
Report of the Director of City Development

Report to Executive Board

Date: 19 September 2018

Subject: Air Quality Improvement - Office for Low Emission Vehicles Grant for Electric Charge Points

Capital Scheme Number: 33000

Are specific electoral wards affected? If relevant, name(s) of ward(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Office of Low Emission Vehicles (OLEV) offered grant funding to increase the take-up of ultra-low emission vehicles, specifically within the taxi and private hire sectors, through the development of infrastructure.
2. This project seeks to improve air quality, by funding the installation up to 88 rapid electric vehicle charge points (EVCPs) in West Yorkshire. This will remove one of the perceived barriers to the uptake of Ultra-Low Emission Vehicles (ULEVs) by taxi and private hire operators. Each charge point will have two parking bays, with one bay for the sole use by taxi and private hire operators and the other available to the general public.
3. This project supports the City Region's ambition to create quality places and clean environments, and will support the proposed Clean Air Zone objectives to significantly reduce transport emissions and support the taxi sector in particular to move to ULEVs.
4. The West Yorkshire Combined Authority (WYCA) submitted a joint bid on behalf of Leeds, Wakefield, Calderdale, Bradford and Kirklees district councils as this was OLEV's preference to five separate bids.
5. The bid was successful and the West Yorkshire districts have jointly received £1.98m capital funding toward the provision of rapid charger infrastructure across West

Yorkshire. Additional funding from the Local Transport Plan (LTP) of up to £900k along with private investment from the appointed charge point supplier will supplement this.

6. OLEV have agreed that whilst the scheme was primarily aimed at the taxi and private hire sector, the chargers may be used by the public to remove risks to financial viability identified by prospective suppliers during soft-market testing. Two bays must therefore be provided for EV charging to allow one to be allocated to taxi and private hire use only, whilst the other bay may be used by the public.
7. Based upon the population split of the five West Yorkshire districts, it is envisioned that Leeds will receive nominally 34% of the grant amounting to £673,074 plus £305,943 match funding totalling £979,017 toward the installation of 30 rapid EV chargers although there is potential to receive more funding if the other districts require less of their nominal allocation of funds. It is therefore proposed to seek authority to spend funding of up to 40% of the grant allocation if Leeds is able to secure more sites.
8. The OLEV rules cite that the grant must be discharged before 31st March 2020.
9. A framework contract has been drafted that will permit each district to call-off funds from WYCA who are administering the grant to pay the supplier on the installation of each charge point.

Recommendations

10. The Executive Board is requested to:-

- Inject into the capital programme, and give authority to incur expenditure of up to £1,152,000,¹ to be grant funded from the Office of Low Emission Vehicles including up to £360,000 West Yorkshire LTP grant, via the West Yorkshire Combined Authority for the installation of between 30-35 twin rapid EV chargers within the Leeds District.
- Inject into the capital programme, and give authority to incur expenditure of the additional sum of up to £90,000 LTP capital funding towards the costs associated with site preparation work such as DNO applications and site surveys.
- Approve the terms of procurement of a single supplier to deliver the project across West Yorkshire following tender process led by the West Yorkshire Combined Authority subject to a separate legal agreement.
- That approval be given to exempt the resolutions arising from this report from the Call In process, on the grounds of urgency, as detailed within section 4.5.

¹ Based on 40% share of the grant and LTP allocations.

1 Purpose of this report

- 1.1 To note the successful grant funding application submitted by WYCA and the West Yorkshire district councils and additional funding from the LTP.
- 1.2 To request the injection, authority to spend and the approval of the use of a framework contract to engage a single supplier to install rapid charge points in Leeds.

