begun, and as a member of the steering group, London Councils is well placed to help develop the agenda and maximise opportunities for boroughs and London Councils. It will also be an opportunity in the year of COP26 to ensure that London Councils is a part of the debate as we head towards Glasgow.

Environment Bill

30. The sittings of the Public Bill Committee have now been resumed and it is scheduled to report by Tuesday 1 December 2020 on the Environment Bill. Once the report is published and the Bill moves to the following parliamentary stages, London Councils will send a briefing paper to all London MPs asking to table and support relevant amendments to the Bill that would strengthen the Office for Environmental Protection (OEP) and air quality regulations along the following lines:

- The Office of Environmental Protection (OEP) should be more independent of Government. The choice of Chair and budget should not be the responsibility of Defra, but of Parliament.
- The OEP should have the ability to levy fines against companies or Government, as the European Commission can currently do.
- The Government should adopt the World Health Organisation target for PM2.5 as a legal limit to be met no later than 2030 and introduced as soon as is possible.
- The Government should introduce additional regulatory powers for local authorities to control emissions from appliances, such as gas and solid fuel boilers, combined heat and power plants, construction machinery and standby diesel generators.
- Government should look to review and align the tax system, such as fuel duty

and other relevant taxes, with air quality and other environmental priorities.

Press Work

31. London Councils in the press

- The MJ (28.10.20): *Stay focused on the longer-term climate ambitions*
- Inside Housing (03.11.20): *London boroughs call on government to provide £115m for 'shovel-ready' retrofit projects*
- Construction Index (03.11.20): *Boroughs seek support for green retrofit work*
- LocalGov (03.11.20): *London boroughs call for £115m to retrofit energy inefficient buildings*
- New Start Magazine (03.11.20): *London boroughs seek £115m retrofitting cash*
- Housing Executive Magazine (03.11.20): *London boroughs call for £115m to retrofit energy inefficient buildings*
- Estates Gazette (03.11.20): *London councils call for government funding to drive green recovery*
- The Sun (16.11.20): *Londoners put tackling climate change at top of Christmas lists – as 7 out of 10 want greener city*
- Government Business (16.11.20): *Londoners feel climate change is a significant threat*
- Reuters (17.11.20): *UK stimulus for green jobs should also curb inequality, analysts say*
- Daily Mail (17.11.20): *UK stimulus for green jobs should also curb inequality, analysts say*
- Reuters (18.11.20): *UK stimulus for green jobs should also curb inequality, analysts say*
- London TV (18.11.20): *London Councils Response to the Prime Minister's Ten Point Plan*

32. London Councils Media Work

- Press Release: [Significant increase in air pollution awareness in London - new poll](#) – 8th October 2020
- Press Release: [Large majority of Londoners feel climate change is a significant threat to the capital – new poll reveals](#) – 16th November 2020
- Statement: ["London has a vital role to play" - response to the Ten Point Plan for a green industrial revolution](#) - 18th November 2020

Forward Look

33. Forthcoming meetings and consultations between now and the next TEC meeting on 18 March 2021:

December

8 – Leaders Committee - where there will be a TEC update

8 – Re-launch of the “Blueprint for accelerating climate action and a green recovery at the local level – individual boroughs can sign up

15 - Chair of TEC and Deputy Mayor for Environment & Energy - Shirley Rodrigues

18 – Meeting of TEC chair and vice chairs with the new TfL Commissioner

30 – BEIS consultation on Improving the energy performance of privately rented homes closes

January

4 – World Braille Day

12 – Climate change training: Reducing consumption, sustainable procurement, and decarbonising waste and recycling services – *if you would like to attend, please contact Katharina at the details above.*

14 – London Recovery Board Meeting

14 - Introductory meeting with the Chair of TEC with Niall Bolger - Chair of Lead Chief Executive Advisors and Victoria Lawson - Chair of LEDNet

15 – GLA consultations on the following guidance documents close: Good quality homes for all Londoners; Circular Economy Statements; Whole Life-Cycle Carbon Assessments; ‘Be Seen’ Energy Monitoring Statements.

19 – London Councils Executive Meeting

20 - Introductory meeting with the Chair of TEC with Chair of Thames RFCC

27 – Holocaust Memorial Day

February

1-8 – National Apprenticeship Day

2 – Climate change training: Building the green economy and green collaboration - *if you would like to attend, please contact Katharina at the details above.*

2 – World Wetlands Day

4 – World Cancer Day

9 – London Councils Leaders Committee Meeting

11 – TEC Executive Meeting

27-11 March – Fairtrade Fortnight

March

02 – London Councils Executive Meeting

09 – Climate change training: Carbon measurement/ budgeting, accounting and reporting - if you would like to attend, please contact Katharina at the details above.



London Councils' Transport and Environment Committee

Climate Change Report

Item No: 06

Report by: Kate Hand

Job title: Head of Climate Change

Date: 10 December 2020

Contact Officer: Kate Hand

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Summary:

This paper outlines progress of the climate programme in its first year and proposes priorities for work in 2021, with further detail provided on the results of our inaugural polling on Londoners' attitudes to climate change. The paper notes that LB Hackney and LB Tower Hamlets have come forward to become lead boroughs for our Low Carbon Development work and seeks the Committee's endorsement of that joint nomination.

Recommendations:

Members are asked to:

- Comment on the progress of the climate programme in its first year and proposed priorities for 2021 (paragraphs 1 – 4); and
- Endorse the borough lead for #2 Low Carbon Development (paragraph 6)

London Councils climate programme: one-year review

1. In December 2019, Committee members agreed a Joint Statement on Climate Change, together with the London Environment Directors' Network (LEDNet), which is the foundation for London Councils' climate programme. This report provides the Committee with an overview of delivery against the Joint Statement in the first year since its adoption, including the development of ancillary work to support borough climate action and work to secure a green recovery, and looks forward to priorities for 2021.
2. Climate programme achievements in 2020:

Seven shared climate change priorities

- Established **Working Groups** for four of the seven climate priorities, which have hosted 22 thematic sessions involving around 100 borough officers, 10 GLA staff members and nearly 30 external presenters and experts.
- Secured **£75,000 funding** to commission research on retrofitting measures needed to reach our target of average EPC B across all building and to recruit consultancy support to develop a credible action plan
- Drafted **action plans** for three of the climate priorities (#2 Low carbon development, #5 Consumption emissions and #7 Resilient and green)
- Hosted a roundtable on **green finance** with the GLA and Green Finance Institute
- Recruited and inducted seven boroughs to serve as **leads for our climate priorities** going forward; please see paragraph 6 for a proposal for our final lead borough

Green recovery

- In response to the Covid-19 crisis, officers pivoted to develop an ambitious set of eight **green recovery proposals**, agreed by TEC and Leaders Committee, and supported by Chief Executive London Committee and LEDNet
- Worked closely with the GLA to develop the **Green New Deal mission**, including:
 - Developing and advocating around a £1.1 billion pipeline of aligned borough projects
 - Building capacity and support for the Green New Deal and Good Work missions amongst sub-regional partnerships

Lobbying and communications

- Hosted three successful **London Climate Action Week** events in July and November, attracting a total live audience of more than 260, and speakers from BEIS, ADEPT, Ashden, CBI London, Repowering and Schneider Electric.
- Launched the inaugural polling results on **Londoners' attitudes to climate change**, attracting a good level of media coverage and comment
- Lobbied BEIS around **retrofitting grant funding**, to ensure that London receives a fair share of funds that are well-designed and targeted, and hosted three briefings for boroughs with the GLA; boroughs have secured £11.54 million in the first phase of Green Homes Grants (GHG), with further funding likely to be secured through further bids to GHG, Social Housing Decarbonisation Fund demonstrator and the Public Sector Decarbonisation Scheme.
- Secured an invite to a **BEIS 'critical friends group'** who will input into the development of GHG, the Social Housing Decarbonisation Fund and Public Sector Decarbonisation Scheme, and relevant cut across to, for example, the Social Housing White Paper
- Submitted or supported responses to five **Select Committee inquiries**, on energy efficiency of future homes, decarbonisation and green finance, future Environmental Audit Committee inquiries, post-pandemic economic growth and future BEIS Select Committee inquiries.
- Worked with **UK Power Networks** to input into their Distributed Future Energy Scenarios and draft 2023 – 2028 business plan, which will determine their investment during that period (a number of West London boroughs fall into Scottish and Southern Energy's area.).

Partnerships

- Worked closely with the **LGA** to influence their climate emissions accounting tool and align our activities around lobbying and low carbon procurement.
- Worked closely with **senior officer groups** to secure their insight and maintain alignment, including Lead Chief Executive Advisors – Environment, LEDNet, London Housing Directors' Network, Society of London Treasurers and the Association of Directors of Public Health – London.
- Supported the establishment of our **Heads of Communications** Climate Change Steering Group
- Supported the development of **climate capability training** for Directors and elected members, led by LEDNet, and so far, attended by 84 people.

3. The programme is currently resourced with a full time Head of Climate Change (started March 2020), and supported by London Councils Transport and Environment policy team (approximately an additional 0.7FTE resource) and other teams where appropriate, for example, the housing and planning team have been instrumental in getting the retrofitting working group off the ground. London Councils applied to the Government fast streamer programme but was not successful at this time but is planning to apply again. This programme offers a six months placement at London Councils to support a specific work strand of the climate change programme.
4. The climate programme is a significant priority for London Councils, and with the development of the Green New Deal and the resources required to support this work, it has grown larger than anticipated in its first year. Looking forward, officers believe this area will require more resource to effectively deliver the programme and provide the support that boroughs are looking for and anticipate making a request for additional staff resource early in 2021.
5. In 2021, the climate change programme will be focused on (see figure 1):
 - Supporting the climate lead boroughs to finalise action plans to 2030, including a two year initial work programme with strong buy-in across all boroughs and from relevant external partners
 - Continuing to work with the GLA to shape the Green New Deal, and to ensure that it focuses on the green economy and adds value to our wider work around climate change
 - Establishing effective governance and support structure amongst senior officers that will enable coordination and collaboration across the seven priorities and effective reporting back to TEC
 - Establishing a clear evidence base and common approaches to carbon data that can provide a robust foundation for the seven climate priorities and boroughs' climate action plans
 - Developing our policy and advocacy function with a clear set of offers and asks of key central government departments, and a strategy for influencing key moments through 2021, including COP26
 - Developing support to borough communications teams, based on survey data from our 2020 climate polling (see paragraphs 8 – 10 below) and the latest Business 1000 survey, and insights from our consumption emissions working group.

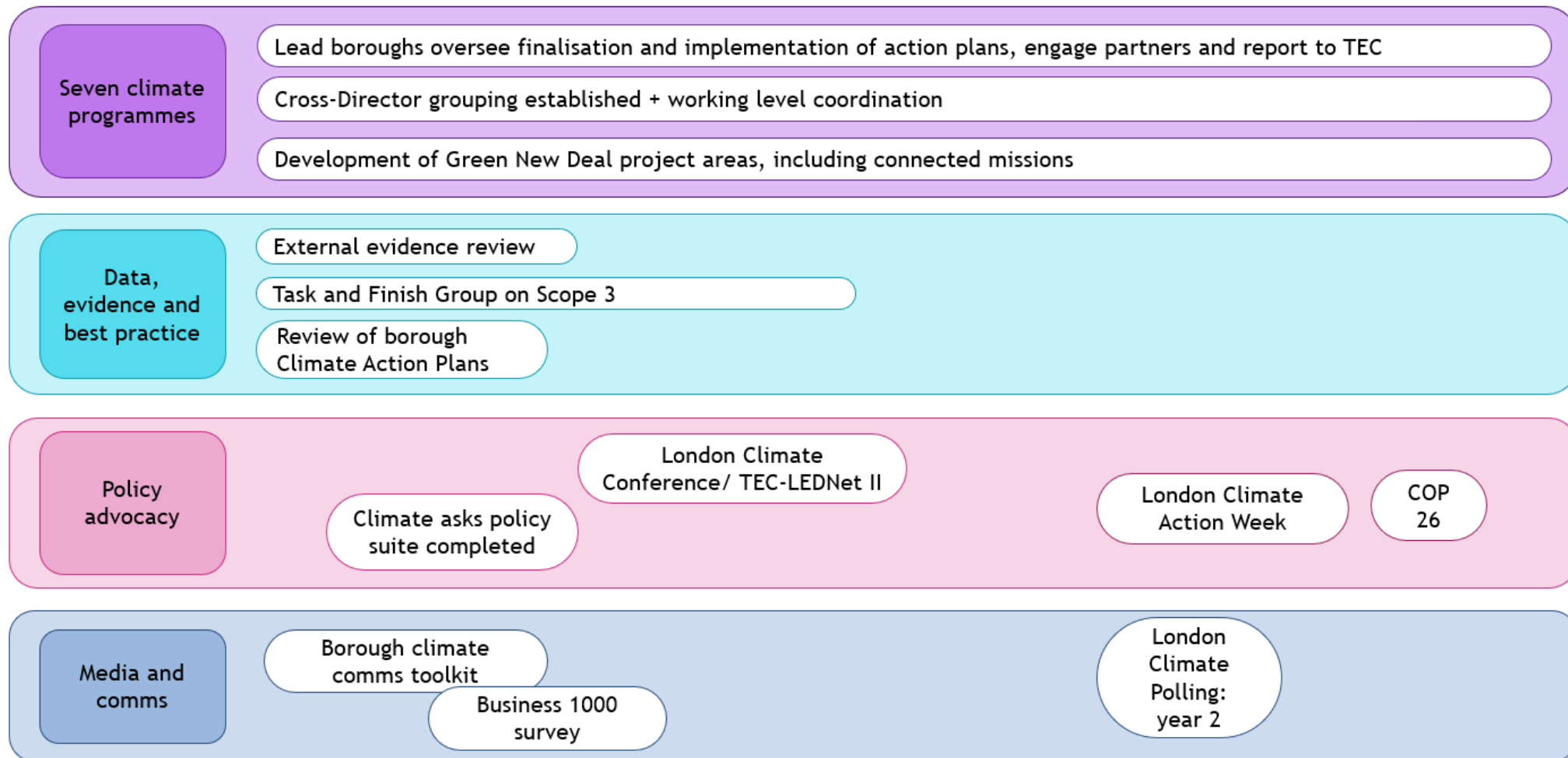


Figure 1: London Councils 2021 Climate programme priorities

Climate change lead boroughs

6. At its 11 June 2020 meeting, TEC agreed with the proposal for boroughs to host each of the seven climate change priorities going forward; at its 15 October meeting, the Committee endorsed lead boroughs for all the climate priorities, with the exception of #2 Low Carbon Development.
7. LB Hackney and LB Tower Hamlets have now come forward to take on the role of lead boroughs for #2 Low Carbon Development.
8. It is recommended that TEC endorses this.

Londoners' attitudes to climate change

9. On Monday 16th November, London Councils published its inaugural survey of Londoners' attitudes to climate change. We asked over 1,000 London residents about their level of awareness, concern, impacts from, and motivation to take action regarding climate change.

10. The poll shows that a significant majority of Londoners across all groups are concerned about climate change and believe that everyone should be taking action to address it.

Headline findings include:

- 82 per cent of Londoners are concerned about climate change, with 40 per cent describing themselves as very concerned
- 57 per cent of Londoners say their level of concern has increased in the last 12 months
- 71 per cent agreed with the view of all the London boroughs that: "Climate change is a significant threat to London and Londoners, and we need to act quickly and work together to reduce its severity and adapt to its impacts now and in the future", with an equal split between strongly agree and somewhat agree. This wording is taken from the Joint Statement on Climate Change.
- 52 per cent say their day to day life has been impacted
- 87 per cent of Londoners are motivated to help prevent climate change
- Londoners primarily find information about climate change on the national media (42 per cent), social media (31 per cent), and from friends and family (24 per cent)
- The majority of respondents believe everybody is responsible for solving climate change (56 per cent)

- 59 per cent of Londoners said climate change affects their decision making, and almost half of Londoners (46 per cent) consider the climate when making day-to-day purchases

11. London Councils have published a [member briefing](#) setting out the key results.

Recommendations: The Committee is asked to:

- Comment on the progress of the climate programme in its first year and proposed priorities for 2021 (paragraphs 1 – 4); and
- Endorse the borough lead for #2 Low Carbon Development (paragraph 6)

Financial implications for London Councils

12. There are no financial implications for London Councils.

Legal implications for London Councils

13. There are no legal implications for London Councils.

Equalities implications for London Council

14. There are no equalities implications for London Councils



London Councils' Transport and Environment Committee

Future Mobility Agenda: Item No: 07 London E-Scooter Trial & Dockless Parking Byelaw

Report by: Paulius Mackela

Job title: Principal Policy & Project Officer

Date: 10 December 2020

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Summary:

This report provides an update to TEC on TfL & London Councils' work on the upcoming multi-borough rental e-scooter trial and the dockless parking byelaw.

Recommendations:

Members are asked to:

- Note and comment on the report.

Overview

1. This report provides an update on the dockless micromobility workstream of the Future Mobility Agenda¹ and outlines the latest information about the London e-scooter trial tender and the dockless parking byelaw.

Multi-borough rental e-scooter trial in London

2. E-scooters are currently illegal for use in any public space, however they are legal to sell and use on private land, and demand for these vehicles is growing, with strong sales from UK retailers. Many cities across the world have significant rental markets and the government has now legislated to allow trials of rental e-scooters to be undertaken legally in areas that wish to run them.
3. London Councils' officers have provided regular updates to TEC and TEC Executive meetings over the past months²³⁴ and this section of the report provides an update on the London e-scooter trial tender and related work.
4. For trials in major cities, DfT published guidance⁵ stating that where trial areas were to involve several tiers of local government, their preferred approach was for a lead authority to be agreed. In most cases it was expected that the lead authority would have strategic oversight across all local trial areas. This approach has been adopted in London by TfL and London Councils, and working closely with the London boroughs, we have sought to ensure a joined-up and safety-first approach to the e-scooter rental trial in London that avoids policies and approaches varying borough by borough.

Tender

5. TfL and London Councils have now launched the procurement process to select up to three operators for a London rental e-scooter trial, with the issue of an invitation to tender. The process is open to all companies who want to take part. The trial is likely to launch in spring 2021, lasting for 12 months.
6. Safety is our top priority and ultimately this trial will help us understand if and how these vehicles can be safely accommodated in London. Operators taking part in the selection process will be assessed on their ability to meet strict safety requirements and high operating standards, putting safety first and ensuring that the trial is responsibly managed for the benefit of everybody in London.
7. Operators will also be required to provide critical data for TfL and the boroughs to understand the impacts of these vehicles on London's and local boroughs' goals, including Vision Zero, a shift to walking, cycling and public transport, zero emission targets and the Healthy Streets approach.

¹ For more information about the Future Mobility Agenda see the full report here:

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

² Full report to TEC in June 2020 can be accessed here: <https://www.londoncouncils.gov.uk/node/37367>

³ Full report to TEC Executive in July 2020 can be accessed here: <https://www.londoncouncils.gov.uk/node/37503>

⁴ Full report to TEC Executive in Sept 2020 can be accessed here: <https://www.londoncouncils.gov.uk/node/37617>

⁵ <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>

8. By working together, TfL, London Councils and the boroughs will be able to co-ordinate a trial in the capital, promote safe and consistent standards across a defined, geographically limited trial area on London's streets.
9. Boroughs will control parking locations for e-scooters to protect against street clutter and will be able to designate parts of their boroughs as no-go areas where e-scooters will not be able to be ridden and will automatically come to a stop, or as go-slow areas where the speed of the e-scooter will be automatically limited to 8mph.
10. Like all other vehicles, e-scooters will be banned from riding on pavements but will be able to use the same space as bicycles.
11. TfL, London Councils and the boroughs will also continue to work closely with stakeholders, including TfL's Independent Disability Advisory Group, to ensure that the trial meets the needs of everybody living in, working in and visiting the trial area.
12. This trial will be the only legal way of riding e-scooters in public places within London. Private use of e-scooters in any public place remains illegal, and the Metropolitan Police Service (MPS) are undertaking enforcement activity to deal with illegal e-scooters.

How is London's local government working together in the upcoming rental e-scooter trial?

13. TfL is leading the operator selection process with support and oversight from London Councils. TfL and London Councils will continue to maintain strategic oversight of the trial, co-ordinating with all project stakeholders. A project board will be established to make key decisions throughout the trial, which will include representatives from TfL, London Councils and the London Boroughs. TfL, London Councils and the London boroughs will continue to engage with a diverse range of stakeholders and reflect on stakeholder feedback throughout.
14. TfL will also manage the data platform through which critical trial data will be collected whilst London Councils will provide regular updates to the London Councils' Transport and Environment Committee throughout the duration of the trial.
15. London boroughs can join as either fully participating boroughs that provide parking for e-scooters, or just be a 'ride through' only borough. Fully participating boroughs will be responsible for determining where e-scooters can and cannot be parked, ensuring sufficient parking space is available; making the necessary changes to traffic orders; setting operational restrictions such as no-go and go-slow areas; and ensuring compliance and managing relationships with operators at a local level. Ride-through boroughs will not provide parking but will need to make regulatory alterations and operational provisions to enable e-scooters to be ridden.

What safety features will e-scooters have?

16. Safety is our number one priority, and the purpose of taking a collaborative approach between TfL, London Councils and the boroughs is to drive up a consistent safety standard for London. The final safety criteria have been agreed by TfL, London Councils, and the boroughs, and must be approved by the DfT ahead of any trial.
17. The operator's vehicles must comply as a minimum with the vehicle specifications set out by the DfT – including a maximum speed of 15.5mph. In addition to these minimum standards, it is expected that all vehicles must also:

- Be capable of efficient braking at all times, including where the battery is drained and on all road surfaces in typical weather conditions
 - Have a bell or acoustic warning device fitted
 - Have lighting at both the front and rear, which is always on throughout a rental
 - Have a unique identification number on each vehicle which is easily visible, as well as other distinguishing features which allow an operators e-scooters to be easily identifiable as a rental vehicle. Vehicles should also be easily distinguishable from other operators participating in the trial
 - Have on-vehicle information outlining contact details for reporting
 - Have a means of being self-standing (e.g. a robust kickstand)
18. There are further criteria TfL and London Councils will explore with operators throughout the procurement process, where we would like operators to demonstrate their expertise and experience on how they would deliver a safe trial for London, for instance how their vehicles are designed with the prevention of theft or vandalism in mind. As an attractive location we are expecting significant interest from the market, and expect to be offered the latest in cutting edge safety technology and innovations in service from around the world.
19. Operators will be expected to recommend and promote the use of helmets and other personal protective equipment (PPE). This could include partnerships with local businesses, or other local partners.
20. TfL and London Councils' requirements for operators have not only been developed in consultation with the London boroughs, but have been informed by engagement with key stakeholder groups (i.e. TfL Accessibility Forum, London Guide Dogs, RNIB, London Vision and many others) as well as lessons learnt internationally and from other cities in the UK that have launched trials. We will continue to look at lessons learned from around the world and listen closely to key stakeholders' concerns and ideas as to how to make any trial a success.
21. Each selected operator will bring their own expertise in how to best achieve the safety outcomes we want to see in London, and over the course of the trial we will learn from their different approaches about how best to achieve that.

Next steps

22. Clearly a collaborative approach is needed to get the best outcome for the Capital. By working together, TfL, London Councils and the boroughs will be able to co-ordinate a trial in the capital, promote safe and consistent standards across a defined, geographically limited trial area on London's streets.
23. We have now launched the procurement process to select up to three operators for a London rental e-scooter trial and expect to launch in spring 2021. In terms of preparation, the priority now is to ensure boroughs intending to join the trial from the beginning are ready to do so.
24. To this end, we will continue to work closely with TfL to support London boroughs preparing for the trial by hosting regular officer working group meetings, selecting operators for the trial, developing a new project board and sharing latest information from DfT and other stakeholders.

Pan-London dockless parking byelaw

25. Following an agreement by and on-going support from TEC to develop a pan-London approach to regulating the operation of dockless bike sharing schemes, TfL and London Councils have been working with borough officers to develop a new byelaw, which would complement existing powers and enable councils to determine where dockless bikes can and cannot be left.
26. Although this work has been delayed due to the Covid-19 crisis, we have now been able to proceed with the QC review of the byelaw and supporting documents. TfL and London Councils have now received initial feedback from the QC and our respective legal teams are working through the QC's report in order to understand if there are any changes that need to be made to the current drafting of the byelaw.
27. We will continue our work as set out in the TEC report from March 2020 (report recommendations were agreed under TEC urgency procedures as the meeting was cancelled)⁶, and expect to report to TEC at the following meeting with the proposed timetable for seeking Ministerial agreement to make the byelaw. If the Ministerial agreement is secured, a public consultation on the proposed byelaw will need to be held before TEC makes any final decisions about its implementation.
28. In order for the byelaw to be agreed and made centrally, all London borough councils need to delegate their powers to make byelaws pertaining to dockless bikes to London Councils' TEC. At time of writing, 31 Boroughs have done so, and all delegations are expected to be secured before the next TEC meeting.
29. It is important to continue this work because if, following the proposed rental e-scooter trials, these micromobility vehicles are legalised in the UK, but no new powers are provided for local authorities to manage the rental market, it will be essential that transport authorities in the capital are as well-equipped as possible to manage these schemes. As such, the case for the proposed byelaw, which uses the term "dockless vehicles" (as opposed to "dockless bikes", so as to apply equally to bikes, e-bikes and e-scooters) remains compelling.

Recommendations:

Members are asked to:

- Note and comment on the report.

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.

⁶ Full report can be accessed here: <https://www.londoncouncils.gov.uk/node/37195>

Equalities implications for London Councils

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

London Councils' Transport and Environment Committee

London Borough of Bromley Approval to Commence Moving Traffic Enforcement

Item No: 09

Report by: Andrew Luck **Job title:** Transport Manager
Date: 10 December 2020
Contact Officer: Andrew Luck
Telephone: 020 7934 9646 **Email:** andrew.luck@londoncouncils.gov.uk

Summary: This report seeks approval for the London Borough of Bromley to commence enforcement of moving traffic contraventions under the London Local Authorities and Transport for London Act 2003.

Recommendations: The Committee is asked to:

- agree that permission be given to the London Borough of Bromley to enforce moving traffic contraventions using CCTV.

Background

1. London Councils' Transport and Environment Committee is responsible for the approval of applications from London local authorities that wish to commence CCTV enforcement. London Councils also promotes best practice which ensures a consistent approach to CCTV enforcement across London.
2. The London Local Authorities and Transport for London Act 2003 allows London authorities to take on the civil enforcement of certain moving vehicle contraventions. The Transport and Environment Committee agreed on 21 July 2005 that the pilot scheme was complete and that authorities that wished to take on the powers should apply to the Committee for approval to commence.
3. An authority cannot choose which contraventions to enforce; they must take on responsibility for all the contraventions across the whole of the authority's area.
4. The London Borough of Bromley are currently the only London borough not to take up these powers.

5. Transport for London also enforces moving traffic contraventions by CCTV but does not require the Committee's approval to do so.

Application to Commence Moving Traffic Enforcement by the London Borough of Bromley

6. The key steps for boroughs planning to adopt the powers are:
- Liaise with the police regarding transfer of enforcement
 - Produce an inventory of all locations where the prohibitions, restrictions and instructions to vehicles can be found
 - Review all prohibitions and restrictions to make sure they are appropriate
 - Review all related signs and markings to make sure they are in good condition
 - Obtain council resolution to take on the powers
 - Advertise the passing of the resolution and the date set in a local newspaper and in the London Gazette
 - Identify the enforcement regime and capacity
 - Determine enforcement priorities
 - Apply to London Councils TEC for approval to take on the powers
 - Carry out local publicity and an awareness campaign
7. An application to commence enforcement of moving traffic contraventions has been received from the London Borough of Bromley (Appendix A), which is proposing to commence enforcement from 1 April 2021. This application includes a list of possible enforcement locations and a model Penalty Charge Notice. Members are recommended to approve the application as the authority has followed the key steps above and the application meets the criteria set down by the Committee.

Financial Implications

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

Legal Implications

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

Equalities Implications

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

Recommendations

11. The Committee is asked to:
- agree that permission be given to the London Borough of Bromley to enforce moving traffic contraventions using CCTV.

Appendix A- London Borough of Bromley Application

**Environment & Public Protection**

Civic Centre, Stockwell Close, Bromley, BR1 3UH

Telephone: (020) 8464 3333

Direct Line: (020) 8313 4647

Email: chloe.wenbourne@bromley.gov.ukInternet: www.bromley.gov.uk

Our ref: Project 69: MTC Implementation Bromley

Mr Spencer Palmer
Director of Transport and Mobility
London Councils
59 ½ Southwark Street
LONDON SE1 0AL

23.10.2020

Dear Mr Palmer

Application for approval to commence CCTV enforcement of moving traffic contraventions in the London Borough of Bromley

Please accept this letter as a formal application by the London Borough of Bromley to commence enforcement by CCTV of moving traffic contraventions across the borough with effect from 1 APRIL 2021

I have attached schedules for all current moving traffic controls throughout the borough which could be enforced through CCTV, (Appendices 1 and 1A).