2 Background information

- 2.1 The West Yorkshire Combined Authority (WYCA) submitted a joint bid to the Office of Low Emission Vehicles (OLEV) on behalf of the West Yorkshire District Councils for grant funding for electric taxi vehicle charging infrastructure and was successful in this, being awarded a capital grant of 1.98m on the 30th March 2017.
- 2.2 The OLEV grant is for a maximum of 88 rapid chargers in West Yorkshire. Following soft market testing and feedback from potential suppliers over the financial viability of a taxi-only model, discussions with OLEV resulted in an amendment to allow the general public to also use the chargers which will enable two users to charge concurrently. To facilitate this, two bays must be provided for each charger, with one bay marked for taxi and private hire use only.
- 2.3 Rapid chargers are suitable for taxi and private hire as they enable typically an 80% charge in around 30 minutes so are ideal for topping up throughout the working day. They would also enable members of the public the opportunity to charge their vehicle en route to a destination for example.
- 2.4 The OLEV grant is limited to 75% of the cost of purchasing and installing each unit capped to £22,500 per unit. Therefore match funding from the Local Transport Plan and private investment from the supplier is required to meet the remaining costs associated with the install of each charge point.
- 2.5 The grant fund has a number of conditions attached around the technical standards of the charge point, provision of data and the minimum length of time that the charge point must remain available.
- 2.6 A project board comprising of representatives from WYCA and each district council has undertaken work to draw up tender documents and site selection. Work undertaken to date has comprised of drafting a framework contract, engagement with the taxi and private hire trade, potential suppliers, District Network Operators and land owners of potentially suitable sites.

3 Main issues

- 3.1 WYCA are acting as the project and financial lead and have proposed a funding framework whereby each district "calls-off" funds from WYCA to then transfer to the supplier to deliver each charge point.

- 3.2 The supplier will install, own, operate and maintain the equipment for the duration of the 10 year lease. After this point, they are required to re-instate the land unless a further agreement to continue operating at that site is made.
- 3.3 The district councils are required to identify sites that fit both strategically and practically to begin to form a West Yorkshire network of charge points in locations that can generally be accessed at any time, are well lit and close to amenities such as shops, cafes and toilets.
- 3.4 An initial list of 60 sites in Leeds was drawn up for evaluation based on a previous feasibility work for EV charge point sites. These included council-owned carparks along-with sites likely to be frequented by taxi and private hire drivers either as places to take breaks and/or destinations. Locations such as near to university campuses, hospitals, petrol filling stations, rail/bus stations and fast food restaurants were considered in the initial sifting exercise with Northern Powergrid to ascertain the feasibility and likely cost of enabling works.
- 3.5 This has led to a short-list of 9 sites in Leeds made up of 8 Local Authority-owned car parks and one site at a university campus to be submitted as a first phase when the supplier is appointed after September 2018. These are listed in a table in Appendix A.
- 3.6 When the supplier is appointed, it is anticipated that the remaining initial sites will be worked through for feasibility of delivery, along with sites that the supplier can put forward to make up the remaining sites for Leeds and the parent West Yorkshire District Councils. A map of Leeds showing the Category A sites and Category B & C sites. Category B & C sites have had some feasibility work which will continue with the appointed supplier are provided in Appendix B.
- 3.7 Sites put forward by the supplier will undergo scrutiny to ensure that they are suitable for taxi and private hire drivers and in locations that meet the requirements set out above in section 3.4.
- 3.8 At the time of writing, there exist 9 rapid chargers within the Leeds district, including one at Elland Road Park & Ride, a number of Lidl supermarket sites, a Nissan car dealership and some petrol station forecourts (including Wetherby Services). There are also a number of fast and slow rated chargers, the details of which can be found on websites such as www.zap-map.com.
- 3.9 Currently ULEV owners who live in Leeds may apply for a permit to enable them to park for free in Council owned carparks and on-street parking as part of measures designed to promote the uptake of ULEVs and the wider measures to improve air quality in Leeds. Such permits are valid until the 31st March 2020.

4 Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The Council's Legal team were consulted on the use of a framework and call-off contracts proposed and have advised that the terms are acceptable.

4.1.2 The Executive Member for Regeneration, Transport and Planning; and the Executive Member for Resources and Strategy have both been briefed on this project.

4.2 Equality and diversity / cohesion and integration

4.2.1 Both charge point spaces will be accessible bays and will be available to all owners of ultra-low emission vehicles. The introduction of EV bays will not displace existing disabled parking bays within council car parks.

4.2.2 It has been considered if language support is required on the EVCP's for whom English is not their first language. However, since the location of the EVCP's will be geographically spread across West Yorkshire, it will not implicate directly to a particular race/community, therefore like existing petrol pumps, it is felt additional language support on the EVCP's is not required.