I can confirm that all recording and processing will be in accordance with the Codes of Practice and industry best practice guidance and that the operation will be monitored securely and in a controlled environment.

I have also included a sample Penalty Charge Notice which will be served through the post to those considered liable for moving traffic contraventions within the London Borough of Bromley, (Appendix 2).

Please do not hesitate to contact me direct should you have any queries regarding this application.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Chloe Wenbourne'.

Chloe Wenbourne
Head of Parking Services
Shared Parking Services (London Boroughs of Bromley & Bexley)

PREScribed ROUTE ORDERS INDEX

Street Name	Restriction	Order No.
Addison Road, Bromley	One way	1990/003
Albany Road, Bromley	One way	1986/002
Albermarle Road, Beckenham	Turn left only	1974/300
	Cycle Lanes Experimental	2020/32
	One-Way Experimental	2020/31
Albert Road, St. Mary Cray	Closure	1989/031
Aldermay Road, Bromley	One way	1986/003
Anerley Park, Penge	One way	1990/014
	(Amendment 1)	2012/017
Anglesea Road, St. Mary Cray	One way	
1967/273		
Auckland Road, Anerley	Width restriction	1977/108
Augustus Lane, Orpington	Left turn	1981/366
Augustus Lane, Orpington	One Way	2007/001
Avalon Road, Orpington	Banned Turn	1983/453
Babbacombe Road, Bromley	One way	1986/003
Barnet Wood Road, Hayes	Lorry Ban	1994/016
Barnmead Road, Beckenham	Closure	1993/048
Beadon Road, Bromley	Access only	1991/007
Beckenham Lane, Bromley	Left Turn	2014/023
Beckenham Road/High Street, Penge	Yellow box	1993/004
Beckenham Road, Beckenham	Banned turn	1977/372
Belgrave Close/Oldbury Close, St.M.C	Footpath closure Exp.1997/19 Perm.	1997/056
Belvedere Road, Anerley	Width restriction	1977/108
	One Way	2002/026
Belvedere Road, Biggin Hill	Closure	1971/163
Betts Park area	Lorry Ban	1987/015
Bickley Park Road (North Bromley)	Lorry Ban	1991/005

Birkbeck Road, Beckenham	One way	Exp.1996/17 Perm.1997/021
Bloomfield Road, Bromley	One way	1990/003
Bogey Lane, Downe	Road Closure	2008/016
Bromley Common/Crown Lane area	Lorry Ban	1984/187
Bromley Common/Hayes Lane	Yellow box	1988/004
Bromley North Railway Stn frontage	Prohibited area/banned left turn	1998/046
Bromley Road, Beckenham	Banned U Turn	1984/197
Bromley Road, Beckenham	Banned Turn	1974/300
Brook Lane, Bromley	One way	2017/009
Broomhill Road, Orpington	One way	1965/932
Burnhill Road, Beckenham	One way	1965/932
Burnt Ash Lane, Bromley	Banned Right Turn	2015/051
Burrell Row, Beckenham	One way	2018/15
Byway 174 (Poverest Recreation ground)	Closure - night only	1994/002
Cambridge Road, Bromley	Closure	1988/028
Cambridge Road, Bromley	One way	1971/164
Carlton Parade, Orpington	One way	1996/024
Chancery Lane, Beckenham	Closure/one way	1975/162
Cherry Orchard Road, Bromley	Closure	1991/011
Chislehurst Road, Orpington	One way	1970/388
Church Avenue, Beckenham	One way	1968/394
Church Lane, Bromley	One way	
1976/044		
Church Road/High Street, Bromley	Left turn only	1992/016
Church Road/High Street, Bromley	Cycle exemption	1997/064
Church Road, Farnborough	One Way	2009/024
Church Road, Upper Norwood	One Way	2002/026
Church Row, Chislehurst	One way bus only	1994/017
(Experimental)	One Way	2020/38
Cintra Park, Anerley	One way	1989/025
Clarence Road, Bickley	Weight Restriction	2006/043
Clarence Road, Bickley (Experimental)	Road Closure	2019/2

Cleave Ave/Farnborough Way, Orpington	No entry	1965/487
Clevedon Road, Penge	One Way	Exp.2001/21 Perm. 2003/029
Clock House Road, Beckenham`	Banned right turn	1962/2117
Clock House Road, Beckenham	No entry	1977/372
College Road, Bromley	One way	1971/164
College Road, Bromley	One way	1991/004
College Road/Tweedy Road, Bromley	Left turn only	1992/016
Cookham Road, St Pauls Cray	Road Closure	Exp. 2002/09 Perm.2003/032
Court Rd/High Street/Lower Rd, Orpington	One Way/turns	1986/001
Cray Avenue - Weatsheaf Hill	Lorry Ban	1985/343
Cray Avenue, Orpington	Banned Left turn	1986/001
Cray Avenue, Orpington	Banned U-Turn	2014/008
	Banned U-Turn	2014/031
Cricket Ground Road, Chislehurst	Closure (not operational)	1988/017
Crofton Road, Orpington	One Way	1971/382
Crossways Road/Village Way, Beckenham	Banned right turn	1987/002
Crown Ash Hill, Biggin Hill	Closure	2007/017
Crown Lane, Bromley	One way	1964/826
Croydon Road/South Walk, West Wickham	Lorry Ban	1991/015
Croydon Rd/Upper Elmers End Rd/Elmerside Rd	One way	1965/932
Croydon Road, Beckenham	Banned U-Turn	2001/020
Croydon Road, West Wickham	One way	1969/296
Crystal Palace Parade	One way (LBSouthwark)	2017/98
Crystal Palace Park Road	Bus Gate	1997/012
	Amend.1	Exp. 1998/41 Perm. 1999/038
	Amend. 2.	2000/028
Crystal Palace Park Road	Banned Right Turn	2001/029
Crystal Palace Triangle	One way system	2002/25&26
Curtismill Way, St. Paul's Cray	One way	1992/026
Dyke Drive, Orpington (Experimental)	School Street	2020/36
East Street, Bromley	One way	1977/629

East Street, Bromley	One Way	2014/019
Eden Park Avenue, Beckenham	Closure	Exp. 1970/232 Perm. 1971/420
Eden Road, Beckenham	One way	1970/428
Edenbridge Close/Sandway Road, St.M.C	Footpath closure	1997/006
Edenbridge Close/Shorne Close, St.M.C	Footpath closure	1997/006
Edenbridge Close/Yalding Close, St.M.C	Footpath closure	Exp.1997/19 Perm. 1997/056
Edgington Way, St. Paul's Cray	Left turn	1990/003
Elmcroft Road, Orpington	One way	1970/388
Elmfield Park, Bromley	One way	2015/040
Elmfield Road, Bromley	One way	2015/040
Elmfield Road, Bromley	Left turn	1986/003
Ethelbert Road, Bromley	One way	2006/049
Fairfield Road, Beckenham	One Way	2003/004
Farnborough Crescent, Hayes	One way	1990/036
Farnborough Hill, Farnborough	Prohibition of driving	1962/2395
Five Elms Road, Hayes	Lorry Ban	1994/016
Florence Road, Bromley	One way	1986/003
Frinstead Close/Yalding Close, St.M.C	Footpath closure	1997/006
Frinstead Close/Wotton Green, St.M.C	Footpath closure	Exp.1997/19 Perm.1997/056
Gates Green Road, West Wickham	One way	1987/009
Glebe Road, Bromley	One way	1986/003
Goddard Road, Beckenham	Banned turn	1969/423
Goddard Road, Beckenham	One Way	Exp.2000/22 Perm. 2001/017
Goodmead Road, Orpington	One way	1970/388
Gosshill Road, Chislehurst	Road closure	2016/47
Gravel Road, Bromley	One way	1976/044
Green Street Green Roundabout	One way	1937/1159
Grosvenor Road, West Wickham	One way	1990/009
Gwydor Road, Beckenham	Closure	1975/392
Hammelton Road, Bromley	One way	1986/003
Hawksbrook Lane, Beckenham	Closure	2003/037
Hayes Lane, West Wickham	Width restriction	1978/269

High Street/Albemarle Road, Beckenham	Banned right turn	1987/003
High Street/Church Avenue, Beckenham	Yellow box	1993/043
High Street, Bromley Pedestrianisation	Permit only	1993/015
High Street, Bromley	Closure	2003/021
High Street, Farnborough	Banned right	Exp.1996/20 Perm. 1997/041
High Street, Orpington	One way	1970/388
High Street, Orpington (War Memorial)	One way	1939/611
High Street, Penge	One way	1971/162
High Street, Penge - Blenheim Centre	Closure	Exp. 1999/7. Perm. 1999/049
High Street, Penge - Nos.99 - 115	Closure	2000/030
High Street/Croydon Road, Penge	Yellow box	1987/013
High St. & Island site, St. Mary Cray	One way	1976/472
High Street, St. Mary Cray	Closure	1976/472
Hillview Road, Orpington	One way	1990/015
Homesdale Road/Masons Hill, Bromley	Yellow box	1988/004
Hookwood Rd, Pratts Bottom (Experimental)	School Street	2020/36
Kelsey Lane, Beckenham	Closure	1994/018
Kelsey Lane, Beckenham	One way	Exp. 2007/024 2009/001 Perm.
Kelsey Way, Beckenham	Closure	1968/262
Kenilworth Road, Penge	One Way	Exp.2001/21 Perm. 2003/029
Knoll Rise area, Orpington	Lorry ban	1993/007
Lakeswood Road, Petts Wood	One way	1985/151
Lancing Road, Orpington	Closure	1985/130
Lansdowne Place, Upper Norwood	One Way	2002/026
Landsdowne Road, Bromley	Weight restriction	1970/109
Landsdowne Road, Bromley	Closure	Exp. 1998/?? Perm. 1999/021
Langley Road, Beckenham	One way	1970/428
Lawn Road, Beckenham	Road Closure	Exp 2015/044 Perm 2016/48
Lea Road, Beckenham	One way	1976/210

Ledrington Road, Anerley	Closure	1989/024
Ledrington Road, Anerley	One way	1973/232
Limes Road, Beckenham	One way	1975/162
London Road, Bromley	Right Turn	2014/023
Lytchet Road, Bromley	Left turn	1971/164
Mackenzie Road, Beckenham	Part one way	Exp.1996/17 Perm.1997/021
Maidstone Road, A20	One way	1967/167
Main Road, Biggin Hill	Banned turn	1977/277
	Banned Right Turn	2011/017
Main Road, St. Paul's Cray	Width restriction	1978/316
Malcolm Rd, Penge (Experimental)	School Street	2020/36
Market Square, Bromley	Limited access	1988/021
Marlow Road area, Penge	Lorry ban	1987/014
Masons Hill/Westmoreland Rd, Bromley	Yellow box	1989/023
Masons Hill/Cromwell Avenue, Bromley	Yellow box	1993/013
Masons Hill/Napier Road, Bromley	Yellow box	1991/003
Meadow View, St. Mary Cray	Road Closure	2013/006
Midfield Way, St. Paul's Cray	Banned Right Turn	2011/019
Millfields Close/Station App, St. Mary Cray	Yellow box	1992/009
Mitchell Way, Bromley	One way	1986/003
Mitchell Way, Bromley	Left turn only	1992/016
Moorfield Road, Orpington	One way	1970/388
Mortimer Road, Orpington	Closure	1989/010
Nichol Lane, Bromley	Left turn	1971/164
North Street, Bromley	Closure	Exp. 2004/003 Perm. 2005/018
Oaklands Road, Bromley	One way (part)	1990/034
Oakley Road, Bromley	Left turn only	
1976/044		
Old Hill, Green Street Green	One way	1995/009
Pallant Way, Orpington	One way	1993/039
Palmerston Road, Farnborough	One way	1973/247
Park Avenue/London Road, Bromley	Closure	1968/053

Park Road, Chislehurst	One way	1966/186
Park Rd, St. Mary Cray (Experimental)	School Street	2020/36
Paxton Road, Bromley	One way	1971/164
Pecche Way, Orpington	One way	2013/016
Perry Hall Road, Orpington	One way	1970/388
Pickhurst Lane Service Road	Closure	1989/014
Pickhurst Lane Service Road	Closure	1993/001
Pickhurst Lane Service Road	One way Exp. 2016/31 Perm.	2017/33
Pickhurst Rise area	Lorry ban	1991/001
Pines Road, Bickley	One way	1981/355
Pinson Way, Orpington	One way	2013/016
Plaistow Lane, Bromley	One way	1971/164
Polesteeple Hill, Biggin Hill	One way	1988/025
Polesteeple Hill, Biggin Hill	Banned turn	1988/025
Prestbury Square, Mottingham	One way	1997/066
Princess Parade, Locksbottom	No entry	2003/012
Queen Anne Avenue, Bromley	Width restriction	1978/007
Rafford Way, Bromley	Closure	1986/003
Ravensbourne Road, Bromley	One way	2006/049
Ravenscroft Road, Beckenham	Part one way Exp.1996/17 Perm.	1997/021
Red Lodge Road, West Wickham	Width restriction	1978/269
Richborough Close/Oldbury Close, St.M.C	Footpath closure	1997/006
Richborough Close/Shorne Close, St.M.C	Footpath closure Exp.1997/19 Perm.	1997/056
Ringers Road, Bromley	One way	1986/003
Ringshall Road, St. Pauls Cray	One Way	2008/013
Ronalds Road, Bromley	One way	1986/003
Rookery Gardens, St. Mary Cray	Closure	2003/006
Royston Road, Penge	One Way Exp.2001/21 Perm.	2003/029
Ruxley roundabout	One way	1951/186
Saltwood Close service road, Chelsfield	One way	1994/007
Scarlet Close, St. Paul's Cray	One way	1993/006
School Rd, Chislehurst (Experimental)	Road Closure	2020/39

	(Experimental)	One way		2020/38
Scotts Avenue, Shortlands		Road Closure	Experimental	2020/33
Sevenoaks Road/Broke Farm Drive		Gap closure		1987/001
			Amend. 1	1996/040
Sevenoaks Way, Orpington		Left Turn		2013/012
Sevenoaks Way, St. Paul's Cray		Closure		1981/223
Sherman Road, Bromley		Left turn/pedal cycle only area		2019/24
Shire Lane, Farnborough		Closure		1962/2395
Shirley Crescent, Beckenham		One Way	Exp.2000/2 Perm. 2001/017	
Snag Lane, Cudham		Closure		1987/019
South Eden Park Road roundabout		One way		1938/1123
South Street, Bromley		One way		1992/016
Southborough Lane, Bromley		Lorry ban		1988/009
Southborough Lane, Bromley		Banned turn		1988/011
Southend Rd/The Avenue, Beckenham		Yellow box		1994/003
Southey Street, Penge		One way		1967/272
Southlands Road, Bromley		One way		1973/246
St. Dunstan's Lane, Beckenham		Width restriction	Exp.1998/26 Perm.1999/028	
St. Margarets Road, Elmers End		Bus Gate		2011/057
Stanmore Terrace, Beckenham		One way		1976/210
Station Road, Bromley North		One way		1986/003
Station Road, Orpington		Banned U-Turn		2009/040
Station Square, Petts Wood		One way		1989/004
Sundridge Avenue, Bromley		Width restriction		1977/146
Sunningvale Avenue, Biggin Hill		One Way		2011/018
The Crescent, Beckenham		One way		1968/394
			Amend. 1	1992/004
Thicket Road, Penge		One way		1990/014
Tillingbourne Green, Orpington		One way		2008/012
	(Experimental)	School Street		2020/36
Torr Road, Penge		One way		1988/015
Tubbenden Lane, Farnborough		Closure		1977/289

Unnamed Road, Bromley South (BR)	One way	2015/040
Unnamed Road, Bromley South (BR)	Taxi Lane	1993/010
Upper Elmers End Road, Eden Park	OneWay	2002/008
Victoria Road, Chislehurst	One way	1985/179
Village Green Avenue, Biggin Hill	Closure	1967/152
Walters Yard, Bromley	Closure	Exp.1969/360 Perm.1971/077
Watts Lane, Chislehurst	Width restriction	1977/646
Wendover Road (Ivy Bridge), Bromley	10 ton limit	1963/771
Wensum Place, Hayes	One way	2019/23
West Street, Bromley	One way	1977/629
West Street/Walters Yard, Bromley	Yellow Box	1993/003
Westmoreland Road service road	One way	Exp. 2016/31 Perm. 2017/33
White Hart Road, Orpington	One way	1965/932
White Hart Slip, Bromley	Limited access	1988/022
Whitecroft Way, Beckenham	Closure	1980/098
Wickham Road, Beckenham	One way	1995/002
Widmore Area (Palace Estate)	Lorry ban	1993/037
Willett Close/Oaklands Close, Petts Wood	Footpath cycle ban	1968/051
Yester Road, Chislehurst	Width restriction	1977/146

New list of YBJ			
	Location	Town	Restriction
1	Beckenham Road/Churchfields Rd	Beckenham	Yellow Box
2	Beckenham Road/High Street/Kent Hse,Penge	Penge	Yellow Box
3	Bromley Rd/Old Hill	Chislehurst	Yellow Box
4	Bromley Road/Shortlands Rd	Bromley/Shortlands	Yellow Box
5	Central Common Rd/Loop Rd	Chislehurst	Yellow Box
6	Central Common Rd/Prince Imperial Rd	Chislehurst	Yellow Box
7	Cray Ave/Cray Valley Rd	Orpington	Yellow Box
8	Cray Ave/Nugent Centre	St Mary Cray	Yellow Box
9	Cray Avenue/Station App/Sevenoaks Way	Orpington	Yellow Box
10	Crofton Rd/Slip Rd/Lidl Supermarket	Locksbottom	Yellow Box
11	Croydon Rd/Aldi Supermarket	Penge	Yellow Box
12	Croydon Rd/Eden Rd (2)	Elmers End	Yellow Box
13	Croydon Rd/Elmers End Rd	Elmers End	Yellow Box
14	Croydon Rd/Langley Rd (1)	Elmers End	Yellow Box
15	Croydon Rd/Upper Elmers end Rd	Elmers End	Yellow Box
16	Crystal Palace Parade/Bus Station Entry (2)	Crystal Palace	Yellow Box
17	Crystal Palace Parade/Bus Station Exit (1)	Crystal Palace	Yellow Box
18	Eden Park Ave/Dunbar Ave	Elmers End	Yellow Box
19	Elmers End Rd/Ash Grove	Penge/Elmers End	Yellow Box
20	Hayes Lane/Fletchers Close	Bromley	Yellow Box
21	Hayes Lane/Vincent Close	Bromley	Yellow Box
22	High St Bromley Sth/Access Rd Police Station (1)	Bromley	Yellow Box
23	High St Bromley Sth/Elmfield Rd (2)	Bromley	Yellow Box
24	Homesdale Rd/Waldo Rd	Bromley	Yellow Box
25	London Rd/Beckenham Lane	Bromley	Yellow Box
26	Pickhurst Lane/The Ave	Hayes	Yellow Box
27	Plaistow Lane/Burnt Ash Lane	Bromley	Yellow Box

28	Rectory Rd/Beckenham Jct. Station Entry (1)	Beckenham	Yellow Box
29	Rectory Rd/Beckenham Jct. Station Exit (2)	Beckenham	Yellow Box
30	Red Lodge Rd/Hawes Lane (1)	West Wickham	Yellow Box
31	Red Lodge Rd/The Ave/Pickhurst Rise (2)	West Wickham	Yellow Box
32	Royal Parade/Church Row	Chislehurst	Yellow Box
33	Sevenoaks Way/Main Rd	St Mary Cray	Yellow Box
34	Sevenoaks Way/Meadow View	St Mary Cray	Yellow Box
35	Sevenoaks Way/Sidcup Bypass	St Mary Cray	Yellow Box
36	Shortlands Rd/Valley Rd	Bromley/Shortlands	Yellow Box
37	Southend Rd/Foxgrove Rd, Beckenham (1)	Beckenham	Yellow Box
38	Southend Rd/Slip Rd (supermarket), Beckenham (3)	Beckenham	Yellow Box
39	Southend Rd/The Avenue, Beckenham (2)	Beckenham	Yellow Box
40	Station Rd/Tesco Supermarket	Orpington	Yellow Box
41	Station Rd/Tower Rd (1)	Orpington	Yellow Box
42	Station Rd/Tubbenden Lane (2)	Orpington	Yellow Box
43	Station Road/Station App	Orpington	Yellow Box
44	Tudor way/St Johns Rd	Petts Wood	Yellow Box
45	Upper Elmers End Rd/Croydon Rd	Elmers End	Yellow Box
46	West Street/Walters Yard, Bromley	Bromley	Yellow Box
47	Westmoreland Rd/Aylesbury Rd	Bromley	Yellow Box
48	Westmoreland Rd/Simpsons Rd	Bromley	Yellow Box
49	Widmore Rd/St Blaise	Bromley	Yellow Box
50	Willow Grove/Supermarket	Chislehurst	Yellow Box



. *&SERNO*.

&VNAME

DO NOT IGNORE THIS NOTICE

&AADD1

&AADD2

&AADD3

Date of this Notice: &PRTAD

&AADD4

&APCOD

Penalty Charge Notice

&LEGIS

The Penalty Charge Notice &SERNO is being served by post on the basis of real time recorded evidence captured by CCTV. The vehicle ®NO was observed on &DOFFC and the authority believe that a penalty charge is payable on the grounds of the following alleged moving traffic contravention: &OFF11 &OFF12 &OFF13 in &LOCPT at &TOFFC hours.

Contravention Code: &OFFC1

The penalty charge is £&CFINE

The penalty charge must be paid not later than the last day of the period of 28 days beginning with the date of this Notice.

The penalty charge is reduced by 50% to £&CLFIN, if the penalty charge is paid not later than the last day of the period of 14 days beginning with the date of this Notice.

Please do not make any payment if you want to challenge this Penalty Charge Notice.

If you do not believe you should have to pay this penalty charge, you may make representations to us (see How to make representations section, overleaf). Any representations received by this authority outside the 28 day period mentioned above may be disregarded.

If after the last day of the period of 28 days beginning with the date of this Notice, no such representations have been made and the penalty charge has not been paid fully, we may increase the penalty charge by 50% from the full penalty charge to £&CHARG and may take steps to enforce payment of the increased charge.

How to pay

By phone: 0330 088 4681 (24hrs debit/credit card)

Online at: www.bromley.gov.uk/parking (24hrs debit/credit card). You may make payments using this secure site with most major credit or debit cards (not Diners Card or American Express).

By post to: Bromley Parking Services, PO Box 1166, Wellington House, Uxbridge, UB8 9BD. **PLEASE DO NOT SEND CASH BY POST.** Cheques and postal orders should be made payable to "London Borough of Bromley"

In person at: Civic Centre Payment Desks, Stockwell Close, Bromley, BR1 3UH during office hours

Information about this Penalty Charge Notice

To view photographs taken when the Penalty Charge Notice was issued online, go to www.bromley.gov.uk/parking/, (normally available within 24 hours of the Penalty Charge Notice issue date).

Making a representation

If you wish to submit a representation, go www.bromley.gov.uk/parking/. Please ensure you attach any documentary evidence that supports your appeal. For further details of how to make representations please see the separate sheet.

How to make representations

If you do not believe you should have to pay this penalty charge, you may make representations to us. Representations may be made by writing to Bromley Parking Services, PO Box 1166, Wellington House, Uxbridge, UB8 9BD, or you may challenge the notice online by going to www.bromley.gov.uk/parking/. Please include any supporting evidence. If we receive your representation within the 14 day reduced charge period, but do not accept it, we will allow a further 14 days from the date of the rejection letter for you to pay the reduced penalty charge. If however you elect to submit an appeal against the Council's decision to the Environment and Traffic Adjudicators and your appeal is unsuccessful the full charge will be due.

The Statutory Grounds for representations are:

- A. **I was not the owner of the vehicle at the time** - if you sold the vehicle before the date of the contravention or bought it after the date, or if you believe you never owned it, you must tell us the name and address of the person who bought it from you or sold it to you if known, or provide evidence to support your claim. Please supply evidence of the sale/purchase (e.g. a sales receipt).
- B. **There was no contravention of an order or failure to comply with an indication on a sign** – please explain why you think there was no contravention of a traffic order or why there was no failure to drive the vehicle in the way shown on the sign
- C. **The vehicle was being used without your consent** – if the vehicle had been stolen, please provide details of the Police crime reference number or insurance claim
- D. **We are a hire firm and the vehicle in question was at that material time hired under a hiring agreement; and the person hiring it has signed a statement accepting liability** - please supply a copy of the signed agreement including the name and address of the hirer.
- E. **The penalty charge exceeded the amount applicable in the circumstances of the case** - if you think you are being asked to pay more than you should legally pay.

We will consider representations made for any other compelling reasons.

After we have considered your representations, we will write to you with our decision.

Within the period of 56 days beginning with the date on which we receive your representations, we will consider them and serve a notice on you of our decision. If we accept your representations, we will cancel this notice and you will not have to pay the penalty charge. If you have made representations within the period of 28 days beginning with the date on which this notice is served, or if you have made representations outside that period but we have not disregarded them, and we do not accept those representations, you will receive a Notice of Rejection. You will have a period of 28 days beginning with the date of the service of the Notice of Rejection to either pay the penalty charge or to appeal against our decision to the independent adjudicator. The Notice of Rejection will provide information on how to make an appeal to the adjudicator. The adjudicator will then consider the case and make a decision based on all the evidence provided. Please note that an adjudicator cannot allow an appeal on the basis of mitigating circumstances but may refer the case back to the authority for further consideration.

If neither payment nor representations are received by us before the end of the period of 28 days beginning with the date of service of this notice, then we may increase the penalty charge by 50% and may take steps to enforce payment of the increased charge.

You may view the evidence that the London Borough of Bromley is relying upon to serve this penalty charge at www.bromley.gov.uk/parking/

Data Protection Information

Personal data has been collected by the London Borough of Bromley and APCOA in order to serve this Penalty Charge Notice and enforce civil traffic or parking contraventions under the Traffic Management Act 2004. As we believe a contravention has occurred, your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations in the following ways:

- To request details of the registered keeper of the vehicle from the DVLA or the person/ company we believe to be the owner of the vehicle in order to pursue a Penalty Charge Notice
- Shared with third parties for appeals and enforcement, such as London Tribunals and Enforcement Agents
- Shared with the police or security organisations to prevent or detect crime.
- Data will be stored for a period of 2 years after the case file is closed as resolved.

Your Data Rights

In relation to the personal data which we may hold about you, you have the right to request to:

Be informed, have access or rectify incorrect information. You also have the right to object to or restrict our processing of your data.

Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

Contact and Further Information

If you would like more information about how we use your data, please read our Privacy Policy:

<https://www.bromley.gov.uk/privacy>. Guidance on submitting data protection questions and other information relating to Bromley's data handling policies can also be found through the above link. You have the right to complain to the Information Commissioner's Office at www.ICO.org.uk.

London Councils' Transport & Environment Committee

London Lorry Control Scheme Retender

Item no: 10

Report by: Stephen Boon **Job title:** Chief Contracts Officer
Date: 10 December 2020
Contact Officer: Stephen Boon
Telephone: 07872 377 126 **Email:** Stephen.boon@londoncouncils.gov.uk

Summary This report requests permission from TEC to either go to market (if necessary) to procure ANPR cameras and/or associated back-office systems for the enforcement of the London Lorry Control Scheme, or to explore camera sharing with other enforcement authorities for the same purposes.

Recommendations The Committee is asked to:

- Approve the use of ANPR in enforcing the London Lorry Control Scheme;
- Approve London Councils exploring camera sharing with other enforcement authorities (including TfL); and
- To agree in principle to London Councils' going to market for the purchase of ANPR technology, subject to final approval by TEC.

Background

1. The LLCS controls the movement of heavy goods vehicles over 18 tonnes maximum gross weight, at night and at weekends on specific roads on London's road network. The scheme has been in place since 1985 under the Greater London (Restriction of Goods Vehicles) Traffic Order 1985 and is enforced utilising the London Local Authorities and Transport for London Act 2003. The scheme is in place to help minimise noise pollution in residential areas during unsociable hours through restricted use of these roads.

2. In December 2015, TEC agreed to review the London Lorry Control Scheme (LLCS), its purpose and the impact it has on delivering goods and services in London. The review assessed the effectiveness of the scheme, including consideration of its impact on the freight industry, business and the benefits to London's residents.
3. The recommendations of the review were reported to TEC in June 2017. Among these, was a recommendation to conduct a pilot to see if automated number plate recognition could be used to enforce the scheme. The pilot, which was conducted in 2019, demonstrated that ANPR was an effective method of enforcement. ANPR technology will provide much higher levels of enforcement, improved compliance with the scheme and be more costs effective than the current manual enforcement arrangements.

Next Steps

4. Now that the pilot has demonstrated ANPR will work in the context of the London Lorry Control Scheme, officers are seeking approval from TEC to roll it out for enforcement of the scheme. Two options are under consideration.
5. The first option is to share existing cameras with London enforcement authorities, especially Transport for London, who have an extensive network of cameras at suitable locations used for the enforcement of various schemes, including the Low Emissions Zone, the Ultra-Low Emissions Zone and the Congestion Charge.
6. Officers have had some very early stage communications with TfL to explore whether this is viable. Should it be, this is London Councils' preferred option, as it would reduce costs and avoid purchasing additional cameras that would add to street clutter. However, at this stage, it is unclear whether there is the scope or appetite at TfL for such an arrangement. There are technical, procedural and data protection issues that need to be resolved to assess whether such an arrangement will be practical and cost effective. Nevertheless, officers considered it prudent to obtain TEC approval to pursue this further.
7. Should camera sharing with TfL not be possible, it will be necessary for London Councils to go to market to procure ANPR technology and associated back-office systems. It may be possible to still share cameras with other enforcement authorities at some suitable locations but it is likely that this would be in addition to, rather than instead of, a dedicated network of cameras at key strategic locations. At this stage, it is not possible to know the precise costs of these. However, they will exceed £250,000, the threshold in London Councils' financial regulations above which TEC approval is required.
8. Officers would like to begin testing the market to establish the various products and services on offer but require TEC approval to do so. As it could be necessary to start early market engagement alongside discussions with TfL, officers are seeking agreement from the committee to make London Councils' requirements public. Such a move will not place any obligation for TEC to purchase ANPR and associated technologies. Indeed, any decision to issue a tender and subsequently to purchase equipment would be subject to final TEC approval. However, agreement in principle is required.
9. Options that will be considered include the purchase and leasing of equipment as well as the possibility of establishing a framework contract from which other London local authorities could buy ANPR technology.

Financial Implications for London Councils

There are no immediate financial implications of publicising requirements and starting market engagement. Any procurement process will be subject to TEC agreement, both at specification approval stage and the tender acceptance stage, in accordance with London Councils Financial Regulations.

Legal Implications for London Councils

None

Equalities Implications for London Councils

None

Recommendations

The Committee is asked to:

- Approve the use of ANPR in enforcing the London Lorry Control Scheme;
- Approve London Councils exploring camera sharing with other enforcement authorities (including TfL); and
- To agree in principle to London Councils' going to market for the purchase of ANPR technology, subject to final approval by TEC.

Background Papers

TEC, 15 June 2017, London Lorry Control Scheme Review – Update and Initial Recommendations, Item 16

London Councils' Transport and Environment Committee

Taxicard Update

Item No: 11

Report by:	Andy Rollock	Job title:	Mobility Services Manager
Date:	10 December 2020		
Contact Officer:	Andy Rollock		
Telephone:	020 7934 9544	Email:	andy.rollock@londoncouncils.gov.uk

Summary: This report provides members with a progress update on the Taxicard scheme, including analyses of current performance levels. It also provides information on how the pandemic has impacted the taxi industry and the financial situation of the Taxicard scheme.

Recommendations:

1. Members are asked to note the contents of this report.
2. Agree to the continuation of the collection and delivery service until 31 March 2021, subject to gaining further signed consent from each borough to do so.

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. Since the social distancing measures were put in place by HM government to contain the spread of COVID-19, temporary changes have been made to the scheme. This report provides an update on these changes, as well as the financial implications for the remainder of the year.

Introduction

3. Procurement activity took place in 2017/18, and in March 2018 this committee agreed to award a new Taxicard supply contract to CityFleet Networks Ltd. However, there were some initial problems with some aspects of the service. These were outlined in a paper submitted to this committee in June 2019. CityFleet were placed on a detailed improvement plan and subsequently took successful measures to improve performance. Nevertheless, London Councils continues to work closely with the contractor to ensure the improvement in performance is sustained.

Scheme Management and Service Improvements

4. In response to Government initial instructions on social distancing and lockdown, officers took steps to implement risk management measures 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. In June, a new telephony platform was implemented to replace temporary mobile phone arrangements, which has given the team full functionality to respond to customer telephone enquiries both in a remote and office-based environment.
5. Since the last report to this Committee the contractor has taken the difficult decision to make some call centre staff redundant, as a result of the wider impact on their business of COVID-19. Officers are engaged with the contractor to ensure they have enough resources to service the Taxicard contract, also ensuring they can upscale their operation quickly once call volumes begin to recover to normal levels.
6. Overall vehicle arrival performance has continued to improve since the last report to this Committee in October 2020. Over the last few months, CityFleet has been regularly meeting their targets of 95% fulfilment within their Service Level Agreement (SLA). However, it must be recognised that this is against continued reduced level of bookings due to the pandemic.
7. In order to assist in meeting the challenges of the COVID-19 pandemic and maintain a service to vulnerable 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 allow the scheme to be used for collection and delivery of essential supplies without the Taxicard holder travelling.
8. 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.
9. For people that are self-isolating and social distancing, allowing this discretionary flexibility in the use of member trips/passes gives members another means by which to receive groceries and medicines. This helps those who are not covered by other Government and borough support/measures, such as the shielding initiative.
10. All 32 boroughs and the City of London Corporation agreed to this discretion, which initially was granted until the 31 August 2020. Before the change was adopted, Taxicard members had

to be present in the vehicle to use the scheme. This is a general condition of the scheme which is common to all London local authorities.

11. As this discretion was only granted until 31 August 2020, a recommendation was put to the Transport and Environment Executive Sub-Committee in July to consult with boroughs on extending the collection and delivery service until 31 December 2020 and also to gauge levels of interest in making this a standard feature of the scheme moving forward.
12. All 32 boroughs and the City of London Corporation were written to, in order to obtain signed agreement to extend this discretion until 31 December 2020, and to indicate their support for future consideration being given to making this a standard element of the scheme. All boroughs agreed to the extension, with three indicating they are not in agreement to making this a permanent element of the scheme moving forward. Discussions are taking place with these boroughs to gain an understanding as to why they have adopted this position, as unanimous agreement is required for any change to be made.
13. The pandemic continues and lockdown restrictions are in place until 2 December, with some restrictions continuing beyond this date. With that in mind, London Councils are recommending that the collection and delivery service is further extended until 31 March 2021 and seek Committee support to gain further signed consent from each borough in order to do so.
14. The below table shows the latest volumes of delivery and collection bookings made from 30 March 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 2,000-11,000 per week since. Nevertheless, feedback from customers continues to be very positive and this element of the scheme is valued by members who use it.

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

Borough			
	Trips	Cost	%
Camden	369	£6,887.90	9.00%
Hackney	262	£4,981.92	6.00%
Haringey	217	£4,034.76	5.00%
Islington	215	£4,015.72	5.00%
Lambeth	206	£3,994.61	5.00%
Westminster	187	£3,613.60	5.00%
Kensington & Chelsea	175	£2,854.56	4.00%
Hammersmith & Fulham	173	£3,008.28	4.00%
Ealing	167	£3,203.86	4.00%
Lewisham	153	£2,857.80	4.00%
Wandsworth	152	£2,471.87	4.00%
Barnet	144	£2,294.60	3.00%
Brent	141	£3,295.68	3.00%
Southwark	139	£2,766.67	3.00%
Tower Hamlets	133	£3,106.74	3.00%
Redbridge	123	£2,544.84	3.00%
Croydon	119	£1,718.08	3.00%
Merton	115	£1,960.37	3.00%
Greenwich	113	£2,602.38	3.00%

Richmond	105	£2,227.21	3.00%
Kingston	96	£1,595.28	2.00%
Sutton	94	£1,487.25	2.00%
Newham	90	£1,386.04	2.00%
Hounslow	79	£1,581.38	2.00%
Harrow	76	£1,308.36	2.00%
Waltham Forest	70	£1,329.66	2.00%
Bromley	60	£996.26	1.00%
Enfield	46	£789.84	1.00%
Barking & Dagenham	41	£880.32	1.00%
Havering	35	£521.60	1.00%
Hillingdon	35	£765.36	1.00%
Bexley	15	£196.46	0.00%
Grand Total	4145	£77,279.25	100%

Taxicard Performance

15. Table 2 below sets out the number of trips taken per month since January 2020 compared to the same period in 2019. Between January and November, the average number of trips per month was just over 40,000 compared to just over 74,000 in 2019. However, trip volumes began to fall away in March and by April only 10,000 trips were taken. This significant drop off was to be expected given the social distancing measures that were introduced in mid-March. We had begun to see journey volumes increase, albeit with journey numbers still significantly below average. However, since the introduction of new lockdown restrictions on 5 November, we are seeing a drop off in trips once more.

Table 2. Taxicard Bookings

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2020	56,919	79,784	42,385	10,094	16,602	20,930	30,733	50,062
2019	63,620	68,986	91,618	72,390	73,861	90,152	69,735	82,759
Variance	-6,701	+10,798	-49,233	-62,296	-57,259	-69,222	-39,002	-32,697
	Sept	Oct	Nov	Dec				
2020	45,071	54,946						
2019	67,448	66,839						
Variance	-22,377	-11,893						

16. As previously reported, the decline in journey numbers is continuing to have a positive impact on performance, with more drivers making themselves available to undertake Taxicard work performance on the contract has improved. The contractual Service Level Agreements (SLAs) for vehicle performance are as follows:

- For Advance bookings (AB), 95% of bookings to arrive within 15 minutes of the agreed time.
- For As Soon As Possible (ASAP) bookings, 95% of bookings to arrive within 30 minutes of the time the booking is made.

17. Performance against these since January 2020 is presented in table 3 below.

Table 3. Taxicard Performance Against SLA

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Target	95%	95%	95%	95%	95%	95%	95%	95%
AB	92%	90%	93%	95%	95%	96%	96%	95%
ASAP	92%	90%	93%	94%	94%	95%	96%	95%
Total	92%	90%	93%	94%	94%	95%	96%	95%
	Sept	Oct						
Target	95%	95%						
AB	95%	96%						
ASAP	94%	95%						
Total	95%	95%						

18. London Councils officers remain pleased that improvement in performance has been maintained, but note that low journey volumes, less competition from other customers using the contractor and a general downward trend in the taxi industry continuing to contribute to this. Nevertheless, the improvements follow a general upwards trend. Officers have begun working with the provider to plan for how to maintain these levels of performance when social distancing measures are eased and there is an upturn in the overall taxi industry.

Pandemic Impact on London Taxi Industry

19. The COVID-19 pandemic is having a negative impact on the taxi industry in London. Data from TfL Taxi & Private Hire Licence Team (TPH) has shown that the amount of licenced taxis and licenced taxi drivers has fallen since the beginning of the pandemic. With street hailing being dramatically affected, with less people going out, people continuing to work from home and the reduction in tourism cited as some of the reasons behind the decline. The below table shows the variances in the industry from November 2019 – November 2020.

Table 4

	November 2019	November 2020	Variance (%)
Licensed Taxis	19,247	14,906	- 4,341 (-22%)
Licensed Taxi Drivers	22,776	21,415	-1,361 (-6%)
Licensed PHV Operators	2,146	2,023	-123 (-6%)
Licensed PHV Drivers	108,286	108,692	-406 (-0.3%)
Licensed PH Vehicles	94,113	83,962	-10,151 (-11%)

20. During the easing of the first lockdown the industry showed signs of recovery with the end of summer showing an approximate return to 50% of normal levels, but this fell away steeply to 10% as the second lockdown was introduced in November.

21. Within this context, the Taxicard scheme is providing work to taxi drivers at a time when other work is scarce. Indeed, more drivers are making themselves available to undertake Taxicard bookings. Since the first lockdown in March to date, the contractor has added 297 drivers to their circuit and currently have 1,509 drivers of which 54% are doing Taxicard work, which is consistent with levels prior to the pandemic.

22. With the downturn in the taxi industry, the Taxicard scheme has played a major part in providing Taxicard members access to COVID secure travel and access to the collection and delivery service. In addition, it has also provided a lifeline to taxi drivers in maintaining an

income during this difficult time rather than having to leave the industry and seek alternative employment.

Taxicard Contact Centre Performance

23. At the beginning of the pandemic the contractor took measures to ensure enough resources are available to maintain service delivery and some staff were placed on furlough.
24. The contact centre handles an average of 20,000 per week pre COVID-19, which has reduced to an average of 8000 since, although we had seen an increase in call volumes we are now seeing a reduction in call volumes due to the recent lockdown restrictions as shown in the table 4 below.

Table 5 – Call Volumes

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20
Calls	76,239	77,294	49,970	12,144	9,647	23,822	37'585	46'325
	Sep-20	Oct-20						
Calls	49,858	46,762						

25. The contact centre performance indicators which are detailed below have now been changed to an overall performance matrix. Analysis showed that there is very little difference in the call traffic between the peak and off-peak times. This will also assist with better forecasting and resource management:

Old indicators;

Peak: (09:00 – 15:00)

30 seconds – 70% (percentage of call answered)

60 seconds – 85%

90 seconds – 90%

Off Peak: (15:00 – 09:00)

30 seconds – 70%

60 seconds – 85%

90 seconds – 90%

New performance indicators: from Oct 2020:

30 seconds – 80%

60 seconds – 85%

90 seconds – 90%

26. These are usually achieved however, we have seen some service failures in the past few months, with the contractor finding forecasting and resourcing difficult, due to the unpredictable spread of calls and these issues have been discussed with the contractor. London Council officers will be monitoring this closely and working with the contractor on their forecasting and resourcing to ensure performance is improved.

Table 6: Taxicard Contact Centre Performance (SLA: percentage of calls answered)

Peak	Jun 20	Jul 20	Aug 20	Sep 20	New Indicators from Oct 20	Oct 20
30 secs (SLA: 70%)	83%	72%	57%	59%	30 secs (SLA: 80%)	72%
60 secs (SLA: 85%)	93%	85%	73%	74%	60 secs (SLA: 85%)	83%
90 secs (SLA: 90%)	98%	98%	98%	99%	90 secs (SLA: 90%)	98%
Off Peak						

30secs (SLA: 85%)	81%	80%	72%	73%		
60 secs (SLA: 90%)	91%	89%	84%	83%		
90 secs (SLA: 95%)	96%	97%	97%	97%		

27. The contractor has recently made 26 staff redundant in their contact centre due to significant reductions in work throughout their operation. They have eight staff on furlough and 36 servicing the contract. Their plan was to use the Government furlough scheme and keep more staff on furlough. However, a decision was taken to progress their redundancy programme in order to provide stability to the contact centre and not prolong negative impacts on morale amongst the staff.

Predicted Taxicard Spend

28. 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.

29. The budget for 2020/21 is £10,427,874 and the below table shows prediction of costs using various scenarios based on how long lockdown measures are in place. Officers are confident that the scheme will be delivered within budget in 2020/21. TfL have recently agreed a financial settlement with HM Government until 31 March 2021, and Taxicard budget has been agreed as part of that arrangement.

Assumed demand level from Nov-Mar	Scenarios	Trips	Trip Cost includes management fee
45%	Worst Case	455,487	£4,755,387
58.96%	Base case	510,413	£5,325,370
75%	Better Case	573,525	£5,980,313
100%	Pre-Covid-19	946,024	£8,174,814

Financial Implications for London Councils

The Director of Corporate Resources notes the continued improvement in performance by the contractor, although current performance is likely to have been influenced by the current COVID-19 crisis. The table in paragraph 29 above indicates that in all presented scenarios, the TfL contribution to the scheme is likely to be sufficient to fully fund the scheme in 2020/21, with the probability that boroughs will not be required to contribute to the scheme in the current financial year. Officers are working closely with TfL and they have confirmed that Taxicard forms part of their future finance funding stream and have provided an indicative figure of £8.9 million funding for 2021/22 being assigned.

However, Members should note, this is not a confirmed figure and agreement will be sought from TfL that any committed budget will need to be subject to regular review and adjustments made dependent on any future financial pressures arising. Updates will be provided to this Committee with progress on this matter.

Legal Implications for London Councils

The approach described in the report takes into account the legal implications.

Equalities Implications for London Councils

None

Recommendations

1. Committee members are asked to note the contents of this report.
2. Agree to the continuation of the collection and delivery service until 31 March 2021, subject to gaining further signed consent from each borough to do so.

Background Papers

TEC – Taxicard Update – 15 October 2020 (Item 16)

TEC – Taxicard and Coronavirus/Covid-19 – Urgency Procedure (08 Apr 20)

London Councils' Transport & Environment Committee

Concessionary Fares 2021/22 Settlement and Apportionment

Item
no:12

Report by: Stephen Boon

Job title: Chief Contracts Officer

Date: 10 December 2020

Contact Officer: Stephen Boon – Chief Contracts Officer

Telephone: 020 7934 9951

Email: stephen.boon@londoncouncils.gov.uk

Summary

This report informs the Committee of the outcome of negotiations with transport operators (Transport for London (TfL), the Rail Delivery Group (RDG) and independent bus operators) regarding compensation for carrying concessionary passengers in 2021/22. It also seeks members' approval to the proposed settlement and apportionment of £295.152 million.

Recommendations

The Committee is recommended to:

1. Agree the TfL settlement of £275.975 million for 2021/22.
2. Agree to the RDG settlement of £16.559¹ million for 2021/22
3. Agree a budget for non-TfL bus services of £1.1 million.
4. Agree the reissue budget for 2021/22 of £1.518 million
5. Agree the borough payments for 2021/22 of £295.152 million
6. Agree the payment profile and dates on which boroughs' contributions are paid as 3 June 2021, 2 September 2021, 2 December 2021 and 3 March 2022.
7. Agree the 2021/2022 London Service Permit (LSP) bus operators (non-TfL buses) Concessionary Scheme.

¹ Subject to confirmation by the RDG and DfT.

Background

1. The past nine months have been unprecedented in the history of the Freedom Pass scheme. COVID-19 and consequent restrictions have significantly reduced journey volumes by Freedom Pass holders. As a result, next year's settlement will cost almost 14% less than this year's following a c. 28% reduction in passenger numbers between March and June 2020.
2. Furthermore, because the settlement with TfL uses the average of the previous two-years' journey volumes (hence the 28% reduction in usage during the most recent concessionary year² leading to a 14% reduction in costs in next year's settlement), the full effect of the reduction in passenger numbers will continue to be felt over the next three settlement years. Indeed, the 2022/23 settlement is likely to be significantly lower than the 2021/22 settlement.
3. Ordinarily, the Freedom Pass gives free travel concessions 24 hours a day to eligible older and disabled residents on Transport for London (TfL) services, independently operated bus services in Greater London and after 9.30am on most National Rail services.
4. Freedom Pass is largely funded by boroughs with some grant support from Government. Under normal circumstances, TfL fund the concession for older people in the weekday morning peak on TfL services (between 04:30 and 09:00). However, TfL has temporarily suspended free travel for Freedom Pass holders during the morning peak. Normally, this would account for around 5% of the cost of the concession overall.

Negotiations with Transport Operators

5. Each year, negotiations take place between London Councils Transport and Environment Committee (on behalf of boroughs) and TfL for buses, tubes, DLR, Tram, London Overground and TfL Rail to determine the cost of the scheme on the basis that both parties are neither better nor worse off. This is based on:
 - The revenue foregone by the operators i.e. the revenue which if the concessionary fares scheme did not exist would be collected from Freedom Pass holders. This excludes fares income from generated travel; and
 - The additional costs to the operator i.e. generated travel by permit holders for which operators receive no fares revenue but do receive the cost of increasing the service to allow for the extra trips made.
6. The resulting settlement is based on:
 - a) The estimated average number of journeys made by Freedom Pass holders over the previous two years (where two years' worth of data is available). In estimating these journey volumes; Oyster data, passenger surveys and automated passenger count information are used.
 - b) Previous work to calculate expected average fares per trip, which are the actual adult fares paid in the absence of the scheme taking into account fares increases and

² For the purposes of the settlement, the concessionary year runs from July-June. So next year's settlement uses journeys from July 19 – June 20 and from July 18 – June 19.

decreases within a 'basket of fares'³. This basket of fares is modelled to be an accurate reflection of typical fares paid across TfL ticket types.

7. If the overall cost of the TfL elements of the scheme (regardless of whether there has been a change to any part of the scheme) is not agreed by the 31 December the reserve free scheme described in the GLA Act 1999 comes into effect in relation to TfL services. This scheme would be significantly more expensive than the proposals contained within this paper.
8. Negotiations are also carried out with RDG for the cost of the Freedom Pass usage on national rail services excluding the London Overground and Crossrail network which is managed by TfL. This year was the second year of the new journey-based model, as introduced to TEC in last year's settlement and apportionment report.
9. This year, the bus and tube negotiations (94% of the value of the settlement) with TfL went back to the full models used prior to the fares freezes that had been introduced by the mayor, with other modes (the remaining 6% of the value of the TfL settlement) building on the simplified model agreed during the past three years. Officers checked the continued validity of this approach and found it to be appropriate for these smaller modes.
10. After several years of indicating that it would like to move to a journey-based model, the RDG made this step last year. However, due to temporary arrangements that give the Department for Transport (DfT) a greater say in the operations of the train operating companies (TOCs), and which give DfT a role in signing off the Freedom Pass settlement, final agreement has not been reached at the time of writing this report. As a result, the sum presented for the RDG settlement could be subject to change.
11. Concessions are also offered on local bus services in Greater London outside the TfL bus network. The statutory entitlement is provided under the Transport Act 2000 as amended by the Concessionary Bus Travel Act 2007. The draft Scheme was published on London Councils' website before the 1st of December 2020 to meet the statutory notice required to the bus operators⁴. A temporary change is proposed to the scheme, which is the subject of a separate paper on the agenda for this meeting. However, the basic reimbursement arrangements for bus operators will remain in place, but subject to agreement by TEC, these will be supplemented by special payment arrangements linked to DfT's COVID-19 Bus Services Support Grant (CBSSG).
12. Overall, the 2021/22 settlement value is £295.152 million (a 13.61% decrease compared with 2020/21) 1 - see

³ Because of TfL fare freezes, detailed work on the basket of fares had not been undertaken since the fares freeze was introduced. However, this work was carried out for bus and tube in this year's settlement due to the impact of COVID-19. Nevertheless, the proposed settlement for other TfL modes refers back to previous work in this area.

⁴ LSPs have the right to challenge this scheme until April 2021.

13. Table 1. Settlement Overview (below). This is made up by a £42.788 million decrease (-13.26% for TfL, which accounts for just under 94% of the total cost, a decrease of £4.106 million (-19.87%) for the RDG, a reduction of £0.2 million for LSPs, and no change in respect of support services and issue costs. A further explanation of each element is provided below.

Table 1. Settlement Overview

Operator	2020/21 (£million)	2021/22 (£million)	2020/21 weight	2021/22 weight	Change
TfL	318.763	275.975	92.81%	93.5%	+0.36%
RDG	20.665 ⁵	16.559 ⁶	6.04%	5.61%	-0.42%
LSP	1.3	1.1	0.38%	0.37%	-0.01%
Reissue	1.518	1.518	0.44%	0.51%	+0.07%
Total	342.246	295.152	100%	100%	

Settlement with Transport for London for 2020/21

14. The TfL settlement is £275.975 million, which is a 13.76% decrease on 2020/21. The model used for the 2021/22 settlement of bus and underground is different to last year's. Instead of using the simplified model that had been in use for the two previous settlements, London Councils and TfL agreed to undertake a more fundamental review of these modes, which make up 94% of the settlement with TfL. The primary reason for this was to better reflect the impact of COVID-19 on the scheme. As secondary reason was the anticipation of possible, but so far unconfirmed, fares rises next year.
15. The elements that were reviewed include:
 - a. Inflation
 - b. Fare levels
 - c. Demand effects – which include price elasticities to understand how many journeys are generated by the scheme;
 - d. The number of trips and average fare per trip – to understand how many journeys would have happened in the absence of the scheme i.e. those that should be paid for in this settlement, and finally;
 - e. Payment calculations including any additional costs that are incurred by TfL in the provision of the scheme.
16. For the remaining TfL modes, the approach taken was similar to last year's and includes two years' worth of data for the additional service, TfL Rail West (Paddington to Heathrow), which TfL took over from Great Western Railways in preparation for the completion of Crossrail. This simplified model has two main elements.
17. First, this element of the model considers the change in journey volumes from year to year. Second, the model calculates changes in real fares demand based on the forecast rate of inflation and the assumed price elasticities for each mode used in the 2017/18 settlement.
18. Officers have sense checked both the full and simplified models against the models used in previous years and are confident that it is a robust basis upon which to make the settlement. The sections below set out at a high level first, the inputs of the full models for bus and underground, and then, the inputs for the simplified models.

⁵ The original amount reported to TEC in December 2019 was 21.886, this was reduced to 20.665 as a result of further negotiation with the RDG.

⁶ Subject to DfT and RDG agreement.

Bus and Underground

Inflation, Fares Increases and Journey Numbers

19. For the purposes of the settlement, RPI inflation of 2.6% has been used. This is consistent with TfL's planning assumptions for its wider business and is broadly in line with the range of Treasury estimates for next year. This figure has been applied to fares next year in anticipation that the TfL fares freeze will come to an end in January 2021 to be followed by a further 2.6% increase in January 2022. The increase in fares is expected to have a slight dampening effect on demand, which offsets fares increases to a small extent in the settlement.
20. Year on year reductions in journey volumes for bus (-27.65%) and underground (-27.74%) were significant. When considered over the two-year averaging period, the effect is reduced to -14.7% and -14.5% respectively. In total, the 2021/22 settlement includes 46.449 million fewer journeys on bus and underground than in 2020/21. Officers anticipate that as the two-year averaging works its way through subsequent years' settlements, there will be approximately a doubling of the reduction in journey numbers in 2022/23 and similar level of reduction in 2023/24 as seen 2021/22⁷.

Table 2. Bus and Underground Journeys (to be read alongside table 3)

Journeys in million	2020/21	2021/22	% change	Weight of the journey volumes in overall TfL settlement
Bus	268.828	229.307	-14.70%	80.66%
London Underground	47.783	40.855	-14.50%	14.37%

Average fare per trip and additional costs

21. The inflation estimate outlined above feeds directly through to average fare calculations for bus and underground, taking average fares paid by the scheme for these modes to £1.21 and £2.41 respectively (up from £1.09 and £2.35). All else being equal, these average fares increases would have pushed up the cost of the settlement had they not been offset by the significant reduction in journeys.
22. During the course of negotiations, London Councils asked TfL to re-calculate bus additional costs i.e. the additional costs of providing additional capacity on the bus network to accommodate Freedom Pass customers during the afternoon peak. Officers managed to gain an additional £5.237 million in savings as a result of this work. This represents a 27.6% saving in this element of the settlement and mirrors the in-year reduction of journeys between July 2019 and June 2020.
23. However, reductions to the settlement as a result of income earned by TfL on commissions from sales of Oyster cards and season tickets added an additional £0.528 million to the overall settlement in TfL's favour. This reflects the increasing popularity of contactless

⁷ These estimates do not make allowances for increased journey numbers that will be seen when the Elizabeth Line is completed.

payments, which now make up the majority of paid for tickets on TfL's network. In other words, in the absence of the scheme, TfL would receive less income from ticket sales commissions and therefore, for the purposes of the settlement, boroughs receive less financial easement from such commissions.

Other TfL Modes (Simplified Model)

Journey numbers

24. Overall, year-on-year journey volumes on other TfL modes were down by 3.586 million journeys (-22.34%) in comparison to the previous year. When the effect of two-year journey averaging is considered, the reduction for the purposes of the settlement is 1.939 million (12.07%). As with bus and underground, officers would expect at least a doubling of the reduction for 2022/23 and a similar level of reduction in 2023/24 as seen in 2021/22.
25. The distribution in the reductions of journey numbers is not consistent across the various TfL modes where the simplified model has been used. This is set out in the bullet points below, which reflect the levels of reduction after two-year averaging has been applied:
 - a. DLR: -11%
 - b. London Overground: -10.13%
 - c. Tramlink: -13.33%
 - d. Crossrail East: -20.40%
 - e. Greater Anglia: -13.85%
 - f. Crossrail West: +14.46%
26. It is noteworthy that the levels of reductions seen on DLR, London Overground, Tramlink and the former Greater Anglia lines are not quite as significant as those seen on bus and underground. Officers believe that this is because bus and underground suffered a double reduction effect, particularly in central London, where not only were many local journeys curtailed, but many popular leisure and retail destinations were affected by COVID-19 related closures meaning fewer people travelled from outer London to inner London using their passes. Whereas, the other modes were more likely to be used for essential and mostly local journeys.
27. The exceptions to this trend were Crossrail East and Crossrail West which saw a 20.4% reduction and 14.64% increase respectively. In the case of Crossrail East, the larger than average reduction was a result of service interruption on top of declines in patronage. On the other hand, Crossrail West saw a slight increase in journey numbers as a result of TfL doubling the length of trains and the frequency of service, thereby significantly increasing capacity on these lines.