4.2.3 This scheme will introduce new rapid charge points at locations across West Yorkshire. Therefore this scheme will technically introduce a new service and offer charge points at locations where currently one does not exist. It will have a positive impact on current EV drivers and those considering the switch from internal combustion engines as it will enhance availability and access to charge points. The charge points will be interoperable, on a pay as you go basis, so there will be no access/usage constraint on any EV driver. An Equality Screening assessment has been carried out and is attached as an appendix.

4.3 Council policies and best council plan

4.3.1 The provision of a rapid electric vehicle charge point network across West Yorkshire contributes to the aims and objectives of the proposed Clean Air Zone mandated by Central Government, the Council's cutting carbon and improving air quality programme and the West Yorkshire Low Emissions Strategy (WYLES).

4.4 Resources and value for money

4.4.1 The OLEV grant and LTP grant funding of nominally £979,017 but possibly up to £1,152,000 will cover the cost of the infrastructure and installation. Additional LTP grant funding of up to £90,000 is also available to off-set officer time, fees associated with site surveys and consultancy support where required. The tables below in 4.4.3 and 4.4.4 set out the district allocations with examples of Leeds receiving 34% as based on the population split of the West Yorkshire District and 40% if Leeds is able to deliver additional sites in the event other Districts are unable to deliver their full allocation.

4.4.2 Significant on-going officer time will be needed to progress the selection of sites and initial feasibility work and to ensure that suitable and strategic sites are put forward via the project board.

4.4.3 Indicative funding allocations for infrastructure

Max EVCP Sites	Public Sector Funding	
	OLEV Grant	LTP
88	£1,980,000	£900,000

District	Population	Percentage	WYCA / District Funding Agreements			EVCP Sites
			OLEV Grant	LTP	Total	
Bradford	534279	23.2%	£460,010	£209,095	£669,105	20
Calderdale	209770	9.1%	£180,610	£82,096	£262,706	8
Kirklees	437047	19.0%	£376,294	£171,043	£547,337	17
Leeds	781743	34.0%	£673,074	£305,943	£979,017	30
Wakefield	336834	14.6%	£290,011	£131,823	£421,835	13
TOTAL	2299673	100.0%	£1,980,000	£900,000	£2,880,000	88
Leeds 40% grant		40%	£792,000	£360,000	£1,152,000	35

4.4.4 Indicative funding allocations for infrastructure for site preparation

Max EVCP Sites	Site Preparation District Funding
88	£225,000

District	Population	Percentage	EVCP Sites	Totals	
Bradford	534279	23.2%	20	£52,274	
Calderdale	209770	9.1%	8	£20,524	
Kirklees	437047	19.0%	17	£42,761	
Leeds	781743	34.0%	30	£76,486	If 40% grant available for 35 sites
Wakefield	336834	14.6%	13	£32,956	
TOTAL	2299673	100.0%	88	£225,000	£90,000

4.4.5 Capital funding and cash flow

Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2018 £000's	FORECAST				
			2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2018 £000's	FORECAST				
			2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	1152.0		335.0	817.0			
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	90.0		35.0	55.0			
OTHER COSTS (7)	0.0						
TOTALS	1242.0	0.0	370.0	872.0	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2018 £000's	FORECAST				
			2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022 on £000's
Government Grant - LTP	450.0		132.0	318.0			
Government Grant - OLEV	792.0		238.0	554.0			
Total Funding	1242.0	0.0	370.0	872.0	0.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

4.5 Legal implications, access to information and call in

- 4.5.1 WYCA has obtained specialist legal and procurement advice in drafting the framework and call off agreements. All district councils have been able to scrutinise the documents and provide feedback prior to the final draft.
- 4.5.2 This decision is a Key Decision and has been notified on the forward plan of forthcoming decisions. There are strict external deadlines applied to this grant funding that require this approval to be expedited to support delivery of the grants objectives. A delay would result in Leeds not being able to enter into the funding agreements and implementing the project from the end of September 2018 when the supplier will be appointed following a tender evaluation. This would reduce the time available to complete the project within Leeds and jeopardise the delivery of the full quota of EVCP sites. Due to workload pressures and the absence of an August Executive Board meeting, it was not possible to prepare this report earlier and so not require a call-in exemption.
- 4.5.3 These objectives are related to strategic priorities and support the Council's objectives to meet compliance with legal standards on air quality. The authority is under ministerial direction to deliver on plans to meet compliance with these standards which this project supporting. As such it is necessary to seek to utilise this funding in the shortest time possible to support delivery of measures to support the taxi/private hire sector in Leeds to move to ULEV and so reduce emissions. It is requested that the Executive Board waives the decision from call-in following the decision to allow for payment to be made in time to comply with