Table 3. Journeys on other TfL Modes (to be read alongside Table 2)

Journeys in million	2020/21	2021/22	% change	Weight of the journey volumes
DLR	4.856	4.322	-11.00%	1.52%
London Overground	3.371	3.029	-10.13%	1.07%
Tramlink	4.507	3.906	-13.33%	1.37%
Crossrail	1.613	1.284	-20.40%	0.45%

Greater Anglia	1.35	1.163	-13.85%	0.41%
TfL Rail West	0.362 ⁸	0.415	+14.64%	0.15%

Real Fares Demand Change

28. The next element of the simplified model used to calculate the settlement is real fares demand change. This is derived from two elements. First, Her Majesty's Treasury inflation forecasts for 2021 (2.6%) and second, price elasticity by mode. The inflation rate is multiplied by the assumed price elasticities for each mode used in the 2020/21 settlement to provide real fares demand change ratio.
29. Real fares demand change accounts for the relationship between price changes in the wider economy and the cost of travel on TfL modes and their impact on assumed passenger behaviour. In short, as the settlement model assumes if TfL fares rise faster than prices in the wider economy, transport on TfL modes will become relatively more expensive, and therefore, demand will be slightly suppressed.

The effect of this factor on next year's settlement is to flatten journeys on modes by the real fares demand change ratios for each mode, whereas in last year's simplified model, the effect increased demand by between 0.8% and 1.2% as shown in

30. Table 4. Real Fares Demand Change (below), this year as fares are assumed to rise at the same rate as inflation, there will be no dampening of demand and the real fares demand change will be 1.00.

Table 4. Real Fares Demand Change

Mode	Inflation: 2.9% (HMT Forecast for 2020)	Elasticity by Mode (as used in 17/18)	Real Fares Demand Change in 2021/22 (Ratio Change)	Real Fares Demand Change in 2020/21 (Ratio Change)
Bus	2.6%	0.43	1.00	1.012
London Underground	2.6%	0.37	1.00	1.011
DLR	2.6%	0.37	1.00	1.011
London Overground	2.6%	0.35	1.00	1.010
Tramlink	2.6%	0.28	1.00	1.008
Crossrail	2.6%	0.39	1.00	1.011
Greater Anglia	2.6%	0.39	1.00	1.011

Settlement

31. The final settlement with TfL of £275.975 million for 2021/22 is presented in Table 5 TfL Settlement (below). Previous retrospective settlement adjustments have been removed from the table to provide accurate like-for-like comparison where applicable.

⁸ The number reported to TEC last year was 0.724, but a review of journey volumes suggests this figure was incorrect and a retrospective adjustment for 2020/21 will be made in 2021/22 to reflect the actual journey volumes (0.362 million).

Table 5 TfL Settlement

Mode	Settlement 2020/21 (£m)	Settlement 2021/22 (£m)	% change
Bus	222.949	192.134	-13.82%
London Underground	75.683	66.795	-11.74%
DLR	5.157	4.710	-8.67%
Tramlink	4.262	3.790	-11.07%
London Overground	4.768	4.395	-7.82%
Crossrail East	2.601	2.125	-18.3%
Greater Anglia	2.175	1.923	-11.59%
TfL Rail West	1.168	0.687	+17.64% ⁹
Retrospective refund for TfL Rail West	0	-0.584	n/a
Total incl CRW	318.763	275.975	-13.26%

Settlement with RDG for 2021/22

32. The Rail Delivery Group's (RDG) proposed settlement for 2021/22 is £16.559 million (as at 23 November 2020). This represents a £4.106 million (19.86%) decrease on 2020/21.
33. As previously reported to TEC, boroughs moved to a new settlement model last year. This journey-based model of settlement used a single year's worth of journey volumes (unlike TfL's which uses the average of the last two years). It had been both parties' intentions to move to two-year averaging this year. However, as the existing agreement referred to a single year, and given the impact of COVID-19, it was decided to defer this decision for the time being.
34. Last year's settlement with the RDG was calculated on the basis of 16.066 million journeys. This should have given a settlement value of £21.879 million. However, London Councils negotiated a transitional arrangement for 2020/21. This arrangement used a combination of the previous settlement methodology and the new journey-based methodology to arrive at a settlement at the mid-point of the financial value suggested by the new model and the old model. Therefore, the agreed settlement amount was £20.665 million.
35. This year's settlement is solely based on the new methodology and uses 11.886 million journeys, a reduction of 4.179 million (-26.01%). This change in methodology is the main reason that there is a difference in the percentage settlement reduction as measured in pounds sterling (-19.86%) and the percentage reduction in journey numbers (-26.01%). The other reasons are the application of 2.6% inflationary fares increase and some small changes in the distribution of ticket types used for the purposes of calculating average fares.

⁹ Figure derived using the revised settlement figure of £0.584 million rather than the figure reported in December 2019 (£1.168 million).

36. It should be noted that the RDG has not completed its internal sign-off process, which is slightly more onerous than normal, as it involves not only the normal vote of train operating companies (TOCs), but also oversight by DfT, which is playing a more active role in the running of the TOCs currently. Therefore, the amount listed is provisional and could rise to £16.721 million, if DfT concludes that fares should rise by RPI +1%, rather than just RPI.

Settlement with other bus operators for 2021/22

37. Bus companies operating eligible services outside the TfL bus network have to seek reimbursement under an agreed scheme. The proposed scheme for 2021/22 remains unchanged in principle from the 2020/21 scheme. Under the Transport Act 2000 provisions it is not possible to agree in advance with those bus operators the actual cash sums they will receive and payments are normally paid on the basis of invoiced journeys per quarter.
38. However, since COVID-19 restrictions have been in place, boroughs have agreed to make special payments to non-TfL bus operators in line with DfT guidance. Rather than paying operators for actual journeys, payments have been made based on pre-COVID-19 levels of service. This support has been an important element in ensuring the viability of operators and routes while patronage has been reduced.
39. There is a separate paper on the agenda of this meeting that makes recommendations in respect of payments to non-TfL bus operators. The recommendations in this settlement and apportionment report should be read alongside the other paper. Officers propose a budget of £1.1 million for payments to non-TfL bus operators for local journeys originating in London. This represents a reduction of £0.2 million compared to last year based on a review of the previous two years' actual costs and building in a buffer in case of price rises.
40. Members are recommended to agree the budget of £1.1 million for 2021/22 in order to leave sufficient headroom for continued special payments, fluctuations in demand, or new operators and/or routes. This will be kept under review in the light of the level of actual claims being made by providers.

Administration and re-issue costs

41. The total cost of London Councils' administration of the Freedom Pass will be £519,000 in 2021/22 compared to the subsidised £505,006 in 2020/21. This equates to £15,727 per borough. However, after determining the overall financial position of the Committee through the range of charges proposed and taking account levels of replacement card income, for 2020/21, a nil charge is recommended (to be kept under review annually).
42. This amount covers London Councils' costs in negotiating the annual settlements and managing the relationships with transport operators and contractors. This is notionally billed separately as part of the subscriptions and does not form part of the settlement apportionment. The budget for the administration and pass issuing costs, which largely pays for contractor costs, has been maintained at £1.518 million.

43. Any annual surplus arising from both the Freedom Pass administration and issuing costs budget of £1.518 million and replacement Freedom Pass income budget of £600,000 (net of administration costs) will be transferred to a specific reserve to accumulate funds to offset the cost of future large-scale improvements or pass reissue exercises scheduled for 2021 pending the committee's approval of the budget proposals elsewhere on the agenda. This position will be reviewed annually to ensure forecast income streams continue to cover the in-house costs of administering the scheme

Summary of settlement to be apportioned

44. The 2021/22 Freedom Pass Scheme cost to be apportioned is as follows:

Table 6 Settlement to Be Apportioned

	2021/22 (£m)
TfL	275.975
RDG	16.559 ¹⁰
Non TfL Bus	1.1
Administration and Reissue Cost	1.518
Total Cost	295.152

45. The total estimated cost payable by boroughs towards the scheme in 2021/22 of £295.152 million compared to the £342.2545 million payable for 2020/21, represents a decrease of £47.094 million (including the retrospective adjustment for TfL rail west of -£0.584 million in respect of 2020/21).

Apportionment of 2020/21 costs between boroughs

46. In order to apportion costs between boroughs, London Councils has obtained usage data from Oyster clicks on the various transport modes; bus, underground, DLR, tram, London Overground and National Rail. The following paragraphs set out how this data is used when apportioning costs to boroughs. They also consider factors determining borough-level apportionment. Further detail is provided at Appendices 1 and 2.

Usage data – general principles

47. On the bus and underground, there is a very close match between total usage data derived from Oyster clicks and the total number of estimated journeys outlined in the paragraphs above. On these modes, which largely require customers to tap their passes on readers, 95% of the concessionary journeys are captured electronically. This gives officers a high level of confidence regarding the accuracy of apportionment of costs to boroughs for these two main modes, which account for 88% of the total concessionary fares costs.
48. On the other modes, the proportion of journeys captured electronically is lower, either because there is no requirement for Freedom Pass holders to touch in on the readers and/or because there are still ungated stations. On London Overground, 77% of journeys are captured, on National Rail the figure is 67% and

¹⁰ Subject to approval by DfT.

for the DLR and tram modes only about 13% of concessionary journeys are captured.

49. Nevertheless, officers closely scrutinise the profile of journeys shown by the usage data that is available and are confident that it is sufficiently robust i.e. in line with expected observations, to be used for the purposes of apportionment. In simple terms, for example, the data shows that residents of boroughs nearest to tram and DLR services use these modes more than residents of boroughs who reside further away from these services.

Distribution of transport modes – impact on individual borough settlements

50. The fact that the individual modes of transport included in the Freedom Pass settlement are not evenly geographically distributed means that while the overall settlement is down by 13.61% (or 13.76% including the TfL rebate), some boroughs will see a larger, and some a smaller level of decrease.
51. The range of decrease varies from 11.23% in Newham to 16.61% in Ealing. There are 17 boroughs that will see increases above the average. The reason for this is either that they are predominantly served by national rail, where the average percentage decrease was higher, and/or they were overcharged last year in respect of TfL Rail West and will now receive a rebate.
52. The remaining 16 boroughs, where decreases were less pronounced, are in most cases served more by TfL services than national rail and in particular by TfL modes where reductions in passenger numbers were lower, such as the Docklands Light Railway and London Overground Services.

Payment dates and profiling

53. The payment dates and profile of payments are agreed as part of the apportionment. The proposed payment dates on which boroughs' contributions are paid are 3 June 2021, 2 September 2021, 2 December 2021 and 3 March 2022. The proposed profile for TfL takes into account an assumed fares increase in 2022. The RDG, the non-TfL operators and other charges e.g. re-issue, are in equal instalments of 25% each quarter. Appendix 2 shows the apportionment per borough by quarter.

Financial Implications

54. The financial implications arising from the Freedom Pass settlement negotiations for 2021/22 have been fully reflected in the proposed revenue budget report for 2021/22, which is a separate report to this Committee.

Legal implications

55. There is a legislative requirement as set out in this report for London boroughs to fund concessionary travel for eligible London residents on the TfL network and

eligible residents of England on buses in Greater London. Failure to agree a settlement with TfL by 31 December in any year would enable TfL to invoke the free reserve scheme and to set the cost of this scheme for each borough.

Equalities implications

56. Concessionary fares schemes, as exemplified by London's Freedom Pass scheme, provide a major economic benefit to eligible older and disabled people by meeting the cost of their use of local bus services. In London this benefit is substantially enhanced as a consequence of the additional modes available in the scheme.

Recommendations

The Committee is recommended to:

8. Agree the TfL settlement of £275.975 million for 2021/22.
9. Agree to the RDG settlement of £16.559¹¹ million for 2021/22
10. Agree a budget for non-TfL bus services of £1.1 million.
11. Agree the reissue budget for 2021/22 of £1.518 million
12. Agree the borough payments for 2021/22 of £295.152 million
13. Agree the payment profile and dates on which boroughs' contributions are paid as 3 June 2021, 2 September 2021, 2 December 2021 and 3 March 2022.
14. Agree the 2021/2022 London Service Permit (LSP) bus operators (non-TfL buses) Concessionary Scheme.

Appendices

Appendix 1: 2021/22 apportionment by mode and borough

Appendix 2: 2021/22 apportionment by quarter and borough

Background papers

Transport & Environment Committee: 8 December 2017: Item 9 - Concessionary Fares Settlement Apportionment for 2018-19

Transport & Environment Committee: 6 December 2018: Item 10 - Concessionary Fares Settlement Apportionment for 2019-20

Transport & Environment Committee: 5 December 2019: Item 8 - Concessionary Fares Settlement Apportionment for 2020-21

¹¹ Subject to confirmation by the RDG and DfT

Appendix 1: 2021/22 Apportionment by mode and borough; subject to RDG settlement

BOROUGH	Bus Boardings	Bus Charge	% Tram Boardings	Tram Charge	% LUL Exits	LUL Charge	% DLR Exits	DLR Charge	% LO	LO Charge	% LO/GA	LO/GA Charge	% CR East	CR East Charge	% CR West	CR West Charge	% CR West(2020/ 21)	CR West refund	Total TFL charges	% NR Exits	NR Charge	Formula Funding Percentage	Non TFL buses and Reissue charges	Non TFL service charges	Total overall	% change from 2020-21	£ change from 2020-21
Barking & Dagenham	1.61%	£3,100,538	0.05%	£1,800	1.64%	£1,098,732	1.00%	£47,321	0.34%	£14,989	0.64%	£12,228	8.93%	£189,725	0.21%	£1,468	0.28%	-£1,633	£4,465,168	0.63%	£104,402	1.71%	£44,813	£149,215	£4,614,382	-12.58%	-£664,083
Barnet	4.37%	£8,390,507	0.10%	£3,855	6.61%	£4,414,181	0.36%	£16,803	2.73%	£119,765	1.11%	£21,363	0.43%	£9,203	1.20%	£8,273	1.20%	-£7,029	£12,976,921	1.50%	£248,987	4.64%	£121,528	£370,514	£13,347,435	-13.76%	-£2,130,039
Bexley	2.12%	£4,067,608	0.13%	£4,774	0.64%	£428,083	3.80%	£178,747	0.44%	£19,444	0.21%	£3,969	0.21%	£4,363	0.36%	£2,462	0.40%	-£2,348	£4,707,103	4.62%	£765,162	2.02%	£52,782	£817,944	£5,525,046	-15.09%	-£982,274
Brent	4.76%	£9,150,185	0.24%	£9,227	5.76%	£3,844,682	0.57%	£26,805	9.38%	£412,122	0.54%	£10,433	0.42%	£8,971	2.62%	£17,985	2.96%	-£17,286	£13,463,123	1.41%	£233,751	4.68%	£122,483	£356,235	£13,819,358	-12.47%	-£1,969,360
Bromley	3.14%	£6,033,111	8.45%	£320,361	1.50%	£1,005,011	1.94%	£91,238	1.65%	£72,652	0.38%	£7,220	0.22%	£4,763	0.51%	£3,496	0.68%	-£3,999	£7,533,853	11.26%	£1,864,059	2.93%	£76,649	£1,940,708	£9,474,561	-15.87%	-£1,787,359
Camden	3.22%	£6,180,277	0.14%	£5,183	4.95%	£3,307,966	0.55%	£25,699	13.56%	£596,089	0.94%	£17,992	0.61%	£13,053	1.91%	£13,117	2.07%	-£12,066	£10,147,310	1.37%	£227,425	3.79%	£99,225	£326,650	£10,473,960	-14.62%	-£1,794,088
City of London	0.07%	£137,398	0.02%	£826	0.38%	£253,920	0.14%	£6,433	0.94%	£1,559	0.28%	£5,309	0.20%	£4,268	0.14%	£929	0.19%	-£1,082	£409,560	0.11%	£18,818	0.13%	£3,389	£22,208	£431,768	-12.30%	-£60,537
Croydon	4.10%	£7,885,945	57.94%	£2,195,935	1.59%	£1,061,587	0.58%	£25,063	2.86%	£126,779	0.45%	£8,609	0.33%	£7,063	0.61%	£4,185	0.74%	-£4,346	£11,311,499	12.53%	£2,074,530	3.87%	£101,301	£2,175,831	£13,487,329	-14.14%	-£2,229,436
Ealing	4.80%	£9,222,622	0.18%	£9,916	5.02%	£3,354,015	0.28%	£13,036	2.83%	£124,551	0.50%	£9,546	0.34%	£7,236	45.59%	£313,199	43.52%	-£254,130	£12,796,992	0.92%	£152,045	4.42%	£115,732	£287,777	£13,064,769	-16.61%	-£2,602,934
Enfield	3.50%	£6,719,088	0.14%	£5,392	3.28%	£2,189,789	0.46%	£21,809	1.01%	£44,600	24.85%	£477,961	1.27%	£26,813	0.70%	£4,824	0.71%	-£4,130	£9,488,246	1.81%	£299,637	3.40%	£98,883	£386,500	£9,874,766	-13.89%	-£1,593,137
Greenwich	3.00%	£5,764,103	0.32%	£12,057	1.46%	£972,369	14.76%	£695,296	0.89%	£39,172	0.30%	£5,674	0.47%	£9,977	0.88%	£6,052	1.11%	-£8,491	£7,498,209	4.52%	£749,544	2.82%	£73,727	£822,271	£8,320,480	-13.59%	-£1,308,685
Hackney	3.87%	£7,433,245	0.13%	£5,102	2.13%	£1,423,399	2.24%	£105,600	13.03%	£572,705	13.84%	£262,327	2.62%	£55,759	0.63%	£4,317	0.62%	-£3,623	£9,858,831	0.71%	£117,881	3.77%	£98,568	£216,449	£10,075,280	-14.24%	-£1,672,665
Hammersmith & Fulham	2.59%	£4,978,648	0.49%	£18,760	3.84%	£2,565,006	0.24%	£11,369	2.82%	£124,124	0.36%	£7,001	0.22%	£4,773	1.23%	£8,461	1.43%	-£8,349	£7,709,795	0.75%	£124,758	2.71%	£71,059	£195,817	£7,905,612	-12.32%	-£1,110,843
Haringey	4.36%	£8,368,655	0.14%	£5,218	4.61%	£3,077,874	0.52%	£24,630	2.80%	£122,883	7.07%	£136,928	0.72%	£15,364	0.87%	£5,957	0.87%	-£5,078	£11,751,432	1.33%	£220,880	4.31%	£112,759	£333,639	£12,085,070	-12.05%	-£1,656,343
Harrow	2.76%	£5,294,773	0.11%	£4,074	4.35%	£2,903,411	0.34%	£15,831	4.59%	£201,693	0.38%	£7,219	0.34%	£7,290	0.82%	£5,654	0.97%	-£5,664	£8,434,281	0.52%	£85,667	2.71%	£70,849	£156,516	£8,590,798	-13.07%	-£1,292,132
Havering	2.31%	£4,431,365	0.06%	£2,289	1.65%	£1,104,091	2.19%	£102,944	0.58%	£25,423	3.37%	£64,833	31.82%	£676,164	0.29%	£1,984	0.37%	-£2,140	£6,406,954	1.82%	£301,963	2.50%	£65,456	£367,419	£6,774,373	-14.32%	-£1,132,192
Hillingdon	2.39%	£4,592,565	0.08%	£2,977	3.48%	£2,323,070	0.27%	£12,502	0.70%	£30,653	0.30%	£5,716	0.74%	£15,657	21.87%	£150,278	20.21%	-£118,028	£7,015,390	0.34%	£56,512	2.52%	£65,929	£122,441	£7,137,831	-15.19%	-£1,278,716
Hounslow	2.98%	£5,729,163	0.20%	£7,610	2.27%	£1,518,340	0.23%	£10,963	0.87%	£38,261	0.21%	£3,984	0.15%	£3,099	3.51%	£24,100	3.61%	-£21,105	£7,314,415	2.33%	£385,553	2.68%	£70,242	£455,796	£7,770,210	-14.16%	-£1,281,648
Islington	3.55%	£6,812,982	0.15%	£5,553	3.78%	£2,526,592	0.72%	£33,702	5.51%	£242,314	1.84%	£35,417	1.19%	£25,213	1.12%	£7,725	1.34%	-£7,803	£9,681,695	1.00%	£164,902	3.27%	£85,573	£250,475	£9,932,170	-12.72%	-£1,447,887
Kensington & Chelsea	2.39%	£4,585,834	0.22%	£8,179	3.92%	£2,615,073	0.25%	£11,594	1.33%	£58,417	0.42%	£8,067	0.23%	£4,855	1.37%	£9,418	1.60%	-£9,371	£7,292,066	0.63%	£104,703	2.61%	£68,382	£173,086	£7,465,152	-13.64%	-£1,179,142
Kingston	1.66%	£3,182,466	1.02%	£38,652	0.89%	£595,500	0.14%	£6,481	0.30%	£13,058	0.10%	£1,953	0.12%	£2,458	0.24%	£1,656	0.25%	-£1,447	£3,840,776	4.90%	£81,134	1.53%	£40,179	£851,312	£4,692,089	-14.97%	-£826,008
Lambeth	4.06%	£7,792,372	2.06%	£77,915	3.63%	£2,426,754	0.45%	£21,307	1.51%	£66,356	0.57%	£10,973	0.49%	£10,441	0.86%	£5,889	1.10%	-£6,452	£10,405,555	5.05%	£835,710	4.26%	£111,549	£947,258	£11,352,813	-14.44%	-£1,915,297
Lewisham	3.51%	£6,747,892	1.91%	£72,427	1.42%	£948,710	7.17%	£337,812	8.22%	£361,245	0.45%	£8,593	0.36%	£7,752	0.58%	£3,979	0.70%	-£4,082	£8,484,326	6.09%	£1,008,638	3.49%	£91,322	£1,099,960	£9,584,287	-13.79%	-£1,532,763
Merton	2.36%	£4,528,748	14.26%	£540,628	2.56%	£1,707,427	0.16%	£7,309	0.46%	£20,284	0.21%	£4,118	0.12%	£2,633	0.52%	£3,571	0.47%	-£2,754	£6,811,965	5.39%	£893,316	2.40%	£62,825	£956,142	£7,768,106	-13.62%	-£1,225,343
Newham	3.47%	£6,676,521	0.21%	£8,105	3.50%	£2,335,900	17.66%	£831,809	3.51%	£154,306	1.35%	£26,009	14.39%	£305,871	0.70%	£4,815	0.74%	-£4,308	£10,339,028	0.57%	£94,662	3.21%	£83,914	£178,576	£10,517,604	-11.23%	-£1,330,452
Redbridge	2.39%	£4,595,305	0.14%	£5,244	3.72%	£2,484,296	1.92%	£90,426	0.89%	£38,956	1.91%	£36,736	24.01%	£510,251	0.45%	£3,061	0.50%	-£2,908	£7,761,366	0.48%	£79,764	2.61%	£68,329	£148,093	£7,909,459	-12.88%	-£1,168,903
Richmond	2.34%	£4,496,597	0.36%	£13,687	2.11%	£1,407,209	0.20%	£9,569	0.89%	£39,265	0.21%	£4,088	0.09%	£1,977	0.40%	£2,730	0.45%	-£2,620	£5,972,502	6.76%	£1,119,011	2.21%	£57,867	£1,176,878	£7,149,380	-14.99%	-£1,260,550
Southwark	3.96%	£7,599,915	0.93%	£35,296	2.92%	£1,950,953	1.87%	£88,214	5.90%	£259,141	0.95%	£18,280	0.67%	£14,181	1.17%	£8,012	1.27%	-£7,414	£9,966,579	3.96%	£655,930	3.80%	£99,611	£755,541	£10,722,120	-12.68%	-£1,556,532
Sutton	1.91%	£3,675,168	6.36%	£241,053	1.01%	£673,782	0.16%	£7,357	0.50%	£22,016	0.15%	£2,851	0.10%	£2,039	0.41%	£2,823	0.44%	-£2,566	£4,624,523	5.26%	£871,642	1.77%	£46,412	£918,054	£5,542,577	-14.21%	-£918,296
Tower Hamlets	2.05%	£3,933,780	0.08%	£3,032	3.05%	£2,039,243	35.55%	£1,674,528	4.09%	£179,679	2.43%	£46,675	3.47%	£73,689	0.48%	£3,295	0.59%	-£3,473	£7,950,448	0.71%	£116,743	2.25%	£58,784	£175,527	£8,125,975	-11.38%	-£1,043,632
Waltham Forest	2.86%	£5,498,970	0.14%	£5,459	3.06%	£2,046,597	2.36%	£110,926	2.67%	£117,344	32.70%	£628,811	3.87%	£82,145	0.50%	£3,449	0.55%	-£3,195	£8,490,507	0.64%	£105,156	2.66%	£69,736	£174,892	£8,665,400	-13.28%	-£1,327,414
Wandsworth	4.12%	£7,908,068	2.77%	£104,896	4.04%	£2,700,678	0.40%	£18,817	1.59%	£69,970	0.42%	£8,114	0.28%	£5,891	0.85%	£8,857	0.90%	-£5,249	£10,817,063	8.51%	£1,409,068	4.23%	£110,704	£1,519,771	£12,336,835	-13.27%	-£1,687,642
Westminster	3.45%	£6,610,569	0.46%	£17,516	5.23%	£2,490,780	0.58%	£27,360	1.48%	£65,182	0.76%	£15,004	0.58%	£11,862	6.40%	£43,978	7.16%	-£41,830	£10,249,510	1.56%	£258,048	4.10%	£107,440	£365,489	£10,615,007	-15.43%	-£1,936,167
Total	100%	£192,134,000	100%	£3,790,000	100%	£66,795,000	100%	£4,710,000	100%	£4,395,000	100%	£1,923,000	100.00%	£2,125,000	100%	£687,000	100%	-£584,000	£275,975,000	100%	#####	100%	£2,618,000	£19,177,000	£295,152,000	-13.76%	-£47,093,500

NOTE

1. TFL settlement does not include the cost of the arm journeys
2. Bus, Tram, Underground, DLR, TFL rail and NR costs are apportioned by respective usage.
3. Non TFL buses and reissue elements are apportioned by proportion of the 2013/14 Formula Funding allocated to boroughs (as calculated by Central Government, which is fixed till 2020)

Mode	Settlement
Bus	£192,134,000
London Underground	£56,795,000
DLR	£4,710,000
Tramlink	£3,790,000
London Overground	£4,395,000
Crossrail	£2,125,000
Greater Anglia (LO)	£1,923,000
Crossrail West	£687,000
Refund due 6/2020/21 over e	-£584,000
Total Settlement	£275,975,000
National Rail (RDG)	£16,559,000 To be confirmed
Other Bus Operators (LSP route)	£1,100,000
Reissue Costs	£1,518,000
Non TFL total	£18,177,000
TOTAL AMOUNT 2021/22	£295,152,000

Appendix 2: 2021/22 Apportionment by quarter and borough

Authority	First payment 03/06/2021 (£) Paid to TFL	First payment 03/06/2021 (£) Paid to London Councils	Second payment 02/09/2021 (£) Paid to TFL	Second payment 02/09/2021 (£) Paid to London Councils	Third payment 02/12/2021 (£) Paid to TFL	Third payment 02/12/2021 (£) Paid to London Councils	Fourth payment 03/03/2022 (£) Paid to TFL	Fourth payment 03/03/2022 (£) Paid to London Councils	Total per borough (£) Paid to TFL	Total per borough (£) Paid to London Councils	Total per borough (£)
Barking & Dagenham	1,109,083.00	37,304.00	1,109,083.00	37,304.00	1,109,083.00	37,304.00	1,137,919.00	37,304.00	4,465,168.00	149,216.00	4,614,384.00
Barnet	3,223,279.00	92,629.00	3,223,279.00	92,629.00	3,223,279.00	92,629.00	3,307,084.00	92,629.00	12,976,921.00	370,516.00	13,347,437.00
Bexley	1,169,176.00	204,486.00	1,169,176.00	204,486.00	1,169,176.00	204,486.00	1,199,575.00	204,486.00	4,707,103.00	817,944.00	5,525,047.00
Brent	3,344,045.00	89,059.00	3,344,045.00	89,059.00	3,344,045.00	89,059.00	3,430,988.00	89,059.00	13,463,123.00	356,236.00	13,819,359.00
Bromley	1,871,300.00	485,177.00	1,871,300.00	485,177.00	1,871,300.00	485,177.00	1,919,953.00	485,177.00	7,533,853.00	1,940,708.00	9,474,561.00
Camden	2,520,445.00	81,662.00	2,520,445.00	81,662.00	2,520,445.00	81,662.00	2,585,975.00	81,662.00	10,147,310.00	326,648.00	10,473,958.00
City of London	101,729.00	5,552.00	101,729.00	5,552.00	101,729.00	5,552.00	104,373.00	5,552.00	409,560.00	22,208.00	431,768.00
Croydon	2,809,612.00	543,958.00	2,809,612.00	543,958.00	2,809,612.00	543,958.00	2,882,663.00	543,958.00	11,311,499.00	2,175,832.00	13,487,331.00
Ealing	3,178,587.00	66,944.00	3,178,587.00	66,944.00	3,178,587.00	66,944.00	3,261,231.00	66,944.00	12,796,992.00	267,776.00	13,064,768.00
Enfield	2,356,246.00	97,130.00	2,356,246.00	97,130.00	2,356,246.00	97,130.00	2,417,508.00	97,130.00	9,486,246.00	388,520.00	9,874,766.00
Greenwich	1,862,446.00	205,568.00	1,862,446.00	205,568.00	1,862,446.00	205,568.00	1,910,871.00	205,568.00	7,498,209.00	822,272.00	8,320,481.00
Hackney	2,448,791.00	54,112.00	2,448,791.00	54,112.00	2,448,791.00	54,112.00	2,512,458.00	54,112.00	9,858,831.00	216,448.00	10,075,279.00
Hammersmith & Fulham	1,915,001.00	48,954.00	1,915,001.00	48,954.00	1,915,001.00	48,954.00	1,964,792.00	48,954.00	7,709,795.00	195,816.00	7,905,611.00
Haringey	2,918,885.00	83,410.00	2,918,885.00	83,410.00	2,918,885.00	83,410.00	2,994,777.00	83,410.00	11,751,432.00	333,640.00	12,085,072.00
Harrow	2,094,953.00	39,129.00	2,094,953.00	39,129.00	2,094,953.00	39,129.00	2,149,422.00	39,129.00	8,434,281.00	156,516.00	8,590,797.00
Havering	1,591,394.00	91,855.00	1,591,394.00	91,855.00	1,591,394.00	91,855.00	1,632,772.00	91,855.00	6,406,954.00	367,420.00	6,774,374.00
Hillingdon	1,742,521.00	30,610.00	1,742,521.00	30,610.00	1,742,521.00	30,610.00	1,787,827.00	30,610.00	7,015,390.00	122,440.00	7,137,830.00
Hounslow	1,816,795.00	113,949.00	1,816,795.00	113,949.00	1,816,795.00	113,949.00	1,864,030.00	113,949.00	7,314,415.00	455,796.00	7,770,211.00
Islington	2,404,793.00	62,619.00	2,404,793.00	62,619.00	2,404,793.00	62,619.00	2,467,316.00	62,619.00	9,681,695.00	250,476.00	9,932,171.00
Kensington & Chelsea	1,811,244.00	43,271.00	1,811,244.00	43,271.00	1,811,244.00	43,271.00	1,858,334.00	43,271.00	7,292,066.00	173,084.00	7,465,150.00
Kingston	953,993.00	212,828.00	953,993.00	212,828.00	953,993.00	212,828.00	978,797.00	212,828.00	3,840,776.00	851,312.00	4,692,088.00
Lambeth	2,584,589.00	236,815.00	2,584,589.00	236,815.00	2,584,589.00	236,815.00	2,651,788.00	236,815.00	10,405,555.00	947,260.00	11,352,815.00
Lewisham	2,107,384.00	274,990.00	2,107,384.00	274,990.00	2,107,384.00	274,990.00	2,162,174.00	274,990.00	8,484,326.00	1,099,960.00	9,584,286.00
Merton	1,691,993.00	239,035.00	1,691,993.00	239,035.00	1,691,993.00	239,035.00	1,735,986.00	239,035.00	6,811,965.00	956,140.00	7,768,105.00
Newham	2,568,065.00	44,644.00	2,568,065.00	44,644.00	2,568,065.00	44,644.00	2,634,833.00	44,644.00	10,339,028.00	178,576.00	10,517,604.00
Redbridge	1,927,811.00	37,023.00	1,927,811.00	37,023.00	1,927,811.00	37,023.00	1,977,933.00	37,023.00	7,761,366.00	148,092.00	7,909,458.00
Richmond	1,483,483.00	294,220.00	1,483,483.00	294,220.00	1,483,483.00	294,220.00	1,522,053.00	294,220.00	5,972,502.00	1,176,880.00	7,149,382.00
Southwark	2,475,554.00	188,885.00	2,475,554.00	188,885.00	2,475,554.00	188,885.00	2,539,917.00	188,885.00	9,966,579.00	755,540.00	10,722,119.00
Sutton	1,148,664.00	229,513.00	1,148,664.00	229,513.00	1,148,664.00	229,513.00	1,178,531.00	229,513.00	4,624,523.00	918,052.00	5,542,575.00
Tower Hamlets	1,974,776.00	43,882.00	1,974,776.00	43,882.00	1,974,776.00	43,882.00	2,026,120.00	43,882.00	7,950,448.00	175,528.00	8,125,976.00
Waltham Forest	2,108,919.00	43,723.00	2,108,919.00	43,723.00	2,108,919.00	43,723.00	2,163,750.00	43,723.00	8,490,507.00	174,892.00	8,665,399.00
Wandsworth	2,686,802.00	379,942.00	2,686,802.00	379,942.00	2,686,802.00	379,942.00	2,756,657.00	379,942.00	10,817,063.00	1,519,768.00	12,336,831.00
Westminster	2,545,832.00	91,372.00	2,545,832.00	91,372.00	2,545,832.00	91,372.00	2,612,023.00	91,372.00	10,249,519.00	365,488.00	10,615,007.00
Overall Total	68,548,190	4,794,250	68,548,190	4,794,250	68,548,190	4,794,250	70,330,430	4,794,250	275,975,000	19,177,000	295,152,000

TFL Instalments	Dates	Value mil
First	03/06/2021	£68,548,190
Second	02/09/2021	£68,548,190
Third	02/12/2021	£68,548,190
Fourth	03/03/2022	£70,330,430
Total for 2021/22 Scheme		£275,975,000

24.84%
24.84%
24.84%
25.48%
2.60%

London Councils Instalments		
First	03/06/2021	£4,794,250
Second	02/09/2021	£4,794,250
Third	02/12/2021	£4,794,250
Fourth	03/03/2022	£4,794,250
Total for 2021/22 Scheme		£19,177,000

London Councils' Transport and Environment Committee

Proposed Revenue Budget and Borough Charges 2021/22

Item no: 13

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Date: 10 December 2020

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Summary

This report details the outline revenue budget proposals and the proposed indicative borough subscription and charges for 2021/22.

These proposals were considered by the Executive Sub-Committee at its meeting on 19 November. The Executive Sub-Committee agreed to recommend that the main Committee approves these proposals.

Recommendations

The Committee is asked to approve:

- The proposed individual levies and charges for 2021/22 as follows:
 - The Parking Core Administration Charge of £1,500 per borough and for TfL (2020/21 - £1,500; paragraph 38);
 - The Parking Enforcement Service Charge of £0.3596 per PCN which will be distributed to boroughs and TfL in accordance with PCNs issued in 2019/20 (2020/21 - £0.3708 per PCN; paragraphs 36-37);
 - No charge to boroughs in respect of the Freedom Pass Administration Charge, which is covered by replacement Freedom Pass income (2020/21 – nil charge; paragraph 15);
 - The Taxicard Administration Charge to boroughs of £338,000 in total (2020/21 - £338,000; paragraphs 17-18).
 - No charge to boroughs in respect of the Lorry Control Administration Charge, which is fully covered by estimated PCN income (2020/21 – nil charge; paragraphs 19-20);
 - Environment and Traffic Adjudicators (ETA) - charge of £27.84 per appeal or £24.06 per appeal where electronic

evidence is provided by the enforcing authority (2020/21 - £27.35/£23.63 per appeal). For hearing Statutory Declarations, a charge of £22.15 for hard copy submissions and £21.40 for electronic submissions (2020/21 - £21.78/£21.04 per SD) (paragraphs 26-27);

- Road User Charging Adjudicators (RUCA) – to be recovered on a full cost recovery basis under the contract arrangements with the GLA (paragraph 28);
 - A unit charge of £12 for the replacement of a lost or damaged Freedom Pass (2020/21 - £12; paragraph 10);
 - The TRACE (Electronic) Charge of £7.53 per transaction (2020/21 - £7.53; paragraphs 29-35);
 - The TRACE (Fax/Email) Charge of £7.70 per transaction, which is levied in addition to the electronic charge of £7.53 per transaction, making a total of £15.23 (2020/21 - £15.23; paragraphs 29-35);
 - The TEC¹ Charge of £0.175 per transaction (2020/21 - £0.175; paragraphs 29-35).
- The provisional gross revenue expenditure of £318.372 million for 2021/22, as detailed in Appendix A;
 - On the basis of the agreement of all the above proposed charges as outlined in this report, the provisional gross revenue income budget of £317.447 million for 2021/22, with a recommended transfer of £199,000 from Specific reserves for previously agreed priorities, £150,000 from uncommitted reserves to cover a shortfall in replacement freedom pass income due to the impact of the COVID-19 pandemic and £576,000 from uncommitted Committee reserves to produce a balanced budget, as shown in Appendix B; and
 - To consider the current position on reserves, as set out in paragraphs 51-56 and Table 8 of this report.

The Committee is also asked to note:

- the indicative total charges to individual boroughs for 2021/22, dependent upon volumes generated through the various parking systems, as set out in Appendix C.1.

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

Introduction

1. This report details the outline revenue budget proposals and the proposed indicative borough subscription and charges for 2021/22. These proposals were considered by the TEC Executive Sub-Committee at its meeting on 19 November. The TEC Executive Sub-Committee agreed to recommend that the main Committee approves these proposals.
2. The report will, therefore, examine the key features of the proposed budget for 2021/22 and make proposals as to the level of charges for the Committee's consideration.

Budgetary pressures

3. There are several significant budgetary pressures that will impact on the revenue budget for 2021/22. These are:
 - An estimated 2% officer pay award has been built into the budget from April 2021 which adds approximately £45,000 to the overall salaries bill for TEC;
 - An increase in the Employers Pension Contribution rate of 1.6% as advised by the Actuary in March 2019 which adds approximately £29,000 to the budget;
 - An unbudgeted difference of 0.75% on the 2020/21 pay award which impacts on the 2021/22 salary budget;
 - CPI in the year to August 2020 was running at 0.5%, however due to the level of uncertainty within the economy a 2% increase has been applied to contract prices;
 - Several staff positions within London Councils working on TEC related activities are directly funded by TfL. There is therefore, a financial and operational risk that this support may be reduced due to financial pressures experienced by TfL, should further funding settlements not be agreed with central government.

Proposed Revenue Budget 2020/21 – Provisional Overview

4. As well as having to accommodate the effect of the budgetary pressures outlined in paragraph 3, the budget proposals in this report incorporate the following assumptions, leading to the following levels of subscriptions, charges and specific budget totals being recommended to the Committee for consideration:
 - A provisional reduction in the TfL element of the Freedom Pass settlement for 2021/22 of £42.788 million, or 13.4%. This significant reduction reflects assumptions made around the continuing impact of the COVID-19 pandemic on trip levels (paragraph 6);
 - A provisional decrease in the Rail Delivery Group element of the freedom pass settlement of £4.106 million, which equates to 19.9%. However, this is subject to confirmation by the RDG and DfT. (paragraph 7);
 - A reduction of £200,000 in the budget for payments to other bus operators for local journeys originating in London, following projections for 2021/22, based on current claim trends being lodged by operators and the ongoing impact of the COVID19 pandemic on trip levels. (paragraph 8);

- No change in the annual Freedom Pass survey and reissue costs budget to remain at the current year's level of £1.518 million, which will include the cost of the annual pass eligibility review that yields significant cost savings for boroughs (paragraph 9);
- No change in the unit cost of a replacement Freedom Pass of £12; however, the income budget of has been reduced by £150,000 to £600,000 in 2021/22 (paragraph 10);
- A continued nil charge to boroughs in respect of the Freedom Pass administration fee, which remains fully funded by income receipts from replacing Freedom Passes that are lost or damaged (paragraph 15);
- No change in the TfL and borough contributions to the taxicard scheme budget of £8.859 million and £1.588 million respectively compared to the current revised budget, which will be subject to confirmation by all parties in early 2021. The indicative budgetary provision for the taxicard trips contract with CityFleet Networks Limited, will, therefore, be an amalgam of the TFL and borough funding, currently equating to £10.447 million for 2021/22, no change on the revised budget for the current year (paragraph 16);
- The total Taxicard administration charge of £338,000 being held at the current year's level, requiring a subsidy from TEC reserves of £118,000, which will be apportioned to boroughs in accordance with the total active scheme membership as at 30 September 2020. (paragraphs 17-18);
- A continued nil charge to boroughs in respect of the London Lorry Control scheme, which remains fully financed from PCN income receipts. The income budget for such receipts is being maintained at £1 million for 2021/22, based on actual and forecast outturn receipts over recent financial years, taking in to account the temporary suspension of the scheme during the nationwide lockdown. A sum of £50,000 will remain in the budget to fund further work on the development of the Lorry Control scheme during 2021/22, in order to continue to implement the outcome of the scheme review (paragraphs 19-20);
- The indicative hard copy unit ETA appeal cost for 2021/22 is £27.84, an increase of £0.49 or 1.79% on the charge of £27.35 for 2020/21. For appeals where electronic evidence is provided by an enforcing authority, the unit cost will increase by £0.43 or 1.80% to £24.06. Users will continue to pay a differential charge for the processing of ETA statutory declarations. For hard copy statutory declarations, the proposed unit charge will be £22.15 compared to the charge of £21.78 for the current year, which represents an increase of £0.37, or 1.7%. For electronic statutory declarations, the proposed unit charge will be £21.40, an increase of £0.36, or 1.72% on the electronic appeal unit charge for the current year of £21.04 (paragraphs 26-27);
- A continuation of the current agreement for TfL/GLA to reimburse London Councils on an actual cost-recovery basis for the variable cost of RUCA appeals which include the Ultra-Low Emission Zone (ULEZ) scheme, rather than on a unit cost basis. Continuation of this agreement will ensure that a breakeven position continues in respect of these transactions. (paragraph 28);

- A nil increase in the charges to boroughs for TEC and TRACE electronic transactions and the continued phasing out of TRACE fax and email transactions for purposes other than disaster recovery². (paragraphs 29-35)
 - A reduction in the Parking Enforcement service charge of £0.0112 per PCN, or 3%, which will be apportioned to boroughs and TfL in accordance with the total number of PCNs issued by enforcing authorities in 2019/20 (paragraphs 36-37);
 - The Parking Core administration charge being held at the 2020/21 level of £1,500 (paragraph 38);
 - A call on Specific reserves of £199,000 to cover the costs of work associated with Environmental Initiatives, as previously agreed by Members, along with an increase of £147,000 to £925,000 in the recommended transfer from uncommitted reserves required to deliver a balanced budget for 2021/22. £150,000 of this directly relates to reduced replacement freedom pass income as a result of the COVID-19 pandemic (paragraph 49);
 - An estimated 2% cost of living increase on all officer salary costs to reflect the potential pay award, plus a 2% increase in respect of adjudicators' fees to reflect the potential outcome of a Ministry of Justice (MoJ) review. A provision of 3% (3% for 2020/21) is also required to cover the employers' pension contributions for adjudicators who have been automatically enrolled into a pension scheme and have elected to remain within the scheme. The overall staffing budget continues to include a £30,000 provision for maternity cover and the vacancy level remains at 2%; and
 - An estimated 2% inflationary increase on contracts, but all other running cost budgets for 2021/22 to be held at the 2020/21 level.
5. The following paragraphs detail the main proposed budget headings for 2021/22 and highlight any significant changes over 2020/21. The proposed level of expenditure for 2021/22 amounts to £318.372 million. A sum of £304.081 million relates to direct expenditure on the transport operators providing the Freedom Pass and the Taxicard schemes, leaving £14.291 million relating to expenditure on parking and traffic related traded service and other operating expenditure. This compares to a sum of £14.008 million for the current year, an increase of £283,000, or 2.0%, much of which is matched by additional income.

Freedom Pass

6. The provisional main settlement with TfL for concessionary travel on its service is estimated to be £275.975 million, which represents a provisional cash reduction of £42.788 million, or 13. 4%, on the figure of £318.763 million for 2020/21. This reflects a significant fall in journeys on TfL modes over the last year due to the ongoing impact of the COVID-19 pandemic.

² London Councils will continue to accept TRACE email and fax during the 2021/22 financial year, but notices sent in this way will continue to be charged the fax / email rate in addition to the electronic rate, as this method causes significant additional resources for London Councils and its contractor.

7. The Rail Delivery Group (RDG) settlement is still being negotiated and will likely be impacted upon by the COVID-19 pandemic. Estimates are for a reduction in costs of £4.106 Million to £16.559 million compared to the current year's budget of £20.665 million. However, this is subject to confirmation by the RDG and DfT.
8. The budget for payments to other bus operators for local journeys originating in London has been reduced by £200,000 to an annual budget of £1.1 million, based on the current years outturn and allowing for reductions in journeys due to the COVID-19 pandemic.
9. The budget for pass issue and support services remains at £1.518 million, which will include the cost of an annual pass eligibility review that yields significant cost savings to boroughs and had previously been undertaken during the mid-term point of the five-year life of passes.
10. For income in respect of replacement Freedom Passes, prior year trends indicate that significant income accrues annually. However, due to the impact of the current COVID-19 pandemic on this income line, forecasting future income levels remains challenging. The 2021/22 income budget is being reduced by £150,000 to £600,000 however there is no change to the unit cost of £12 for a replacement pass. As stated in paragraph 4 and detailed in paragraph 15 below, it is proposed that the in-house cost of administering the Freedom Pass scheme will be fully funded by this income stream and uncommitted reserves in 2021/22.
11. As agreed by this Committee in December 2014, any annual surplus arising from both the freedom pass issuing costs budget of £1.518 million (paragraph 9 above) and replacement Freedom Passes income budget of £600,000 (paragraph 10 above) will be transferred to a specific reserves to accumulate funds to offset the cost of future major pass reissue exercises. The current projected balance on this element of the specific reserve is £1.241 million, as highlighted in paragraph 51.
12. Final negotiations on the actual amounts payable to transport operators will be completed in time for this meeting and any late variations to these provisional figures will be tabled at this meeting.
13. A summary of the provisional freedom pass costs for 2021/22, compared to the actual costs for the current year, are summarised in Table 1 below:

Table 1 – Comparative cost of Freedom Pass 2021/22 and 2020/21

Estimated Cost of Freedom Pass	2021/22(£000)	2020/21(£000)
TfL Settlement	275,975	318,763
ATOC Settlement	16,559	20,665
Non TfL Bus Operators Settlement	1,100	1,300
Support services and issue costs	1,518	1,518
Total Cost	295,152	342,246

14. The total cost of the scheme is fully funded by boroughs and the estimated provisional cost payable by boroughs in 2021/22 is £295.152 million, compared to £342.246 million payable for 2020/21. This represents a reduction of over £47 million or 13.76% which reflects significant reductions in anticipated usage of the schemes due to the ongoing impact of the COVID-19 pandemic. The majority of costs payable by boroughs will be apportioned in line with usage data, in accordance with the agreed recommendations of the arbitrator in 2008.

15. The administration of the freedom pass covers London Councils in-house costs in negotiating the annual settlements and managing the relationships with transport operators and contractors. For 2021/22, the total cost is estimated to be £520,000 compared to £505,000 in 2020/21. This equates to £15,755 per borough. However, it is proposed to continue to use income accruing from the replacement of lost and damaged Freedom Passes (refer paragraph 10) to continue to levy a nil charge in 2021/22, which members are asked to recommend to the main Committee. This position will be reviewed annually to ensure forecast income streams continue to cover the in-house costs of administering the scheme.

Taxicard Scheme

16. As stated in paragraph 4, it is assumed that TfL will provide an estimated fixed contribution of £8.859 million, no change in the figure for 2020/21. The total borough contribution towards the Taxicard scheme in 2021/22 is estimated to be £1.588 million, the same as for the current year, although the decision on boroughs' contributions is a matter for boroughs to take individually and will be confirmed in February 2021. The indicative budgetary provision for the taxicard trips contract with CityFleet Networks Limited, will, therefore, be an amalgam of the TfL and borough funding, currently equating to £10.447 million for 2021/22, the same figure as for the current year. However, several factors such as usage of the scheme particularly in light of the COVID-19 pandemic could influence the final outturn position for 2021/22.
17. The gross cost of administration of the Taxicard Scheme is estimated to be £599,000 in 2021/22 compared to £581,000 in 2020/21. After excluding an estimated separate contribution from TfL towards these administrative costs of £124,000 and anticipated income of £18,000 from charging for replacement taxi cards, the net cost chargeable to boroughs in 2021/22 is £457,000. However, it is proposed to continue to use uncommitted general reserves held by the Committee of £118,000 to hold the total charge to boroughs at the 2021/22 level of £338,000.
18. The active Taxicard total membership as at 30 September 2020 is 58,534, compared to 64,552 as at 30 September 2019, a decrease of 6,018, or 9.3% this is a result of officers carrying out a review to establish if members are still active and less members joining since the nationwide lockdown. The decrease in the spreading base and the recommended use of reserves of £118,000 has increased the underlying subsidised unit cost of a scheme member from £5.24 to £5.78 per member.

London Lorry Control Scheme

19. The total charge is calculated in the same manner as the Freedom Pass and taxicard administration charge, although it is apportioned to boroughs in accordance with the ONS mid-year population figures for, in the case of 2021/22, June 2019. The total cost of administering the scheme is estimated to be £769,704 in 2021/22, compared to £754,773 in 2020/21 excluding a carried forward amount of £91,000 from 2019/20. This figure includes a sum of £50,000 that has been retained in anticipation of further development of the scheme in 2021/22.

20. After analysing receipts from PCNs issued in relation to the scheme over the past three financial years, it is proposed to maintain the income forecast of £1 million for 2021/22, meaning that there will be a continuation of the nil charge to the 29 participating boroughs plus TfL towards the scheme. Again, this position will be reviewed annually to ensure forecast income streams continue to cover the costs of administering the scheme.

Environment and Traffic Adjudicators (ETA) Fees

21. The budget for adjudicators' fees and training will be increased for 2021/22, which is consistent with the estimated officers pay award. Any actual pay award will be dependent on a recommendation of the Senior Salaries Review Board, which is still to be agreed. This mechanism, which was agreed by TEC in November 2001, keeps the Adjudicators' pay at 80% of that for Group 7 full-time judicial appointments outside London. As discussed above, a 2% pay award has been included, which increases the hourly rate by £1.29 from £64.32 to £65.61, inclusive of employers' National Insurance Contributions. In addition, all adjudicators have been entitled to be provided with a workplace pension scheme from August 2017. The employers' contribution to the scheme offered to the adjudicators will be 3% in 2021/22 which is no change to 2020/21. Current analysis indicates that 80% of ETA adjudicators are eligible to remain in the scheme under current earnings eligibility rules. This will add a further 2.0% onto the payroll cost in 2021/22, giving an average hourly rate of £67.18 (£65.86 2020/21 an increase of £1.32 or 2.00%).
22. The estimated volume of ETA appeals and statutory declarations for 2021/22, based on volumes generated in 2019/20 prior to the COVID-19 pandemic is 43,995, an decrease of 727 from the 44,722 budgeted level for the current year. The total appeals include Statutory Declarations, Moving Traffic Contraventions and Lorry Control Appeals.
23. The estimated average throughput of appeals based on 2019/20 actual data is 3.79 appeals heard per hour (compared to 3.78 appeals per hour when the current year's budget was set in December 2019). This average figure takes account of all adjudicator time spent on postal and personal appeal hearing and non-appeal 'duty adjudicator' activities. Although this throughput increase is marginal it is attributable to continued system and service improvements that feed through into the processing figures. The ETA adjudicator fees base budget of £779,395 has, therefore, been increased by £1,269 to £780,664 for 2021/22 to reflect the net impact of the improved throughput rate and increase in adjudicator fees.

Road User Charging Adjudicators (RUCA) Fees

24. The estimated volume of RUCA appeals for 2021/22, based on 2019/20 actual volumes and taking in to account the extension of the scheme to weekends and evening charging is 19,478, compared to 20,784 for the current year. The original estimate for 2020/21 incorporated an estimate for the Ultra Low Emission Zone (ULEZ) scheme which came in to force in April 2019 therefore there was a level of uncertainty around appeal levels, which for 2021/22 is compounded by the COVID-19 pandemic.
25. Based on the estimate level of appeals and anticipated increase in hourly rates the budget for RUCA adjudicators' fees has been increased by £13,000 to

£532,000. The Committee will be fully reimbursed at cost by the GLA/TfL for the hearing of RUCA/ULEZ appeals under the current contract arrangements, subject to the potential risk highlighted in the paragraph 3 surrounding TfL funding.

Appeals Unit Charges 2021/22

26. The estimated overall cost for hearing appeals for 2021/22 is laid out in Table 2 below:

Table 2 – Proposed Unit Cost for Appeals 2021/22

	ETA	RUCA	Total
Estimated Appeal Nos.	43,995 (69%)	19,478 (31%)	63,473 (100%)
Average Case per hour	3.79	2.46	3.29
Adjudicator Hours	11,620	7,918	19,721
Expenditure			
Adjudicators Fees	780,664	532,388	1,313,052
Northgate Variable Cost	303,957	173,885	477,842
Total	1,084,621	706,273	1,790,894
Income			
Hearing Fees	1,084,621	706,273	1,790,894
Average Indicative Unit Cost of Appeal	24.65	36.26	28.22

27. For ETA appeals, based on an estimated 43,995 appeals and a projected throughput rate of 3.79 cases being heard per hour during 2021/22, it is proposed that the indicative hard copy unit ETA appeal cost for 2021/22 is £27.84, an increase of £0.49 or 1.79% on the charge of £27.35 for 2020/21. For appeals where electronic evidence is provided by an enforcing authority, it is proposed that the unit cost will increase by £0.43 or 1.80% to £24.06. The lower charge to boroughs recognises the reduced charge from London Councils contractor for processing electronic appeals, demonstrating that there remains a clear financial incentive for boroughs to move towards submitting electronic evidence under the current contract arrangements. Boroughs will pay a differential charge for the processing of ETA statutory declarations. For hard copy statutory declarations, the proposed unit charge will be £22.15 compared to the charge of £21.78 for the current year, which represents an increase of £0.37, or 1.70%. For electronic statutory declarations, the proposed unit charge will be £21.40, an increase of £0.36, or 1.72% on the electronic appeal unit charge for the current year. The Committee is asked to approve these appeal charges to users for 2021/22.
28. London Councils is contracted to provide the RUCA appeals service up until January 2022 under the current contract arrangements effective from 1 January 2017. There is a continuation of the previous agreement for TfL/GLA to reimburse London Councils on an actual cost-recovery basis for the variable cost of these transactions, rather than on a unit cost basis. Continuation of this agreement will ensure that a breakeven position continues in respect of these transactions, so the estimated cost of £706,273 for hearing an estimated 19,478 RUCA/ULEZ appeals will be fully recovered. The fixed cost element of the contract is forecast to be £835,798 in 2021/22, a reduction of £39,630 from 2020/21, due to the net impact of forecasted costs increases and a reduction in estimate leaseholder costs.

Parking Managed Services – Other Variable Charges to Users

29. These variable charges form part of the parking managed service contract provided by Northgate, the volumes of which the Committee has no control. The individual boroughs are responsible for using such facilities and the volumes should not, therefore, be viewed as service growth. The volumes are based on those currently being processed by the contractor and are recharged to the boroughs and TfL as part of the unit cost charge. Due to the ongoing COVID-19 pandemic, 2019/20 actual transactions have been used as the basis for setting the 2021/22 budget which are perceived to be a more accurate reflection of potential caseloads. TRACE electronic transactions are projected to marginally decrease by 1% and that TRACE Fax transactions will increase by 57% on the current year budget figures set in December 2019. Comparable figures indicate that use of the TEC system by boroughs will decrease by over 2% compared to the current year budget figure. The estimated effect on expenditure trends are illustrated in Table 3 below:

Table 3 – Estimated expenditure on variable parking services 2021/22 and 2020/21

2021/22	Estimated Volumes (Nos)	Contractor Charge (£)	Expenditure Budget (£)
TRACE (Electronic)	45,187	1.838/1.871	84,176
TRACE (Fax Transaction)	3,755	4.047/4.128	15,460
TEC	1,126,413	0.097/0.099	110,934
Total			210,570
2020/21	Estimated Volumes (Nos)	Contractor Charge (£)	Expenditure Budget (£)
TRACE (Electronic)	45,452	1.811/1.842	83,335
TRACE (Fax Transaction)	2,389	3.987/4.055	9,653
TEC	1,149,655	0.096/0.0976	111,769
Total			204,757

30. The estimated increase in expenditure between 2020/21 and 2021/22 based on the current projected transaction volumes for 2019/20 and estimated movement in contract prices is £5,813.