OLEV conditions. There is cross party support for the councils' current plans to improve air quality.

4.6 Risk management

- 4.6.1 The application to OLEV for the funding sets out a number of conditions that have been worked into the framework contracts with the appointed supplier. There are also clauses in the contract to enable claw-back of funding if the supplier fails to meet conditions. A competitive tender process will enable the project board to score prospective suppliers against a set of criteria aimed at reducing risk and ensuring deliverability.
- 4.6.2 The supplier will own, operate and maintain the charge point equipment and this will be enforced through contractual obligations.
- 4.6.3 Each site will comprise of two accessible bays served by a single twin charge unit. One bay will be marked for sole use of taxi/private hire electric vehicles. This will result in a net loss of one standard parking space per site and potential loss of parking revenue at Council sites where parking charges exist.

5 Conclusions

- 5.1 The Council has been successful in its application for grant funding to install rapid charge point infrastructure as part of a joint bid with the West Yorkshire district councils and Combined Authority.
- 5.2 This project seeks to improve air quality, by funding the installation up to 88 rapid electric vehicle charge points (EVCPs) in West Yorkshire. This will remove one of the main barriers that has been identified to the uptake of Ultra-Low Emission Vehicles (ULEVs) by taxi and private hire operators. Each charge point will have two parking bays, with one bay for sole use by taxi and private hire operators and the other available to the general public.
- 5.3 Leeds will receive a grant of up to £1,152,000 comprised of OLEV grant and LTP capital funds toward the installation of 30-35 rapid EV chargers. Additional funding is available to support site preparation tasks of up to £90,000.
- 5.4 The OLEV rules state that the grant must be discharged before 31st March 2020.

6 Recommendations

The Executive Board are requested to:-

- Inject into the capital programme, and give authority to incur expenditure of up to £1,152,000, to be grant funded from the Office of Low Emission Vehicles including up to £360,000 West Yorkshire LTP grant, via the West Yorkshire Combined Authority for the installation of between 30-35 twin rapid EV chargers within the Leeds District.

- Inject into the capital programme, and give authority to incur expenditure of the additional sum of up to £90,000 LTP capital funding towards the costs associated with site preparation work such as DNO applications and site surveys.
- Approve the terms of procurement of a single supplier to deliver the project across West Yorkshire following tender process led by the West Yorkshire Combined Authority subject to a separate legal agreement.
- That approval be given to exempt the resolutions arising from this report from the Call In process, on the grounds of urgency, as detailed within section 4.5.

7 Background documents²

7.1 None.

8 Appendix A

8.1 Table of initial sites prepared for tender.

Name of car park	Address	Postcode
Burley Road Car Park	Burley Rd, Leeds	LS3 1JP
Leeds Beckett University	Rose Bowl Surface Car Park Portland Crescent	LS1 3HJ
Annie Street Car Park	Morley	LS27 8HQ
The Cluster of Nuts Car Park	Hallfield Ln, Wetherby, West Yorkshire	LS22 6JL
Rothwell, Marsh Street	Marsh St, Rothwell, Leeds	LS26 0AE
Pudsey Leisure Centre	Market Pl, Pudsey	LS28 7BE
North Parade Car park	N Parade, Otley	LS21 1BA
Garforth, Barley Hill Road	Main St, Garforth, Leeds	LS25 1DS
Boston Spa High street	High street, Boston Spa, Leeds	LS23 6BW

² The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

9 Appendix B

9.1 Plan of Leeds District showing Initial phase of sites listed as Category A and further sites to undergo feasibility work once the supplier has been appointed.