31. The corresponding estimated effect on income trends are illustrated in Table 4 below:

Table 4 – Estimated income accruing from variable parking services 2021/22 and 2020/22

2021/22	Estimated Volumes (Nos)	Proposed Unit Charge (£)	Income Budget (£)
TRACE (Electronic)	45,187	7.53	340,258

TRACE (Fax Transaction)	3,755	7.70	28,914
TEC	1,126,413	0.175	197,122
Total			566,294
2020/21	Estimated Volumes (Nos)	Proposed Unit Charge (£)	Income Budget (£)
TRACE (Electronic)	45,452	7.53	342,257
TRACE (Fax Transaction)	2,389	7.70	18,395
TEC	1,149,655	0.175	201,190
Total			561,842

32. The estimated effect on income, between 2020/21 and 2021/22, based on the actual transaction volumes for 2019/20 and a zero increase in charges to users, is an increase of £4,452. There is however a marginal increase in expenditure leading to a net overall decrease in budgeted income of £1,361. The charging structure historically approved by TEC for the provision of the variable parking services (excluding appeals) includes a marginal profit element in each of the charges made to boroughs and other users for these services. However, based on the 2019/20 and current volumes, it is proposed that there should be no increase in the three charges to boroughs for 2021/22.
33. Members will recall that the measures were approved by TEC from 2018/19 to begin the phasing out of TRACE fax and email service as a default means for enforcement authorities to notify the service of vehicles that have been moved.
34. In order to encourage enforcement authorities to use the electronic notification systems by default and thereby reduce processing time, all TRACE fax and email notifications were, therefore, charged at the electronic rate (£7.53) plus the fax/email rate (£7.70) making a total of £15.23 per transaction and the dual charging mechanism is recommended for continuation for 2021/22.
35. The Committee is asked, therefore, to approve the following non-appeal charges to users for 2021/22:
- The TRACE (Electronic) charge of £7.53 per transaction, no change on the current year;
 - The TRACE (Fax/email) Charge of £7.70 per transaction, in addition to the electronic charge of £7.53 per transaction, making a total of £15.23, no change on the current year;
 - The TEC charge of £0.175 per transaction, no change on the current year.

Parking Enforcement Service Charge

36. The majority of this charge is made up of the fixed cost element of the parking managed service contract provided by Northgate and the provision of accommodation and administrative support to the appeals hearing centre. The total fixed cost is allocated to users in accordance with the number of PCNs issued, which for 2021/22 will be the 6,187,220 PCNs issued by enforcing authorities during 2019/20, which is detailed in Appendix D. For 2021/22,

expenditure of £3.060 million needs to be recouped, compared to £3.084 million for 2020/21, which is detailed in Table 5 below:

Table 5 – Breakdown of Parking Enforcement Charge 2021/22

	2021/22 (£000)	2020/21 (£000)
Fixed Contract Costs	1,308	1,285
Hearing Centre Premises Costs	621	728
Direct Staffing Costs	599	572
General Office Expenditure	46	46
Central Recharges	486	453
Total	3,060	3,084

37. After top-slicing this amount for the revised fixed contract sum of £835,798 attributable to congestion charging, ULEZ and LEZ contraventions rechargeable to the GLA - 37% of the estimated cost of the Tribunal (refer paragraph 28), a total of £2.225 million, compared to £2.209 million in 2020/21, remains to be apportioned through the 6.187 million PCNs issued by boroughs and TfL in 2019/20 in respect of parking, bus lane, moving traffic and London Lorry Control Scheme enforcement, compared to 5.958 million issued in 2018/19. The increase in the number of PCNs issued over the two comparative years increases the spreading base, which leads to a reduction in the proposed unit charge to boroughs and TfL of £0.0011, or 3%, from £0.3708 to £0.3596 per PCN for 2021/22, which members are asked to recommend to the main Committee. In addition, under the terms of the contract with Northgate, there is a separate fixed cost identified in respect of the use of the TRACE and TEC systems. For 2020/21, this sum was £95,000 and is estimated to increase to £97,000 in 2021/22. This sum will be apportioned to boroughs in accordance with volumes of transaction generated on each system.

Parking Core Administration Charge

38. The core subscription covers a proportion of the cost of the central management and policy work of the Committee and its related staff, accommodation, contract monitoring and other general expenses. It is charged to boroughs and TfL at a uniform rate, which for 2020/21 was £1,500 per borough. As there is limited scope for additional savings or efficiencies to be identified from within the £51,000 this levy raises for the Committee, it is recommended that this charge be held at the current level of £1,500 per borough and TfL for 2021/22.

Registration of Debt at the Traffic Enforcement Centre (TEC) - Northampton County Court

39. Expenditure in respect of the registration of debt related to parking penalties is directly recouped from the registering borough, so the transactions have a neutral effect on the financial position of the Committee. The Court Service last increased the £7 unit fee to £8 in July 2016, although no further increases are envisaged during 2021/22. Volumes generated by users registered parking debt is expected to be maintained at £4 million for the current year, so it is, therefore, proposed keep both the income and expenditure budgets for 2021/22 at £4 million.

Estimated individual borough costs for 2021/22, covering the proposed charges highlighted in paragraphs 15-39 above, are detailed in Appendix C.1 and can be compared against the estimated charges for the current year at Appendix C.2, forecast at the budget setting stage for the current year 12 months ago.

Contractual Commitments

40. **Staffing Costs** -The proposed staffing budget for TEC for 2021/22 is illustrated in Table 6 below:

Table 6– TEC Indicative Staffing Budget 2021/22	£000
2020/21 Revised Budget	2,271
Addition Environmental Officer covered by reserves/TfL	45
0.75% unbudgeted 2020/21 pay award	17
Increase to Employers Pension Contributions	29
2% pay award 2021/22	46
Incremental salary drift/other adjustments	17
2020/21 Base Budget	2,424
Split between:	
Services - Parking and Traffic	111
Services - ETA	391
Services - RUCA	208
Services - Transport and Mobility	835
PAPA - Policy	470
PAPA - Communications	270
Chief Executive - Committee Servicing	60
Chief Executive - DP/FOI work	79
2021/22 Base Budget	2,424

41. In line with other London Councils funding streams, the vacancy level for 2021/22 remains at 2%. The salary figures include an estimated 2% cost of living increase on all costs for 2021/22 along with an increase on the Employers Pension contribution rate payable from 12% to 13.6%. In addition to the salaries figure of £2.424 million shown in Table 6, the £19,000 budgetary provision for member's allowances has been maintained at the 2020/21 level, as has the provision for maternity cover of £30,000.
42. **Accommodation Costs – Chancery Exchange** – The appeals hearing centre at Chancery Exchange, EC4 has been operational since July 2015. The budget for 2021/22 of £498,178 includes the full year cost of the leasehold agreement plus other premises running costs. This has been reduced by approximately £100,000 from the 2020/21 budget recognising the rent review carried out in March 2020 where leasehold costs were maintained at current levels. In addition, a budget for depreciation in respect of the refurbishment costs of Chancery Exchange of £103,502 is required, along with the continuation of a provision for potential redecoration, dilapidation and reinstatement costs payable at the end of the Chancery Exchange lease of £19,543 per annum. The total Hearing Centre premises costs are therefore £621,233. These costs are fully recovered as part of the Parking Enforcement service charge (refer paragraphs 36-37).
43. **Accommodation Costs - Southwark Street** – These are included as part of central recharges cost. These costs are spread based on number of FTE's directly chargeable to the TEC funding stream. The recharges in respect of the

Southwark Street accommodation forms part of the administration charge for the direct services– for the freedom pass, taxicard, health emergency badge and the London lorry control scheme, as detailed in paragraphs 6-20 of this report.

Discretionary Expenditure

44. **Research Budget** – It is recommended that the budget for 2021/22 is maintained at the current year's level of £40,000.

45. **General/Office Costs** - The budgetary provision of £485,000 for 2021/22 is broken down in Table 7 below:

Table 7 – TEC General/Office costs budget 2020/21	£000
2020/21 Revised Budget	474
General/office costs inflation	11
2021/22 Base Budget	485
Split between:	
System Developments	100
General/Office costs – postage, telephones, copiers, etc.	162
Appeals related legal costs	26
External audit fees*	27
City of London finance, legal, HR and IT SLA*	170
2021/22 Base Budget	485

*forms part of central recharge costs

46. The increase primarily relates to a slight increase in general office running costs.

47. Inflation of 2% has been allowed for 2021/22 on some elements of general running costs, except where there are contractual commitments. This factor has been applied to all London Councils budgets.

Central Recharges

48. Southwark Street accommodation costs (paragraph 43), the Parking Enforcement Charge (paragraph 36) and general office costs (paragraph 45) all contain significant element of central recharge costs, which are apportioned to all London Councils functions in accordance with a financial model that is subject to annual review by London Councils external auditors. The premises costs of the hearing centre are split between the ETA and RUCA functions, as detailed in paragraphs 36-37. Of the total central costs to be apportioned to TEC in 2021/22 (excluding LEPT) of £1,579,250, a sum of £1,011,919 feeds into the recharges for the direct services administration charges based at Southwark Street and for the ETA and RUCA services at the appeals hearing centre. The residual £567,431 relates to the TEC policy, communication and administrative functions based at Southwark Street, which is an increase of approximately £80,000 largely to reflect additional Environmental policy work being undertaken as previously agreed by members. As detailed in paragraph 36, a further sum of £621,223 relates to the premises costs at Chancery Exchange.

Transfer from Reserves

49. As detailed in paragraph 51 below, it is proposed that this Committee approve the transfer of a sum of £726,000 from uncommitted general reserves. This is made

up of £150,000 to negate the reduction of Freedom pass replacement income due to the impact of the COVID-19 pandemic and £576,000 to cover direct service costs and balance the budget to smooth the effect of the underlying increase to direct service costs and to cover the additional central recharge costs. This is an increase of £147,000 on the £579,000 approved transfer for the current year. Specifically, the recommended use of a sum of £118,000 will increase the underlying subsidised unit cost of a Taxicard Scheme member from £5.78 to £5.24 per member. The boroughs will pay no more in 2021/22 than the £338,000 paid towards administering the Taxicard Scheme in the current year, as detailed in paragraphs 17-18 above.

Other Income

- 50. Miscellaneous Income** – It is estimated that income of £74,000 will continue to accrue from two main sources in 2020/21. Firstly, £43,000 is expected to accrue for the administration of the Health Emergency badge (HEB) in the form of registration fees and charges for badges to medical professionals. This will enable this service to be provided at no cost to boroughs. Secondly, £31,000 is expected to accrue from TfL for secretarial services provided by the Committee during the Freedom Pass negotiations.

Committee Reserves

51. Table 8 below updates the Committee on the revised projected level of reserves as at 1 April 2021, if all current known liabilities and commitments are considered:

Table 8– Analysis of Estimated Uncommitted Reserves as at 1 April 2021

	General Reserve	Specific Reserve	Total
	£000	£000	£000
Pre Audited reserves at 1 April 2020	3,889	2,741	6,630
Amount carried forward from 2019/20	(91)	-	(91)
Approved use in setting 2020/21 budget	(579)	-	(579)
Projected Budget Surplus 2020/21 @ M6	200	-	200
Specific Reserves – Environmental Policy work	-	(160)	(160)
Projected uncommitted reserves as at 31 March 2021	3,419	2,581	6,000
Proposed use in setting 2021/22 budget	(726)	(199)	(925)
Estimated uncommitted reserves as at 1 April 2021	2,693	2,382	5,075
TEC priority projects – Remainder of Tranche 1	-	(391)	(391)
TEC Priority Projects – Tranche 2	-	(750)	(750)
Estimated uncommitted reserves following potential 2021/22 commitments	2,693	1,241	3,934

52. The projected level of uncommitted general reserves of £2.693 million as at 1 April 2021 assumes that the draft proposals as laid out in this report is agreed by this Committee. It is proposed that a sum of £726,000 be transferred from uncommitted general reserves to cover the reduction in replacement freedom pass income of £150,000, which is effected by the COVID-19 pandemic, along with £576,000 in order to cover the full cost of direct service charges and to

balance the budget. This compares against an approved transfer of £579,000 for the current financial year.

53. In addition, the overall reserves position reflects the projected amount expected to be held in the specific reserve as at 1 April 2021 of £1.241 million which will be used to fund future Freedom Pass re-issue exercises. The remaining specific reserves of £1.141 million, highlighted in two tranches in Table 8, will be called upon in 2021/22 to continue to provide policy support to deliver special projects, such as the Climate Change policy work and the EV and car club coordination functions, which have previously been agreed by members, or other future priority projects to be agreed by members.
54. The forecast uncommitted general reserves of £2.693 million as at 31 March 2021 are inclusive of a projected surplus of £200,000 for the current year. This equates to 18.8% of proposed operating and trading expenditure of £14.291 million for 2021/22. This figure, therefore, exceeds the Committee's formal policy on reserves, agreed in December 2015 that reserves should equate to between 10-15% of annual operating and trading expenditure. Members of the Executive Sub-Committee, at its meeting of 19 November, agreed that consideration will be made during the 2022/23 budget setting process on whether this upper limit is increased to 20%, particularly in light of financial pressures the public sector faces as the County emerges from the COVID pandemic.
55. The holding of reserves of 3.8% above the 15% upper benchmark level equates to £549,000. This issue was discussed by the Executive Sub-Committee on 19 November and it recommended that this Committee consider the following factors:
- The likelihood of further unforeseen events arising in the remainder of the current financial year, given that the projected surplus for the current year of £200,000 feeds directly into uncommitted general reserves;
 - Emerging additional ICT system development pressures across several service areas, which in the long term will produce savings to the committee. These developments will be subject to separate reports to the committee in the future and many of these costs may be covered by existing resources. Costs of these developments are yet to be fully quantified but include (with rough order of magnitude figures):
 - modernisation of the Health Emergency Badge service following the outcome of the current service review (£50,000 - £100,000);
 - updates to the Freedom Pass records management system (£75,000 - £150,000);
 - developments to the Taxicard and Freedom Pass application processes following the discovery phase of the project (£200,000 - £600,000);
 - user-identified enhancements to the London Tribunals systems for the public, enforcement authorities and adjudicators (£150,000 - £250,000); and
 - Developments to the Lorry Control service (£500,000 - £2,000,000).
 - As detailed in paragraph 49 above, it is proposed a sum of £576,000 is transferred from uncommitted general reserves in order to present a

balanced budget for 2021/22, along with the additional transfer of £150,000 due to the reduction in replacement freedom pass income, which is directly attributable to the COVID-19 pandemic. Clearly it is not sustainable in the medium to long term so measures will need to be considered by members to bring total income and total expenditure more in to balance. In the short term the excess reserves could be used, as proposed, until a balanced budget is achieved; and

- Various funding streams are at risk should TfL reduce their funding. Whilst large areas would not sustainably be met, such as the taxicard scheme, small priority budgets including LEPT, EV/Car club policy work and taxicard administration could be covered, for a limited time, by the excess funds held in reserves.

56. The options which this Committee is asked to consider for the use of these excess reserves and which are not mutually exclusive, include:

- No action recommended pending clarification of issues outlined in paragraph 55;
- Reduce charges to boroughs and TfL as part of the 2021/22 budget proposals; and
- Return a one-off cash sum to all boroughs and TfL.

Summary

57. This report details the outline revenue budget proposals and the proposed indicative borough subscription and charges for 2020/21. The Executive Sub-Committee considered these proposals at its meeting on 19 November. The Executive Sub-Committee agreed to recommend that this Committee approves these proposals, which are now presented for final approval. The proposed level of expenditure for 2021/22 amounts to £318.372 million. A sum of £304.081 million relates to direct expenditure on the transport operators providing the Freedom Pass and the Taxicard schemes, leaving £14.291 million relating to expenditure on parking and traffic related traded service and other operating expenditure. This compares to a comparable sum of £14.008 million for the current year, an increase of £283,000 or 2.0%, much of which relate general inflationary increases.

Recommendations

58. The Committee is asked to approve:

- The proposed individual levies and charges for 2021/22 as follows:
 - The Parking Core Administration Charge of £1,500 per borough and for TfL (2020/21 - £1,500; paragraph 38);
 - The Parking Enforcement Service Charge of £0.3596 per PCN which will be distributed to boroughs and TfL in accordance with PCNs issued in 2019/20 (2020/21 - £0.3708 per PCN; paragraphs 36-37);

- No charge to boroughs in respect of the Freedom Pass Administration Charge, which is covered by replacement Freedom Pass income (2020/21 – nil charge; paragraph 15);
- The Taxicard Administration Charge to boroughs of £338,000 in total (2019/20 - £338,000; paragraphs 17-18).
- No charge to boroughs in respect of the Lorry Control Administration Charge, which is fully covered by estimated PCN income (2020/21 – nil charge; paragraphs 19-20);
- Environment and Traffic Adjudicators (ETA) - charge of £27.84 per appeal or £24.06 per appeal where electronic evidence is provided by the enforcing authority (2020/21 - £27.35/£23.63 per appeal). For hearing Statutory Declarations, a charge of £22.15 for hard copy submissions and £21.40 for electronic submissions (2020/21 - £21.78/£21.04 per SD) (paragraphs 26-27);
- Road User Charging Adjudicators (RUCA) including ULEZ – to be recovered on a full cost recovery basis under the current contract arrangements with the GLA (paragraph 28);
- A unit charge of £12 for the replacement of a lost or damaged Freedom Pass (2020/21 - £12; paragraph 10);
- The TRACE (Electronic) Charge of £7.53 per transaction (2020/21 - £7.53; paragraphs 29-35);
- The TRACE (Fax/Email) Charge of £7.70 per transaction, which is levied in addition to the electronic charge of £7.53 per transaction, making a total of £15.23 (2020/21 - £15.23; paragraphs 29-35);
- The TEC³ Charge of £0.175 per transaction (2020/21 - £0.175; paragraphs 29-35).
- The provisional gross revenue expenditure of £318.372 million for 2021/22, as detailed in Appendix A;
- On the basis of the agreement of all the above proposed charges as outlined in this report, the provisional gross revenue income budget of £317.447 million for 2021/22, with a recommended transfer of £199,000 from Specific reserves for previously agreed environmental policy work, £150,000 from uncommitted reserves to cover a shortfall in replacement freedom pass income due to the impact of the COVID-19 pandemic and £576,000 from uncommitted Committee reserves to produce a balanced budget, as shown in Appendix B; and
- To consider the current position on reserves, as set out in paragraphs 51-56 and Table 8 of this report.

59. The Committee is asked to note:

- the estimated total charges to individual boroughs for 2021/22, as set out in Appendix C.1.

³ The system that allows boroughs to register any unpaid parking tickets with the Traffic Enforcement Centre and apply for bailiff's warrants.

Financial Implications for London Councils

None, other than those detailed in the report

Legal Implications for London Councils

None

Equalities Implications for London Councils

None

Appendices

Appendix A – Proposed revenue expenditure budget 2021/22;

Appendix B – Proposed revenue income budget 2021/22;

Appendix C.1 – Indicative charges to boroughs 2021/22;

Appendix C.2 – Indicative charges to boroughs 2020/21; and

Appendix D – Parking Enforcement statistics 2019/20.

Background Papers

TEC Budget Working Papers 2020/21 and 2021/22;

TEC Final Accounts Working Papers 2019/20;

TEC Revenue Budget Forecast Working Papers 2020/21; and

London Councils Consolidated Budget Working Papers 2020/21 and 2021/22.

TEC Expenditure Base Budget 2021/22

	Revised 2020/21 £000	Develop- ments £000	Base 2021/22 £000	Inflation £000	Original 2021/22 £000
Payments in respect of Concessionary Fares					
TfL	318,763	-42,788	275,975	0	275,975
RDG	20,665	-4,106	16,559	0	16,559
Other Bus Operators	1,300	-200	1,100	0	1,100
Freedom Pass issue costs	1,518	0	1,518	0	1,518
Freedom Pass Administration	505	7	512	7	519
City Fleet Taxicard contract	10,447	0	10,447	0	10,447
Taxicard Administration	581	8	589	10	599
	353,779	-47,079	306,700	17	306,717
TEC Trading Account Expenditure					
Payments to Adjudicators- ETA	779	0	779	1	780
Payments to Adjudicators - RUCA	519	0	519	13	532
Northgate variable contract costs - ETA	305	0	305	-1	304
Northgate variable contract costs - RUCA	180	0	180	-6	174
Northgate variable contract costs - Other	205	0	205	6	211
Payments to Northampton County Court	4,000	0	4,000	0	4,000
Lorry Control Administration	845	6	851	-81	770
ETA/RUCA Administration	3,084	-85	2,999	62	3,061
HEB Administration	42	1	43	0	43
	9,959	-78	9,881	0	9,875
Sub-Total	363,738	-47,157	316,581	17	316,592
Operating Expenditure					
Contractual Commitments					
Northgate Fixed Costs	95	0	95	2	97
	95	0	95	2	97
Salary Commitments					
Non-operational staffing costs	708	62	770	16	786
Members	19	0	19	0	20
Maternity/Paternity Provision	30	0	30	0	30
	757	62	819	17	835
Discretionary Expenditure					
Staff training/recruitment advertising	0	0	0	0	0
Staff travel	0	0	0	0	0
Other premises costs	0	0	0	0	0
SS ICT support	0	0	0	0	0
Supplies and services	159	-2	157	0	157
Research	40	0	40	0	40
Contribution to health related work	0	0	0	0	0
One off payment to boroughs	0	0	0	0	0
Secondment Payment to TFL	0	0	0	84	84
Premises recharge	0	0	0	0	0
	199	-2	197	84	281
Total Operating Expenditure	1,051	60	1,111	103	1,213
Central Recharges	486	11	497	70	567
Total Expenditure	365,275	-47,086	318,189	190	318,372

TEC Income Base Budget 2021/22

	Revised 2020/21 £000	Develop- ments £000	Base 2021/22 £000	Inflation £000	Original 2021/22 £000
Borough contributions to TfL	318,763	-42,788	275,975	0	275,975
Borough contributions to RDG	20,665	-4,106	16,559	0	16,559
Borough contributions to other bus operators	1,300	-200	1,100	0	1,100
Borough contributions to surveys/reissue costs	1,518	0	1,518	0	1,518
Borough contributions to freedom pass administration	0	0	0	0	0
Income from replacing lost/faulty freedom passes	750	-150	600	0	600
Income from replacing lost/faulty taxicards	18	0	18	0	18
Borough contributions to Taxicard scheme	1,588	0	1,588	0	1,588
TfL contribution to Taxicard scheme	8,859	0	8,859	0	8,859
Borough contributions to taxicard administration	324	0	324	0	324
TfL Contribution to taxicard administration	124	0	124	0	124
	353,909	-47,244	306,665	0	306,665
TEC trading account income					
Borough contributions to Lorry ban administration	0	0	0	0	0
Lorry control PCNs	1,000	0	1,000	0	1,000
Borough ETA appeal charges	967	0	967	0	967
TfL ETA appeal charges	118	0	118	0	118
RUCA appeals income	699	0	699	7	706
Borough fixed parking costs	2,069	17	2,086	-35	2,051
TfL fixed parking costs	235	0	235	35	270
RUCA fixed parking costs	875	-62	813	23	836
Borough other parking services	562	0	562	3	565
Northampton County Court Recharges	4,000	0	4,000	0	4,000
	10,525	-45	10,480	33	10,513
Sub-Total	364,434	-47,289	317,145	33	317,178
Core borough subscriptions					
Joint Committee	46	0	46	0	46
TEC (inc TfL)	51	0	51	0	51
	97	0	97	0	97
TfL secretariat recharge	31	0	31	0	31
Sales of Health Emergency badges	42	1	43	0	43
Miscellaneous income	0	0	0	0	0
Contribution from TfL for Environmental Policy priorities	0	98	98	0	98
	73	99	172	0	172
Transfer from Reserves	579	147	726	199	925
Central Recharges	0	0	0	0	0
Total Income Base Budget	365,183	-47,043	318,140	232	318,372

Indicative Charges to Boroughs 2021/2022

Appendix C.1

BOROUGH	Core Parking (£)	Fixed Parking (£)	Con.Fares Admin. (£)	Taxicard Admin. (£)	Lorry Ban Admin. (£)	Parking Appeals (£)	TRACE Electronic (£)	TRACE FAX (£)	TEC (£)	Total Estimate 2021/22 (£)	Total Estimate 2020/21 (£)	Estimated Movement (£)
Barking & Dagenham	1,500	41,626	0	6,393	0	33,146	158	162	0	82,984	80,208	2,776
Barnet	1,500	87,407	0	11,577	0	32,602	30	31	15,766	148,915	147,967	948
Bexley	1,500	24,327	0	5,219	0	5,731	0	0	0	36,778	34,409	2,369
Brent	1,500	69,400	0	13,941	0	23,648	17,259	732	0	126,480	127,223	-743
Bromley	1,500	28,203	0	6,832	0	5,348	0	0	0	41,883	39,951	1,932
Camden	1,500	91,471	0	12,901	0	49,032	21,453	1,109	11,264	188,730	181,079	7,651
Croydon	1,500	63,956	0	12,612	0	46,833	1,152	0	12,507	138,560	146,902	-8,342
Ealing	1,500	65,980	0	13,398	0	34,607	1,611	177	9,487	126,760	130,635	-3,874
Enfield	1,500	49,714	0	6,670	0	18,688	7,982	123	4,592	89,270	73,484	15,785
Greenwich	1,500	23,844	0	10,398	0	8,759	474	485	2,404	47,864	39,215	8,650
Hackney	1,500	53,431	0	14,595	0	26,842	8,110	1,232	11,575	117,285	127,318	-10,033
Hammersmith & Fulham	1,500	85,544	0	8,745	0	24,234	24,194	169	7,837	152,223	146,712	5,511
Haringey	1,500	85,899	0	12,057	0	37,004	21,995	2,441	9,846	170,743	150,017	20,726
Harrow	1,500	61,826	0	13,849	0	35,077	0	0	15,880	128,131	128,306	-175
Havering	1,500	39,011	0	12,976	0	26,406	8	8	0	79,908	90,327	-10,418
Hillingdon	1,500	29,714	0	5,416	0	9,290	821	601	4,368	51,710	55,456	-3,746
Hounslow	1,500	47,635	0	9,427	0	22,630	6,340	154	4,596	92,283	100,000	-7,718
Islington	1,500	107,940	0	15,357	0	39,983	26,754	347	11,900	203,781	189,564	14,216
Kensington & Chelsea	1,500	71,000	0	10,103	0	18,684	39,608	939	8,762	150,597	157,316	-6,719
Kingston	1,500	44,695	0	9,184	0	10,026	8	8	0	65,420	69,863	-4,443
Lambeth	1,500	88,006	0	10,404	0	69,180	8,772	924	14,766	193,552	181,857	11,695
Lewisham	1,500	34,534	0	10,161	0	19,204	0	0	2,584	67,983	61,377	6,606
Merton	1,500	46,611	0	10,069	0	20,557	0	0	0	78,736	91,248	-12,512
Newham	1,500	106,003	0	11,982	0	40,531	64,991	4,805	5,571	235,383	226,750	8,633
Redbridge	1,500	53,743	0	14,334	0	33,472	0	0	10,451	113,500	130,254	-16,754
Richmond	1,500	29,727	0	10,421	0	9,143	399	408	1,943	53,541	59,124	-5,582
Southwark	1,500	43,454	0	14,277	0	15,149	13,366	2,202	7,100	97,048	96,102	946
Sutton	1,500	16,454	0	7,606	0	5,010	0	0	1,379	31,950	29,457	2,492
Tower Hamlets	1,500	42,320	0	9,572	0	18,987	18,238	2,356	0	92,972	99,659	-6,687
Waltham Forest	1,500	84,036	0	7,578	0	29,196	28,682	1,055	0	152,047	148,092	3,954
Wandsworth	1,500	64,193	0	9,150	0	18,153	15,693	7,292	7,709	123,688	112,772	10,916
City of Westminster	1,500	114,072	0	10,629	0	22,560	10,828	862	14,835	175,287	172,546	2,741
City of London	1,500	57,639	0	491	0	14,828	279	285	0	75,022	94,953	-19,930
	49,500	1,953,415	0	338,327	0	824,542	339,204	28,906	197,122	3,731,016	3,720,144	10,872
Transport for London - Street Management	1,500	269,631	0	0	0	257,238	0	0	0	528,369	518,315	10,054
Transport for London - Congestion Charging	0	835,798	0	0	0	706,273	0	0	0	1,542,071	1,574,824	-32,752
Lorry Control	0	1,719	0	0	0	2,841	1,054	8	0	5,622	6,760	-1,138
TEC/TRACE fixed costs	0	0	0	0	0	0	0	0	0	97,000	95,000	2,000
Registration of Debt	0	0	0	0	0	0	0	0	0	4,000,000	4,000,000	0
Transfer from Reserves	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	51,000	3,060,563	0	338,327	0	1,790,894	340,258	28,914	197,122	9,904,078	9,915,043	-10,965

Indicative Charges to Boroughs 2020/2021

Appendix C.2

BOROUGH	Core Parking (£)	Fixed Parking (£)	Con.Fares Admin. (£)	Taxicard Admin. (£)	Lorry Ban Admin. (£)	Parking Appeals (£)	TRACE Electronic (£)	TRACE FAX (£)	TEC (£)	Total Estimate 2020/21 (£)
Barking & Dagenham	1,500	41,600	0	6,241	0	30,761	54	53	0	80,208
Barnet	1,500	90,727	0	11,077	0	31,510	0	0	13,152	147,967
Bexley	1,500	21,321	0	5,444	0	6,143	0	0	0	34,409
Brent	1,500	71,264	0	12,854	0	22,543	18,099	964	0	127,223
Bromley	1,500	27,486	0	6,492	0	4,473	0	0	0	39,951
Camden	1,500	87,871	0	15,788	0	43,460	21,603	806	10,050	181,079
Croydon	1,500	67,094	0	12,560	0	51,474	1,528	0	12,747	146,902
Ealing	1,500	81,109	0	13,021	0	23,646	629	210	10,519	130,635
Enfield	1,500	42,363	0	5,654	0	11,888	8,375	140	3,564	73,484
Greenwich	1,500	15,720	0	10,920	0	8,108	324	315	2,328	39,215
Hackney	1,500	60,478	0	15,170	0	26,576	7,782	1,279	14,533	127,318
Hammersmith & Fulham	1,500	85,664	0	9,139	0	20,752	24,407	123	5,128	146,712
Haringey	1,500	75,425	0	11,869	0	24,585	21,765	1,612	13,262	150,017
Harrow	1,500	68,457	0	12,896	0	36,743	0	0	8,710	128,306
Havering	1,500	45,150	0	12,744	0	30,933	0	0	0	90,327
Hillingdon	1,500	31,666	0	5,518	0	9,494	1,797	1,261	4,220	55,456
Hounslow	1,500	53,892	0	9,914	0	24,087	6,902	123	3,583	100,000
Islington	1,500	96,524	0	15,049	0	41,050	25,809	245	9,387	189,564
Kensington & Chelsea	1,500	74,154	0	9,647	0	16,431	42,218	1,331	12,034	157,316
Kingston	1,500	49,325	0	8,913	0	10,089	18	18	0	69,863
Lambeth	1,500	78,107	0	10,601	0	65,897	8,807	683	16,262	181,857
Lewisham	1,500	30,223	0	9,930	0	14,917	0	0	4,808	61,377
Merton	1,500	56,605	0	10,150	0	22,994	0	0	0	91,248
Newham	1,500	86,774	0	11,926	0	46,128	62,042	4,958	13,422	226,750
Redbridge	1,500	64,987	0	13,786	0	38,610	0	0	11,370	130,254
Richmond	1,500	35,780	0	9,940	0	9,073	503	491	1,836	59,124
Southwark	1,500	44,037	0	14,929	0	15,861	13,228	543	6,005	96,102
Sutton	1,500	13,727	0	7,498	0	5,042	0	0	1,690	29,457
Tower Hamlets	1,500	43,663	0	9,830	0	25,525	19,141	0	0	99,659
Waltham Forest	1,500	75,499	0	8,201	0	31,727	29,799	1,367	0	148,092
Wandsworth	1,500	60,246	0	8,950	0	18,074	15,672	88	8,242	112,772
City of Westminster	1,500	114,457	0	11,077	0	19,749	9,759	1,664	14,339	172,546
City of London	1,500	75,395	0	524	0	17,285	126	123	0	94,953
	49,500	1,966,789	0	338,252	0	805,630	340,387	18,395	201,190	3,720,144
Transport for London - Street Management	1,500	240,078	0	0	0	276,737	0	0	0	518,315
Transport for London - Congestion Charging	0	875,418	0	0	0	699,406	0	0	0	1,574,824
Lorry Control	0	2,152	0	0	0	2,739	1,869	0	0	6,760
TEC/TRACE fixed costs	0	0	0	0	0	0	0	0	0	95,000
Registration of Debt	0	0	0	0	0	0	0	0	0	4,000,000
Transfer from Reserves	0	0	0	0	0	0	0	0	0	0
Grand Total	51,000	3,084,437	0	338,252	0	1,784,511	342,257	18,395	201,190	9,915,043

Parking Enforcement Fixed Costs 2021/22
(based on PCNs issued for 2019/20)

Appendix D

Enforcing Authority	Total PCNs	Parking Fixed Costs
		0.3596
Barking & Dagenham	115,764	41,625.76
Barnet	243,086	87,407.49
Bexley	67,655	24,327.00
Brent	193,006	69,400.00
Bromley	78,435	28,203.21
Camden	254,388	91,471.40
City of London	160,298	57,639.05
Croydon	177,867	63,956.41
Ealing	183,495	65,980.09
Enfield	138,259	49,714.39
Greenwich	66,312	23,844.09
Hackney	148,596	53,431.31
Hammersmith & Fulham	237,903	85,543.81
Haringey	238,892	85,899.43
Harrow	171,941	61,825.57
Havering	108,491	39,010.58
Hillingdon	82,637	29,714.14
Hounslow	132,475	47,634.61
Islington	300,187	107,939.54
Kensington & Chelsea	197,456	71,000.11
Kingston	124,299	44,694.73
Lambeth	244,751	88,006.18
Lewisham	96,042	34,534.24
Merton	129,627	46,610.54
Newham	294,800	106,002.52
Redbridge	149,462	53,742.70
Richmond	82,672	29,726.73
Southwark	120,849	43,454.20
Sutton	45,760	16,454.12
Tower Hamlets	117,695	42,320.10
Waltham Forest	233,711	84,036.48
Wandsworth	178,524	64,192.65
Westminster	317,241	114,071.72
Transport for London Street Management	749,863	269,631.49
London Councils London Lorry Control Scheme	4,781	1,719.12
Total	6,187,220	2,224,766

LONDON COUNCILS' TRANSPORT AND ENVIRONMENT EXECUTIVE SUB COMMITTEE (VIRTUAL)

Minutes of a virtual meeting of the London Councils' Transport and Environment Executive Sub Committee held on **19 November 2020** at 10:00am.

Present:

Mayor Phil Glanville (Chair)	LB Hackney
Councillor Krupa Sheth	LB Brent
Councillor William Huntington-Thresher	LB Bromley
Councillor Muhammad Ali	LB Croydon
Councillor Julian Bell	LB Ealing
Councillor Claire Holland	LB Lambeth
Councillor Sophie McGeevor	LB Lewisham
Councillor Manuel Abellan	LB Sutton
Councillor Richard Field	LB Wandsworth
Councillor Tim Mitchell	City of Westminster
Oliver Sells QC	City of London Corporation

1. Apologies for Absence & Announcement & Deputies

Apologies for absence were received from Councillor Wesley Harcourt (LB Hammersmith & Fulham) and Alastair Moss (City of London Corporation). Oliver Sells QC deputised for Alastair Moss.

2. Declarations of Interest

LGA Member of Environment, Economy, Housing and Transport Board

Mayor Phil Glanville (LB Hackney)

Member of SERA

Mayor Phil Glanville (LB Hackney)

Labour Cycles

Mayor Phil Glanville (LB Hackney)

3. TfL Update by Alex Williams, TfL

Alex Williams, Director of Borough Planning, Transport for London, gave the following update:

- Revenue generated from fares had been severely affected since the Covid-19 outbreak.
- There were two phases of funding from the Government to TfL – H1 and H2. Both were for a period of 6 months. The H2 deal was agreed on 31 October 2020. The Government agreed a deal of up to £1.8 billion in order to keep TfL going. This was dependent on the fares income that was generated in the future.

- Changes to the Congestion Charge were staying as they were for now, and the removal of the Freedom Pass am peak concession would continue through to the end of the financial year.
- The need to remove free travel for U18s was dropped but if London wanted to retain free travel for the under 18s and the Oyster 60+ cards, then the Mayor would have to find a way to pay for them.
- There was still a £160 million funding gap, but TfL was confident it could get around this.
- DfT has asked that TfL come up with a financial stability plan by 11 January 2021. The current deal ends on 31 March 2021.
- Borough Chief Executives had been sent a letter regarding borough settlements. £75 million (£42 million for borough allocation) from the Government for Active Travel and £20 million from the DfT. LIP funding had been reinstated. The £20 million from the DfT did not have to be spent this year.
- Conversations needed to be had with the boroughs regarding deliverability, which was a challenge. Consultation needed to take place from now until the end of March 2021.
- The active travel group set up for H1, which Councillor Loakes was on, no longer existed. The issue now was how to oversee the H2 programme going forward, to deliver schemes and to track progress.

Q and As

The Chair thanked Alex Williams for his update. He said that it was good to see that LIP funding had been reinstated and the funding for Active Travel. He asked when the new consultation requirements would be signed off by TfL. Alex Williams said that the DfT was happy to leave the consultation requirements to TfL and the boroughs, although he would double check this with the DfT. He said that TfL would have preferred more clarity with regards to next year's settlement. TfL had asked for longer new deals (eg 18 months and longer) but had to settle for a deal every six months. Alex Williams said that the sustainability plan document on 11 January 2021 would provide more certainty going forward. He said that he would check back with his team with regards to the details of the £20 million funding from the DfT (Tranche 2).

Councillor Abellan asked when there would be more details available on the consultation, especially with regards to delivery and timings. He said that it would be very challenging to carry out the consultations by the end of March 2021. Councillor Abellan asked whether there was any budget to make some temporary schemes permanent. Alex Williams said that the approach to the consultation would be up to the boroughs. He said that the DfT would not get involved in this (although they did want an audit trail). Alex Williams said boroughs could make some temporary schemes permanent out of the borough allocation (ie shift from the use of plastics to something more permanent). He said that there were concerns that certain parts of junctions had not been done properly. Boroughs could use some of the H2 money to lock-in what they had already carried out, and use higher quality materials.

Councillor Huntington-Thresher said that a certain amount of the TfL settlement would be needed for the Mayor to set his budget. He said that Tranche 2 had provided the flexibility to make some temporary schemes permanent. Alex Williams said that more clarity regarding the Mayor's precept would be available in the document on 11 January 2021, as this would include financial plans. He said that increases in Council Tax would not fill the £3 billion that TfL needed to operate effectively.

Alex Williams said that LIP funds could also be used to make some temporary schemes permanent. He said that he would go back to TfL and investigate this further. Councillor Huntington-Thresher asked whether any more bids could be put in from Tranche 2. Alex Williams said that details of the £75 million for Active Travel and £20 million from the DfT were in the letter that had been sent to boroughs in the week. He said that he would liaise with Spencer Palmer over the timings.

The Chair asked whether there would be flexibility in the current LIPs programme. Alex Williams said that a conversation was needed with the boroughs about what was realistic and practically possible to spend this year. Councillor Sheth asked what was happening to the funding of the Taxicard scheme. Alex Williams said he was aware that a Taxicard report would be going to TEC in December. He said that funding had been committed for this financial year, although there was no certainty after that. Frank Smith, Director of Corporate Resources, London Councils, confirmed that Taxicard was moving forward with the current level of expenditure, but after that would be dependent on what happens in the next financial year.

Spencer Palmer said that there was a real issue for the Taxicard scheme. He said that the lack of funding certainty would make it difficult to commit staff to administer the scheme next year. Alex Williams said that there was no funding certainty beyond the end of March 2021, although TfL was working hard to get funding for as much as possible.

The Chair said that Crossrail 2 was being mothballed. He said that there were issues on safeguarding and this had an impact on town centres. The proposal was to progress with safeguarding, confirming route alignment and to protect any revised scheme in the longer term. The decision was with the Secretary of State for Transport and the Treasury.

Councillor Bell asked whether there was any funding commitment to contractors beyond H2 (eg City Fleet for Taxicard). He asked how London Councils was managing the relationship with the contractors without that funding certainty. Spencer Palmer confirmed that there were funding commitments in place, although this would have to be looked at in terms of contractual commitments in the future. Stephen Boon informed members that the City Fleet contract expired in October 2021.

The Chair said that a meeting with TEC and the Transport Commissioner was due to take place on 18 December 2020. Councillor Holland said that the Transport Commissioner had cancelled the meeting in the last quarter. She said that it was important that the new Transport Commissioner commits to these meetings and ensures that they go ahead. Alex Williams said that the Transport Commissioner understands how important the relationship is with the boroughs and wants to work productively with London Councils and TEC. He said that the Transport Commissioner had already had discussions with ten borough Leaders so far. Alex Williams confirmed that the meeting scheduled for 18 December 2020 would definitely be taking place. Councillor Holland voiced concern that the boroughs had missed out on a whole quarter because the cancelled meeting had not been rescheduled.

The Chair said that there was so much out in the public realm at the moment, like temporary schemes versus permanent schemes and streetscaping around social distancing. He asked whether any assessments had been carried out on some of the most temporary schemes in place as a number of them appeared to be very confusing. Alex Williams said that this area of work was the one that had had the most change. He said that a few of these schemes had been removed. Some of the

schemes appeared to be working well and discussions were taking place scheme by scheme. Alex Williams said that there was also the need to be mindful of freight services when considering making temporary schemes permanent. He said that school streets had been working very well and there was now an opportunity to make these permanent. This had encouraged the take-up of walking and cycling to school and these schemes were less controversial.

Councillor Field said that it was good to hear about school streets, which had been a success in the borough of Wandsworth. However, he said that there were concerns around bus stop areas on TfL routes that also accommodated cycle lanes, as there were safety issues when crossing these lanes. Councillor Field said that TfL needed to correct the schemes where there were safety issues. Alex Williams said that there had been tricky design issues with regards to some temporary schemes that had been put in place quickly (like bus shelters almost in cycle lanes). He said that there was a need to get sensible layouts for these. Councillor Field said that there were particular issues that needed to be addressed on the A24 road/Balham High Road.

Councillor Field said that there were concerns with deliveries to local businesses, as there were difficulties with the deliveries getting through to them. Alex Williams said that TfL had issued guidance on these issues and some of these schemes were being amended. The Chair said that there were also some very good designs out there as well. He said that many European examples were far more challenging.

The Chair informed members that the boroughs had until 14 December 2020 if they wanted to be part of the e-scooter trials in 2021. Boroughs also needed to think about the storage of e-scooters and safety issues. The byelaw would be presented to TEC Main meeting on 10 December 2020. Paulius Mackela would engage with individual members going forward. The Chair thanked Alex Williams for his update on TfL.

Decision: The TEC Executive Sub Committee:

- Agreed that Alex Williams would check directly with DfT regarding the responsibility for setting consultation requirements and report back to TEC;
- Agreed that Alex Williams would go back to his team to find out more details regarding the Tranche 2 funding of £20 million from the DfT;
- Agreed that Alex Williams would go back to TfL and feedback to Spencer Palmer about the timings regarding the £75 million for Active Travel and £20 million for DfT; and
- Noted that boroughs could use some of their H2 funding to make some successful temporary schemes permanent (and use higher quality materials rather than plastics).

4. TEC & TEC Executive Sub Committee Roles & Stakeholder Engagement

The TEC Executive received a report that set out the roles and arrangements for the Transport & Environment Committee (TEC Main) and the TEC Executive Sub Committee. The report also highlighted key engagement meetings and relationships with stakeholders such as Transport for London.

The Chair said that he had asked for this report, which set out the TEC and TEC Executive roles and key relationships with TEC stakeholders until the end of the year.

Spencer Palmer, introduced the report which was for discussing and noting. He said that the report also set out the composition of the TEC Executive Sub Committee and gave details on the TEC Urgency Procedure that went to the TEC Elected Officers (Chair and vice chairs). Spencer Palmer said that the report listed the main TEC stakeholders and other external bodies like LEDNet, the London Waste and Recycling Board (LWARB) and the Thames Regional Flood and Coastal Committee (Thames RFCC).

Councillor Bell said that the paper did not detail the various one-to-one meetings that the Chair had with officers, like 6-monthly meetings with the TRFCC and meetings with the Chair of LWARB and LEDNet. Councillor Holland said that she was not aware of the relationship with LEDNet when she was acting Chair. She suggested that this should be formalised more in order to maximise the impact. The Chair said that good partnerships had been formed with TEC. He said that the issue of having virtual meetings also presented challenges.

Spencer Palmer said that some meetings were currently being set-up and some had been delayed due to the late TEC AGM. These included meetings with LEDNet and CELC. Spencer Palmer said that there would also be more joint events in the future. The Chair said that he was aware that these meetings were taking place and thanked Spencer Palmer for the helpful steers. He said that he would follow-up on some of these meetings and would report back to the TEC Executive on progress.

Decision: The TEC Executive Sub Committee:

- Noted that in addition to the TEC stakeholder meetings there were also 6-monthly meetings with the Chair of TEC and the TRFCC, and meetings with the Chairs of LWARB and LEDNet; and
- Agreed that the Chair would let the TEC Executive know about these additional meetings and maximise informal discussions.

5. Transport and Mobility Services Performance Information

The TEC Executive Sub Committee received a report that detailed the London Councils Transport and Mobility Services performance information for Q2 2020/21.

Spencer Palmer, Director of Transport and Mobility, London Councils, introduced the report, which went to every TEC Executive Sub Committee meeting. The following comments were made:

London Tribunals – Environment & Traffic Adjudicators and RUCA

The targets for the average number of days to decide appeals had not been met because of the backlog caused by the closure of the hearing centre. Assurances had now been given that the appeals were now back on track.

Freedom Pass Service – calls answered within 45 seconds and calls abandoned

The targets for the number of calls answered/abandoned was not met, as the contractor still have staff on furlough and with call volumes currently hard to predict, there were not enough staff at times to answer all the calls within the agreed target. Customer satisfaction remained high though.

Taxicard

The Taxicard service had a very good performance. There were previously some issues with call answering and journey response times. Taxis were now carrying out the Taxicard work as a priority.

London European Partnership for Transport (LEPT)

The rating for LEPT was “amber” because the number of boroughs participating in LEPT was five and the target was seven. Engagement had also been affected over the year as a result of Covid-19.

Spencer Palmer said that he had received a number of complimentary letters from users of the Taxicard and the Freedom Pass. An extract from a couple of these letters can be found below:

Stolen Freedom Pass Letter extract:

I would like to take this opportunity of thanking your good self.....

Your swift and truly exceptional actions have indeed helped restore the loss of faith in humanity, I have recently been experiencing.

After my initial phone call on Tuesday this week, when you listened patiently and understandingly to the problems I was having, it was a matter of only a few minutes before a gentleman called Andy called me to help resolve the issues I was having.

He did not just resolve the issues, it went far beyond that. It was his genuine concern that something had gone wrong and he wanted to put right in any way he could, and would not stop until he had done so. This level of “customer service”, in my experience, no longer exists in any business or service forum. Something you should be very proud of.

Being faced with the situation of a pending lockdown and no access to funds or transport. I was extremely concerned as to how I was going to ensure that I was able to follow the rules of the lockdown, and keep myself, and those I came into contact with, safe. Andy took care of those concerns, and enabled me to do, what needed to be done.

I have expressed my thanks to Andy over the phone, but I truly felt his efforts needed a little more than that. So please pass on my appreciation for what he did, and thank you for instigating his help.

I have never been in a position of wanting to write a letter of praise like this before, and you should take that as a compliment to the exemplary service London Councils provided me with.

Taxicard Message:

As a family, we would like to thank you so much for having this taxicard scheme. It made a huge difference to our aunt and to ourselves. Our aunt had a stroke in 2003 , and as the years went on, getting her to her medical appointments and out of her flat to see family or have a meal or to do shopping became harder and harder and more and more stressful for her until it became impossible.

Once we had the taxicard, a huge weight was lifted, the anxiety of getting our aunt to and from appointments disappeared and she was also able to enjoy a few precious family outings.

I know money is tight and must be spent wisely, but The taxicard scheme is such a wonderful gift (and necessary lifeline) to the recipient and their family/Carers. It totally transforms peoples' lives for the better.

Spencer Palmer said that the Andy referred to was Andy Rollock, Mobility Services Manager in his team at London Councils. The Chair thanked Spencer Palmer, London Councils staff and Andy Rollock for the services that they provided.

Councillor McGeevor asked whether London Councils was planning for an increase in appeals due to more CCTV being used. Councillor Sheth asked for more details on LEPT. Spencer Palmer said that there had been a reduction in the number of appeals in the past six months. However, things were now picking up. He said that he was mindful that there might now be an increase in appeals. Spencer Palmer said that the administration of appeals was set-up and the adjudicators worked flexibly in order to deal with increases in demand.

Spencer Palmer said that LEPT was a service that London Councils had provided for many years, which sought EU funding for various transport related projects. LEPT was successful and shared good practice with other EU cities as well as sharing information with the boroughs. The work of LEPT had reduced over the years especially in light of the uncertainty of Brexit. Spencer Palmer said that funding for LEPT was provided by TfL via a top slice of the overall borough LIP allocation, and there was uncertainty with regards to funding after the next year.

The Chair asked whether there had been a drop in people applying for Freedom passes and whether there were any challenges for people that applied for a Freedom Pass or Taxicard. He also asked whether the Taxicard collection service would be extended beyond the 31 December 2020. Stephen Boon, Chief Contracts Officer, London Councils, said that applications continued to be received (paper and online applications), although the numbers were lower as a result of Covid-19 (people were travelling less). Regarding the collection and delivery service provided by Taxicard, Stephen Boon confirmed that a report would be going to the TEC Main meeting on 10 December 2020 for boroughs to consider extending this service. The Chair said that he welcomed this. He said that fewer people were losing their Freedom passes and this had a knock-on effect on TEC finances.

Decision: The TEC Executive Sub Committee:

- Noted the performance information and the explanations for “red” ratings.; and
- Agreed that a paper would go to TEC on 10 December 2020 for members to consider whether to extend the collection and delivery Taxicard service beyond 31 December 2020.

6. TEC Month 6 Revenue Forecast 2020/21

The TEC Executive Sub Committee considered a report that outlined actual income and expenditure against the approved budget to the end of September 2020 for TEC

and provided a forecast of the outturn position for 2020/21. At this stage, a surplus of £200,000 was forecast over the budget figure. In addition, total expenditure in respect of Taxicard trips taken by scheme members was forecast to underspend by a net figure of £3.489 million, due largely to the impact of the COVID-19 pandemic on the scheme. The net borough proportion of this underspend is projected to be their full budget of £1.588 million, with £1.901 million accruing to TfL.

Frank Smith introduced the half-year report, which showed a projected surplus of £200,000 for the year. He informed members that some enforcement functions had been suspended during the first lockdown, which had affected the projected levels of income for the year. These functions were now getting back to normal volumes and the surplus might continue to increase over the course of the remainder of the year. Frank Smith said that paragraph 4 of the report showed the main reasons for the forecasted surplus position.

The Chair asked whether there was a way to capture the impact of the Taxicard scheme with regards to reliable income for the taxi industry. The Chair also asked whether any new training had been given to the adjudicators that covered recent active travel changes and scheme innovation etc. Spencer Palmer said that he could bring information on the business share to the taxi industry to the TEC meeting in December. He said that adjudicators were independent office holders and it was for them to keep up to date with and apply the law. Spencer Palmer said that he would check with Caroline Hamilton, The Chief Adjudicator at London Tribunals, on what recent training had been given to the adjudicators.

Decision: The TEC Executive Sub Committee:

- Noted the projected surplus of £200,000 for the year, plus the forecast net underspend of £3.489 million for overall Taxicard trips, as detailed in this report;
- 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;
- Agreed to bring a report to TEC on 10 December 2020 that captured set out the impact of the Taxicard Scheme with regards to reliable income for the taxi industry; and
- Agreed that Spencer Palmer would check with the Chief Adjudicator on what new training had been given to the adjudicators with regards to innovation scheme.

7. TEC Draft Revenue Budget & Borough Charges 2021/22

The TEC Executive Sub Committee received a report that detailed the outline revenue budget proposals and the proposed indicative borough subscription and charges for 2021/22. The Executive Sub-Committee was also asked to comment on these outline proposals, in order that any comments can be consolidated in the further report for the main TEC meeting in December 2020, where the detailed

budget proposals and levels of subscriptions and charges for 2021/22 would be presented for approval.

The Chair informed members that the draft proposals included this report had already been discussed with the London Councils Executive and would be presented to the full TEC meeting in December, after being discussed here. Frank Smith said that the report would also go to Leaders' Committee on 8 December 2020. He said that the budget proposals were presented to the TEC Executive Sub Committee first for comment and suggested changes, before being presented to the full TEC meeting in December for final approval.

Frank Smith said that a significant proportion of the proposed budget figures were driven by trading activities, the volumes of which was generated by the boroughs and not London Councils. He informed members that there were no changes in the proposed charges to the boroughs for 2021/22, with the exception of the Environment and Traffic Adjudicators (ETA) charge, which had increased slightly due to increases in adjudicators' fees and variable unit cost contract charges. All other charges were recommended to be held at the current year's level. Some boroughs may see an increase in their overall charges compared to the current year, but this is due to borough specific metrics, such as the number of taxicard members and the number of PCNs issued compared to the London-wide total.

Frank Smith said that there is a projected a reduction in revenue generated by income from replacement Freedom passes, and it was recommended that £150,000 be transferred from uncommitted general reserves to cover this expected reduction. A transfer of £199,000 from the special projects specific reserve is also included to cover the Committee's contribution to fund the 2.5 posts to undertake environmentally associated policy work, in accordance with the Committee's decision agreed last December.

Frank Smith said that paragraphs 51 onwards explained the position on Committee reserves up to April 2021 and moving forward. He informed members that the level of uncommitted reserves still exceeded the agreed 15% upper benchmark by 8.9%, which would reduce to an excess of 3.8% if the proposals in this report were agreed by the main Committee in December. Frank Smith said that there was a need to look at what further development in TEC policy areas would be taking place over the next 12 months when considering the excess reserves.

Frank Smith said that paragraph 56 in the report gave three options on what to do with the excess reserves. He said that a steer was now needed from the TEC Executive Sub Committee on the preferred option.

The Chair thanked Frank Smith for the update. Councillor Mitchell said that it was very useful for Frank Smith to take the TEC Executive through this report. He said that borough budgets were very tight, but members needed to be mindful when it came to the reserves. Councillor Mitchell said that the points around unforeseen circumstances were very well made (paragraph 55).

Councillor Mitchell said that it would be beneficial to have more details about ICT developments to go to TEC in December, and to be made aware of any financial

implications regarding this. Stephen Boon said that there were a number of areas officers were keen to look at, like increasing the number of online appeals at London Tribunals. He said that it would be beneficial to offer the same online application process to all Freedom Pass and Taxicard passholders. There was also some work that would be looked at in the London Lorry Control Scheme (LLCS). Spencer Palmer said that more information about these work areas, including the Health Emergency Badge (HEB) scheme would go to TEC in December and this would include broad cost estimates.

Frank Smith said that paragraph 4 of the report gave a health warning with regards to pockets of TfL funding that London Councils was reliant on. He said that there would be questions on how TEC would continue to finance some of these services if TfL's funding was withdrawn. It was important, therefore, for TEC to maintain a healthy level of reserves to cover such eventualities.

Councillor Bell felt that it would be prudent to retain the current level of reserves, especially in light of any further Covid-19 developments. He said that his recommendation would be to wait and see what happens in the coming months (option 3, paragraph 56). Councillor Bell said that the TEC Executive might want to review what the maximum level of reserves should be in the future, and maybe increase the 15% upper benchmark reserve limit.

Frank Smith said that the future was uncertain and any disruption to TEC trading services would feed back into TEC income streams. He said that his recommendation would be to keep the reserves as they were and see what happens over the next 6 to 10 months. Frank Smith also suggested to hold off on increasing the 15% upper reserve limit until next year. He said that boroughs would only receive around £15,000 each should the projected £549,000 excess reserves be returned to boroughs, and he would not recommend this action.

The Chair asked whether the benchmark reserve position was a decision for TEC to make or across London Councils as a whole. Frank Smith confirmed that this was a TEC decision, although the position of TEC reserves is included as part of the overall London Councils' reserves position reported to Leaders' in December, where a view on the adequacy of overall level of reserves is provided. Overall reserves are projected to cover 37% of all London Councils' operating and trading expenditure in 2021/22 and are deemed adequate. Councillor Field said that his recommendation was also to take no action and to keep the reserves as they were.

Decision: The Executive-Sub Committee recommended that the main Committee approve at their meeting on 10 December 2020:

- The proposed individual levies and charges for 2021/22 as follows:
 - The Parking Core Administration Charge of £1,500 per borough and for TfL (2020/21 - £1,500; paragraph 38);
 - The Parking Enforcement Service Charge of £0.3596 per PCN which will be distributed to boroughs and TfL in accordance with PCNs issued in 2019/20 (2020/21 - £0.3708 per PCN; paragraphs 36-37);

- No charge to boroughs in respect of the Freedom Pass Administration Charge, which is covered by replacement Freedom Pass income (2020/21 – nil charge; paragraph 15);
- The Taxicard Administration Charge to boroughs of £338,000 in total (2020/21 - £338,000; paragraphs 17-18).
- No charge to boroughs in respect of the Lorry Control Administration Charge, which was fully covered by estimated PCN income (2020/21 – nil charge; paragraphs 19-20);
- Environment and Traffic Adjudicators (ETA) - charge of £27.84 per appeal or £24.06 per appeal where electronic evidence was provided by the enforcing authority (2020/21 - £27.35/£23.63 per appeal). For hearing Statutory Declarations, a charge of £22.15 for hard copy submissions and £21.40 for electronic submissions (2020/21 - £21.78/£21.04 per SD) (paragraphs 26-27);
- Road User Charging Adjudicators (RUCA) – to be recovered on a full cost recovery basis under the contract arrangements with the GLA (paragraph 28);
- A unit charge of £12 for the replacement of a lost or damaged Freedom Pass (2020/21 - £12; paragraph 10);
- The TRACE (Electronic) Charge of £7.53 per transaction (2020/21 - £7.53; paragraphs 29-35);
- The TRACE (Fax/Email) Charge of £7.70 per transaction, which is levied in addition to the electronic charge of £7.53 per transaction, making a total of £15.23 (2020/21 - £15.23; paragraphs 29-35);
- The TEC¹ Charge of £0.175 per transaction (2020/21 - £0.175; paragraphs 29-35).
- The provisional gross revenue expenditure of £325.266 million for 2021/22, as detailed in Appendix A;
- Noted the provisional gross revenue income budget of £324.342 million for 2021/22, and agreed a recommended transfer of £199,000 from Specific reserves for previously agreed priorities, £150,000 from uncommitted reserves to cover a shortfall in replacement freedom pass income due to the impact of the COVID-19 pandemic and £576,000 from uncommitted Committee reserves to produce a balanced budget, as shown in Appendix B; and

The Executive Sub Committee recommended that there be no further action on uncommitted reserves in excess of the 15% upper benchmark, as set out in the options in paragraph 56 of the report (option 3).

The Executive-Sub Committee was also asked to note:

- the indicative total charges to individual boroughs for 2021/22, dependent upon volumes generated through the various parking systems, as set out in Appendix C.1.

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

8. Minutes of the TEC Executive Sub Committee held on 10 September 2020 (for agreeing)

It was noted that Cllr McGeevor's name was spelt incorrectly under agenda item 5 "Under 18 Travel" (paragraph 5). Subject to this amendment, the minutes of the TEC Executive Sub Committee held on 10 September 2020 were agreed as an accurate record.

9. Minutes of the TEC Main Meeting held on 15 October 2020 (for noting)

Councillor Huntington-Thresher would send Alan Edwards a reworded version of the paragraph regarding textiles for the minutes. *(Post meeting note: This had been actioned)*. Subject to this rewording, the minutes of the TEC Main meeting held on 15 October 2020 were noted;

It was noted that there were no Conservative leads on the key climate change themes. Six of the themes had already been covered and it would be beneficial to have a Conservative lead on the last remaining theme regarding Low Carbon Development before the TEC meeting on 10 December 2020

Any members of the press and public were now asked to leave the meeting while the exempt part of the agenda was discussed.

The meeting finished at 11:50am

London Councils' Transport and Environment Committee (Virtual) – 15 October 2020

Minutes of a virtual meeting of London Councils' Transport and Environment Committee held on Thursday 15 October 2020 at 2:30pm

Present:

Council	Councillor
Barking and Dagenham	Cllr Syed Ghani
Barnet	Cllr Peter Zinkin
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	Cllr Ian Barnes
Greenwich	Cllr Sizwe James
Hackney	Mayor Phil Glanville (Chair)
Hammersmith and Fulham	Cllr Wesley Harcourt
Haringey	Cllr Kirsten Hearn
Harrow	Cllr Varsha Parmar
Havering	Apologies
Hillingdon	Apologies
Hounslow	Cllr Hanif Khan
Islington	Cllr Rowena Champion
Kensington and Chelsea	Cllr Johnny Thalassites
Kingston Upon Thames	Cllr Hilary Gander
Lambeth	Cllr Claire Holland
Lewisham	Cllr Sophie McGeevor
Merton	Cllr Martin Whelton
Newham	Cllr James Asser
Redbridge	Apologies
Richmond Upon Thames	Cllr Alexander Ehmann
Southwark	Cllr Johnson Situ
Sutton	Cllr Manuel Abellan
Tower Hamlets	Cllr Asma Islam
Waltham Forest	Cllr Clyde Loakes
Wandsworth	Cllr Richard Field
City of Westminster	Cllr Tim Mitchell
City of London Corporation	Oliver Sells QC (Deputy)
Transport for London	Alex Williams

1. Apologies for Absence & Announcement of Deputies

Apologies:

Cllr Osman Dervish (LB Havering)
Cllr Keith Burrows (LB Hillingdon)
Cllr John Howard (LB Redbridge)
Alastair Moss (City of London Corporation)

Deputies:

Oliver Sells QC (City of London Corporation)

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

Freedom Pass/60+ Oyster/Taxicard

Cllr Peter Zinkin (LB Barnet)
Cllr Julian Bell (LB Ealing)
Cllr Kirsten Hearn (LB Haringey)

North London Waste Authority

Cllr Peter Zinkin (LB Barnet)
Cllr Kirsten Hearn (LB Haringey)
Cllr Rowena Champion (LB Islington)

London Cycling Campaign

Cllr Julian Bell (LB Ealing)
Cllr Rowena Champion (LB Islington)

London Road Safety Council

Cllr Ian Barnes (LB Enfield)
Cllr Rowena Champion (LB Islington)

Thames Regional Flood & Coastal Committee

Cllr Peter Zinkin (LB Barnet)

Car Club

Cllr Julian Bell (LB Ealing)

Dockless Bike Scheme

Cllr Julian Bell (LB Ealing)

LGA Member of Environment, Economy, Housing and Transport Board

Mayor Phil Glanville (LB Hackney)

Member of SERA

Mayor Phil Glanville (LB Hackney)

Labour Cycles

Mayor Phil Glanville (LB Hackney)

3. Election of Chair of TEC for 2020/21

Councillor Tim Mitchell nominated Mayor Phil Glanville (LB Hackney) to be the new Chair of TEC. This seconded by Councillor Manuel Abellan. Mayor Phil Glanville was elected as the new Chair of TEC for 2020/21.

The Chair thanked Councillor Holland for stewarding TEC over the past few months. He said that the whole Committee thanked her for all her excellent work during this period. Councillor Mitchell also thanked Councillor Holland on behalf of the Conservative Group for her work on TEC. Councillor Abellan also thanked Councillor Holland and said that it had been a pleasure to work with her. The Chair said that he was committed to working on TEC

4. Election of Vice Chairs of TEC for 2020/21

The Committee received a report that set out the process for electing three Vice Chairs for the 2020/21 municipal year.

Councillor Loakes nominated Councillor Claire Holland to be the Labour Vice Chair, Councillor Tim Mitchell to be the Conservative Vice Chair and Councillor Manuel Abellan to the Liberal Democrat Vice Chair. Councillor Field seconded these nominations.

Decision: The Committee appointed the following TEC vice chairs:

Councillor Claire Holland (Labour Vice Chair)
Councillor Tim Mitchell (Conservative Vice Chair), and
Councillor Manuel Abellan (Liberal Democrat Vice Chair)

5. Membership of London Councils' TEC for 2020/21

The Committee considered a report that set out the latest details of the Committee's Membership for 2020/21. It was agreed that the TEC membership would be reported at the AGM (now the 15 October 2020).

Decision: The Committee noted the membership of TEC for 2020/21 and the confirmation of LB Croydon's representative and deputy.

6. Appointment of the TEC Executive Sub Committee for 2020/21

The Committee received a report that sets out the arrangements for the appointment of the TEC Executive Sub Committee for 2020/21.

Decision: The Committee elected the following members to the TEC Executive Sub Committee for 2020/21:

Labour

Mayor Phil Glanville (LB Hackney – Chair)
Cllr Krupa Sheth (LB Brent)
Cllr Jonathon Situ (LB Croydon)
Cllr Julian Bell (LB Ealing)
Cllr Claire Holland (LB Lambeth)

Cllr Sophie McGeevor (LB Lewisham)
Cllr Wesley Harcourt (LB Hammersmith & Fulham)

Conservative

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

Liberal Democrat

Cllr Manuel Abellan (LB Sutton)

City of London

Alastair Moss

It was noted that Councillor Richard Livingstone (LB Southwark) and Councillor Jon Burke were no longer TEC representatives and they were thanked for their work on TEC.

7. TEC AGM Minutes of 13 June 2019 (already agreed – for noting)

The Committee noted the TEC AGM minutes from 13 June 2020.

8. TEC Constitutional Matters

The Committee considered a report that summarised a variation to the London Councils Transport and Environment Committee (LCTEC) Governing Agreement to delegate the joint discharge of further functions to the joint committee relating to the provision and operation of charging vehicle apparatus. The report also contains minor changes to London Councils Standing Orders, Scheme of Delegation and Financial Regulations.

Decision: The Committee:

- Noted the variation to the LCTEC Governing Agreement set out in paragraph 7 of the report and at Appendix One; and
- Noted the changes to the Standing Orders, Scheme of Delegation and Financial Regulations at Appendices Two to Five

9. London Waste & Recycling Board (LWARB) Activities Update

The Committee received a report that provided a summary update on LWARB activities. It was suggested that London Councils' TEC would receive these updates on a six-monthly basis to improve the visibility of LWARB's activities.

Wayne Hubbard, Chief Executive Officer, LWARB, introduced the Business Plan. He informed members of the need to reduce combustion-based emissions, by 45% by 2050. Wayne Hubbard said that it was very hard to mitigate in certain areas, like high intensity food production, and a big behavioral change would be needed in order to meet this target.

Wayne Hubbard informed members that there were five basic business models that made up the circular economy, including the use of recycling and the sharing economy (eg sharing assets like cars, rooms and appliances). LWARB was also working with businesses like clothes swaps and a behavior change company and was

also developing a training economy.

Wayne Hubbard said that LWARB was developing a plastic project (paragraph f), including plastic free neighbourhoods and streets. Councillor Zinkin said that one of the real issues in the borough of Barnet was dealing with food waste. Councillor Gander said that analysis had shown there to be a greater increase in dry/mix recycling. Wayne Hubbard said that LWARB would have a report on the effect on commercial waste. He said that there was no initial data, but this would be reported to TEC/London Councils when more information was available.

Councillor Situ said that it was good to see the issue of training in the report. He asked whether this was being developed across all boroughs, or whether it would have a specific focus. Wayne Hubbard said that it was likely that LWARB would take something that had already been developed.

Councillor Huntington-Thresher said the quality of a large proportion of the textiles collected via doorstep textile collection in the borough of Bromley was poor, and was only suitable for incineration. He said that it may not be viable to continue with these collections if it continued. Wayne Hubbard said that LWARB would have some firm data on this and would feed this work back to the boroughs. He said that he had seen laptops being recycled. Wayne Hubbard said that LWARB was part of the Covid-19 recovery programme. He said that LWARB would take the circular model and tweak this around Covid-19. The Chair said that he was pleased that LWARB was part of the recovery group.

Decision: The Committee:

- Noted that LWARB would report back to TEC on effect of commercial waste when the data came in; and
- Noted that LWARB would feed back work carried out on maximising textile waste

10. Under 18 Travel Update by Transport for London (Oral)

Alex Williams, Director of Borough Planning, Transport for London, congratulated the new Chair of TEC on his appointment. He informed members that the H1 funding deal with the Government came to an end on Saturday 17 October 2020. Alex Williams said that concerns regarding the withdrawal of free under 18 travel had not been addressed as the Government had wanted. He said that the issue was far more complex. The Mayor of London had said that it was not the right thing to do.

Alex Williams said that regular dialogue was continuing to take place with the DfT, and TfL was working closely with London Councils on this. DfT had finished a report regarding the technical issues of implementing the removal of free under 18 travel and were preparing an Equalities impact assessment (EQIA). Alex Williams said that, as of present, TfL had not been granted access to these documents. He said that the funding deal was still being negotiated and TfL had no clarity regarding a timetable.

Spencer Palmer, Director of Transport and Mobility, London Councils, said that this had been put on the TEC agenda as an oral update. However, London Councils had not heard anything else yet and there was currently little to share with members. Spencer Palmer said that a senior borough officer working group on this had been set-up, and TEC members and the boroughs across London would be kept updated. He said that London Councils was waiting to hear of a decision on a revised proposal.

Spencer Palmer said that the issue of under 18 travel had been discussed at a children services lead Member meeting on the 14 October 2020. He said that a

second letter would be written to the DfT, by the new Chair of London Councils, Councillor Georgia Gould, to reiterate our concerns. The Chair said it was important to keep a joint approach with regards to this important matter. He said that there were lots of implications when it came to borough education budgets.

Councillor Abellan said that the Liberal Democrat Group were against the scrapping of under 18 free travel, and supported a follow-up letter being written to the Government. Alex Williams said that there were a series of unknowns when it came to this. He said that the legal responsibilities rested with the boroughs. Councillor Barnes said that he welcomed sending the second letter. He said that the free under 18 travel was a lifeline for children in low income households.

Councillor Mitchell said that he also endorsed sending another letter. He said that he recalled from comments made in previous TEC meetings that there would be no additional costs to boroughs regarding under 18 travel. Councillor Mitchell said that most boroughs were about to start, or had already started, their budget setting.

Alex Williams said that there was not a fully defined proposal from DfT at the moment and it was very difficult to ascertain what the costs to the boroughs would be. Alex Williams said that a second letter needed to go out very quickly if it was to be effective, as the TfL funding deal was taking place now. Spencer Palmer said that the cost estimates that had been produced were based on the latest figures. He said that London Councils would get the letter sent out as soon as possible. The letter would only reiterate what had already been raised with the Government.

Councillor Ehmann asked whether TfL could offer reassurance that services would continue to be provided. Alex Williams said that he could not give any guarantees on this. He said that a high quality transport service was needed to support London. A funding deal to fund 100% of services was needed and this was recognised on all sides. The Chair said that this had implications to the rest of London Councils.

11. Environment & Traffic Adjudicators Annual Report 2019/20

The Committee received a statutory joint Annual Report by the Environment and Traffic Adjudicators for the reporting year 2019-2020. This report was presented to the Transport and Environment Committee on behalf of the independent Environment and Traffic Adjudicators by the Chief Adjudicator Caroline Hamilton.

Caroline Hamilton, Chief Adjudicator, London Tribunals, introduced the report. She said that the adjudicators were entirely independent of the authorities and the motorists. The Annual Report gave TEC, and the public at large, a better understanding of what the adjudicators did. It was a statutory requirement to produce the report on a yearly basis.

Caroline Hamilton informed members that the Annual Report ends in April 2020 just after the Covid-19 lockdowns. She said that the tribunal has the benefit of an automated case management system and has been able to continue working by conducting personal hearings over the telephone, the tribunal premises having to close to the public. This had worked very well and the appeals outcomes delayed by Covid-19 had now been addressed. The Chair thanked Caroline Hamilton for the update and Annual Report.

Councillor Mitchell thanked Caroline Hamilton for processing the appeals at a reasonable speed, irrespective of the difficulties posed by the Covid-19 outbreak. The Chair asked if there were any trends to the service after the report was compiled. Caroline Hamilton confirmed that appeal numbers were now reducing reflecting the

period where people were unable to travel. Where appropriate, Boroughs were offering to accept a reduced penalty out of time.

Decision: The Committee noted the Environment and Traffic Adjudicators Annual Report for 2019/20 and noted that appeal outcomes, delayed by the Covid-19 lockdown had now been addressed.

12. Chair's Report

The Committee received a report that updated Members on transport and environment policy since the last TEC meeting on 11 June 2020 and provides a forward look until the next TEC meeting on 10 December 2020.

Councillor Holland congratulated Mayor Phil Glanville on his appointment as new Chair of TEC and welcomed him to the Committee. She thanked TEC members for their kind words whilst being the interim Chair of TEC, especially Councillor Mitchell and Councillor Abellan for their help and patience during this period. Councillor Holland said that TEC had to carry on with business as usual during the lockdown period and beyond. She said that it was really encouraging to see the collaboration that had been taking place between TfL, the boroughs and London Councils. Councillor Holland said that everyone had pulled together on the TEC agenda, and positive meetings had taken place with the Government.

Councillor Holland said that a meeting had taken place with the London Ambulance Service (LAS). They were aware of transport measures and patient concerns and TEC should have received a letter from the LAS this week, giving borough specific contact details to discuss any relevant issues. Councillor Holland said that TEC was playing "a long game" with regards to the speed enforcement work. She said that it was essential that speed reduction occurred. Councillor Holland mentioned that although TEC were not successful in getting the low carbon economy on the BEIS Select Committee inquiry list, it had managed to get it on their radar. The Chair of the committee said that they would take into consideration our views in current and future agendas.

The Chair said that this was a great package of work. He said that some speeding in London during lockdown had become out of control and was terrifying. Councillor Mitchell asked if a Transport Commissioner's meeting could be put on the Chair's calendar, as one had not taken place for a while now. Councillor Holland said that there had been a meeting scheduled to take place but the Commissioner cancelled it. This would now need to be rescheduled. The Chair said that this would be a top priority, along with the second letter to be sent to the DfT on under 18 travel.

Councillor Gander said that this was a sterling report. She asked to let members know of any other recommendations (eg Low Traffic Neighbourhoods) and information regarding the monitoring of trial schemes. Councillor Holland said that this information could be retrieved later. Alex Williams said that a lot of this work could be found on the TfL website. Councillor Abellan said that it was important to get meetings with the Transport Commissioner back in the diary. He suggested inviting someone from the LAS to a future TEC meeting, as this would be a good opportunity to ask them some questions.

Councillor Abellan asked Councillor Holland whether any further conversations had taken place regarding the e-scooter trials. There was also no mention of LIPs in the report. Katharina Winbeck said that the DfT was looking into a change in legislation to enable e-scooters to use cycle lanes. She said that it was hoped to launch the

recruitment of e-scooter companies this year. Work was continuing with TfL and further guidance documents would be coming out shortly.

Alex Williams said that he was trying to get a meeting with the Transport Commissioner in November, as it was important that these took place. With regards to LIP funding, Alex Williams said that there was no clarity on this. He said that had been an impressive delivery from boroughs, and funding was being sought in order to reinstate the LIP budget. The Chair said that something needed to be carried out on LTNs monitoring before the next Commissioner meeting. He said that this needed to be cross-referenced to what was being done now and to capture best practice and avoid duplication. Katharina Winbeck said that TfL was carrying out most of the work on this and there was no duplication.

Councillor Holland said that she should have mentioned LIPs in the report, although no meetings had taken place to discuss LIPs. The Chair said that the LAS should be invited to a TEC or TEC Executive Sub Committee (further discussions with the LAS would take place with Chair and vice chairs outside of the TEC meetings). He also suggested inviting Chris Heaton-Harris, new Walking and Cycling Minister to join a future TEC meeting.

Decision: The Committee:

- Noted that TEC members were sent a copy of the letter from the London Ambulance Service (LAS);
- Agreed to invite LAS to a future TEC or TEC Executive meeting
- Noted that discussions with the LAS would also take place with the Chair and vice chairs outside the TEC meetings; and
- Agreed to invite the Walking & Cycling Minister, Chris Heaton-Harris MP, to speak at a future TEC meeting.

13. TEC Priorities for 2020/21

The Committee considered a report that provided Members with a look back at what has been achieved in 2019/20 and look forward to the priorities for 2020/21.

Spencer Palmer introduced the report, which would have normally been present to TEC in June. The TEC priorities had already been agreed by London Councils' Leaders' Committee. Spencer Palmer said that the report was for information. He said that Katharina Winbeck and himself would do a quick presentation for the Committee. TEC was a statutory committee and had a statutory Governing Agreement that set out the functions and responsibilities of the Committee. Amendments were sometimes sought to the Governing Agreement, although this did require all boroughs to agree to any changes.

Katharina Winbeck, Strategic Lead Environment and Transport, London Councils, made the following comments regarding TEC policy areas:

- Climate change was a high priority for TEC. London Councils had come up with a joint statement on this. It was a big strand of work and funding for this had been put aside.
- All policy advice had been influenced by Covid-19, and there was a need to adapt for a while longer.
- A London Recovery Board had been set up, which is developing a "Green New Deal", which would help create jobs in the green sector. There was also

discussion taking place around retrofitting.

- TEC was working closely with the London Waste and Recycling Board (LWARB) and the Thames Regional Flood and Coastal Committee (Thames RFCC). Both attended TEC meetings on a regular basis.
- Air quality was an important policy area. EV charging infrastructure was ongoing. Officers were keeping a watch on the Environment Bill.
- Officers were actively involved in the Ultra Low Emission Zone (ULEZ). Work was continuing on influencing the national, future waste management strategy.
- More sustainable funding sources were required in the absence of LIP funding.
- Future mobility – mainly centered around e-scooters at the moment. Trials in some boroughs would be taking place in the near future.
- TEC had not lost sight of what was happening with Crossrail 2, although less work was being carried out on this at the moment.

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

- Freedom Pass. This was a flagship service and was the largest local concessionary travel scheme in the country, if not the world. TEC's main responsibility was administering and running the scheme. How much that was reimbursed to the transport operators and apportionment over the boroughs went to TEC at the December meeting.
- Taxicard was a highly valued subsidised taxi service, which was primarily funded by TfL with a top-up being provided by the boroughs. An agreed amendment to the scheme had been made in order to essentials delivered to Taxicard holders during the Covid-19 outbreak (this had now been extended).
- London Tribunals provided a statutory role. Their office was at Furnival Street in Holburn. London Councils provided all the facilities to support the independent adjudicators.
- The London Lorry Control Scheme (LLCS) controlled where the largest lorries could go at night and the weekends, in order to limit the noise to residents. The LLCS no longer costs the boroughs anything and generates a surplus that helps to fund other TEC services.
- The Health Emergency Badge (HEB) Scheme provides free parking for people involved in delivering primary healthcare in patients' homes. The scheme was currently being revised to look at future requirements and changes required because of Covid-19.
- The TRACE service allowed people to find out if their vehicle had been towed away and where to collect it (for all boroughs).
- The London European Partnership for Transport (LEPT) was a joint London initiative that liaised with other EU cities in order to access EU funding for transport and mobility projects. Work had reduced owing to Brexit but was still continuing.
- Traffic and Parking Policy Guidance – some statutory, like traffic signal costs and the level of fines for Penalty Charge Notices (PCNs). A number of officer networks were also managed.

The Chair said that the services and policy areas linked across to the agreed priorities. Councillor Field said that there were a large number of TEC services that were carried out in a professional manner. He thanked Spencer Palmer and Katharina Winbeck, who had always been very helpful. Councillor Field asked whether lobbying for infrastructure was achievable as a result of Covid-19, and whether there was a need to adapt to change. Spencer Palmer confirmed that a number of priorities had had to be adjusted because of Covid-19, and resources were challenging. Spencer Palmer said that one of the top priorities was for boroughs to take on speed enforcement, and this point has been made.

Decision: The Committee noted the TEC Priorities for 2020/21 and the presentation.

14. Climate Change Report

The Committee received a report that sets out which boroughs had put themselves forward to lead each of the seven climate change priorities and the progress that was being made in delivering those. It also laid out the latest progress in developing the green recovery and asks members to consider the 'A blueprint for accelerating climate action and a green recovery at the local level' document, which advocated for improved conditions and resources for the climate change agenda.

The Chair said that it would be good to have more Conservative representation ~~on~~ amongst the climate change lead boroughs. Kate Hand, Head of Climate Change, London Councils, informed Committee that there was not yet a lead for low carbon development, but noted that officers would continue to explore options. She said that draft action plans were being developed for the seven climate change priorities and that the GLA were supporting our draft action plan on retrofitting. Kate Hand said that the climate change eligibility training was an excellent resource. Progress had also been made with securing a Green New Deal mission and cross cutting Green Recovery, which was a collaborative piece of work with the GLA under the London Recovery Board.

Councillor Abellan said that this was an excellent report. He said that the borough of Sutton would be happy to be part of the new group to be established to support proposals for a joint Power Purchase Agreement (#4 Renewable Power for London).

Decision: The Committee:

- Endorsed the boroughs leads for the seven climate change priorities as outlined in paragraph 3;
- Agreed to take advantage of the opportunity presented by the London Councils and LEDNet-funded climate capability training (paragraphs 10 – 11);
- Agreed that 'A blueprint for accelerating climate action and a green recovery at the local level' (see Appendix 3) should be signed off by TEC chair and vice chairs by Thursday 22 October, following any comments from Committee members; and
- Noted that LB Sutton would be happy to be part of the new group to be established to support proposals for a joint Power Purchase Agreement.

15. Electric Vehicle Coordination Function Report

The Committee received a report that updated TEC on the activities of London Councils' EV coordination function.

Claudia Corrigan, Senior Lead for EV Infrastructure, London Councils, introduced the report which provided an infrastructure update on EVs. She informed members that 2,000 charging points had now been delivered by local authorities. This would increase to 3,000 by 2021. The report also asked for member permission to disband the Go Ultra Low City Scheme (GULCS) group. The group last met in December 2019 and the role was no longer required. Claudia Corrigan said that the second proposal was to disband the EV Rapid Charge Point sub-group. London was on track to deliver 300 rapid charge points and had met the target. She said that TfL had predicted that there would be more than 35,000 charge points by 2025. Claudia Corrigan said that OLEV had been

awarded £2million to deliver more than 800 charge points.

The Chair said that this was good news regarding EV charging and was something to celebrate, with more to come. Councillor Khan said that the borough of Hounslow was expecting to double all its charge points. He said that he had calls from officers who were at different stages of roll-out EV charging. Councillor Khan said that he would like to encourage more London Councils engagement with borough officers over the next couple of months. Councillor Field said that he was very encouraged by what was happening with regards to EV charging. He said that there was more demand for slower chargers in the borough of Wandsworth. Claudia Corrigan said that the modelling would include slow to fast charge points.

Decision: The Committee:

- Approved the proposal to disband the GULCS Steering Group (see paragraph 9); and
- Approved the proposal to disband the TEC sub-group for EV rapid charging (see paragraph 12).

16. Taxicard Update

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

Stephen Boon, Chief Contracts Officer, London Councils, introduced the report which was for noting. He said that the report set out the progress of the delivery/collection service to card holders and gave a current performance update (the Service Level Agreement had now been met or exceeded for June, July and August). Stephen Boon said that there were still some issues with the call centre. Expenditure also remained within budget. TfL had also agreed to honour its funding commitment, subject to the TfL funding deal with the Government.

Decision: The Committee noted the Taxicard update report.

17. Additional Parking Charges for the London Borough of Barnet

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

Spencer Palmer informed members that agreeing to change the penalty charge banding from “B” to “A” in the boroughs was part of the statutory function of the Committee. He said that as traffic had increased over the years, the majority of boroughs had asked for their bandings to be changed. TEC had to agree to these changes. This then went to the Mayor for agreement, and finally to the Secretary of State, who had the power to veto the application from the Mayor. Councillor Zinkin said that he would be very grateful for the support of the Committee to the banding changes in the borough of Barnet.

Decision: The Committee:

- Approved the proposal to change the penalty banding in the LB Barnet; and
- Noted the proposed implementation date for the change of 1 February 2021.

18. Additional Parking Charges for the London Borough of Merton

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

Spencer Palmer thanked Andy Luck and Mital Patel for their work on the additional parking charges reports. Councillor Whelton also thanked London Councils' officers for their work on the banding changes. He said that the borough of Merton was moving the banding owing to a significant increase in non-compliance in the borough.

Decision: The Committee:

- Approved the proposal to change the penalty banding in the LB Merton; and
- Noted the proposed implementation date for the change of 1 January 2021.

19. Minutes of the TEC Executive Sub Committee held on 10 September 2020 (for noting)

The minutes of the TEC Executive Sub Committee held on 10 September 2020 were noted.

20. Minutes of the TEC Main meeting held on the 11 June 2020 (for agreeing)

The minutes of the TEC Main meeting held on 11 June 2020 were agreed as an accurate record.

The meeting finished at 16:50pm