



**Oversight and Governance**

Chief Executive's Department

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## Delegated Decisions

### Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Team by 4.30 pm on Wednesday 30 October 2024. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented on Thursday 31 October 2024, if they are not called-in.

## **Delegated Decisions**

**1. Councillor Tudor Evans OBE (Leader of the Council):**

1a. L20 24/25 Local Electric Vehicle Infrastructure (LEVI) project **(Pages 1 - 34)**

**2. Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport):**

2a. SPT06 24/25 Flush Fitting Electric Vehicle Infrastructure project **(Pages 35 - 60)**

# EXECUTIVE DECISION

made by a **Cabinet Member**



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER


Executive Decision Reference Number – L20 24/25

<b>1</b>	<b>Title of decision:</b> Local Electric Vehicle Infrastructure (LEVI) project		
<b>2</b>	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Tudor Evans OBE (Leader of the Council)		
<b>3</b>	<b>Report author and contact details:</b> Iain Miller <a href="mailto:iain.miller@plymouth.gov.uk">iain.miller@plymouth.gov.uk</a>		
<b>4</b>	<b>Decision to be taken:</b> <ol style="list-style-type: none"> <li>1. Approves the Business Case;</li> <li>2. Allocates £2,415,000 for the programme into the Capital Programme, funded by the DfT LEVI grant;</li> <li>3. Authorises the procurement process for the programme;</li> <li>4. Delegates the authority to authorise the procurement process to the Service Director for Strategic Planning and Infrastructure;</li> <li>5. Delegates the authority to award of the contracts to the Service Director for Strategic Planning and Infrastructure where they would not already have the authority to award it within the scheme of delegation.</li> </ol>		
<b>5</b>	<b>Reasons for decision:</b> To install Electric Vehicle chargers city wide and provide authorisation to spend the funding awarded to Plymouth City Council by the DfT through the LEVI grant.		
<b>6</b>	<b>Alternative options considered and rejected:</b> Do nothing: Without authority to proceed there are a number of consequences: <ul style="list-style-type: none"> <li>• We would need to return up to £2,415,000 to the Department for Transport</li> <li>• This in turn would make it more difficult to secure funding in the future.</li> <li>• This in turn would delay investment in infrastructure needed to bring forward the growth of the city.</li> </ul>		
<b>7</b>	<b>Financial implications and risk:</b> The project is entirely grant funded and hence there is no financial risk to the council.		
<b>8</b>	<b>Is the decision a Key Decision?</b>	<b>Yes</b>	<b>No</b>
			<b>Per the Constitution, a key decision is one which:</b>

	(Please contact <b>Democratic Support</b> for further advice)	X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
		X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
		X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	If yes, date of publication of the notice in the <b>Forward Plan of Key Decisions</b>	N/A	
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<p>This is in line with our commitment for the city to reach net zero.</p> <p>The LEVI project will support the delivery of the following Local Transport Plan policies as incorporated into the city's Joint Local Plan</p> <p>Theme 2: A Green City (sub-section 5): A transport system is provided that responds to emerging technological changes for electric and low carbon forms of transport.</p> <ul style="list-style-type: none"> <li>•Policy HEA6: Delivering a safe, efficient, accessible, sustainable and health-enabling transport system (sub-section 7): Investing in and promoting the growth of an electric vehicle charging network encouraging electric vehicle take-up and use.</li> <li>•Strategic Objective 2: Delivering a growing city (sub-section 8): Delivering a sustainable transport network that supports Plymouth's long-term growth while at the same time addressing existing carbon emissions.</li> <li>•Policy INT6: Enhancing Plymouth's 'green city' credentials (sub-section 3): Reducing transport related carbon emissions by offering an efficient, accessible and attractive choice of sustainable travel options for all sectors of the community, visitors, businesses and commuters.</li> </ul>	
10	Please specify any direct environmental implications of the decision (carbon impact)	The project will reduce the city's carbon emissions and air pollution. A Climate Impact Assessment has been completed and attached to this decision.	
<b>Urgent decisions</b>			
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes	(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	X (If no, go to section 13a)

<b>I 2 a</b>	<b>Reason for urgency:</b>			
<b>I 2 b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>I 3 a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	
		<b>No</b>		<b>(If no go to section I4)</b>
<b>I 3 b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Tom Briars-Delve (Cabinet Member for Environment and Climate Change) and Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)		
<b>I 3 c</b>	<b>Date Cabinet member consulted</b>	16 August 2024 & 24 September 2024		
<b>I 4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	If yes, please discuss with the Monitoring Officer
		<b>No</b>		
<b>I 5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne/Paul Barnard	
		<b>Job title</b>	Strategic Director of Place	
		<b>Date consulted</b>	16 August 2024	
<b>Sign-off</b>				
<b>I 6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS51 24/25	
		<b>Finance (mandatory)</b>	CH.24.25.018	
		<b>Legal (mandatory)</b>	LS/2269/KT/290224	
		<b>Human Resources (if applicable)</b>	N/A	
		<b>Corporate property (if applicable)</b>	N/A	
		<b>Procurement (if applicable)</b>	PW/PS/737/ED/0724	

Appendices								
<b>17</b>	<b>Re f.</b>	<b>Title of appendix</b>						
	A	LEVI Briefing Report						
	B	LEVI Equalities Impact Assessment						
	C	LEVI Climate Impact Assessment						
	D	LEVI Capital Investment Business Case						
Confidential/exempt information								
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>No</b>	X					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>							
Background Papers								
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who							

share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.			
<b>Signature</b>		<b>Date of decision</b>	4 October 2024
<b>Print Name</b>	Councillor Tudor Evans OBE		

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## **BRIEFING PAPER**

# **LOCAL ELECTRIC VEHICLE INFRASTRUCTURE FUND**

Strategic Planning & Infrastructure



### **1. EXECUTIVE SUMMARY**

The Net Zero Delivery Team have made a bid into the Local Electric Vehicle Infrastructure Fund from the Department for Transport. Along with investment from the private sector this will see EV charging infrastructure implemented in Plymouth, primarily aimed at supporting residents who don't have access to off-street parking. We have bid for the full amount of the £2.415m allocation to Plymouth and have received confirmation that we have been successful for the full amount.

The ambition is to install different types of EV chargers:

- Pavement Channels: Install channels in the pavement that would enable residents to run a cable from an electricity supply in their house. This is new for Plymouth and would initially be done on a trial basis.
- Pedestal or Flush fitting 7kW chargers. These will be publicly available chargers installed in car parks and on streets in areas where residents do not have access to off-street parking.

This initiative will be supplemented with private investment from EV charge point operators. Charge point operators will be offered a fixed amount of funding to deliver a minimum level of EV charging infrastructure. This approach will ensure that we remain on budget as our capital outlay is fixed.

To ensure all areas of the city are serviced according to their need a minimum level of charge points will be specified for 164 areas in the city taking into account the demand for on street parking.

### **2. STRATEGIC OBJECTIVES**

This initiative will assist with our city wide net zero ambition, removing the barrier of EV charging availability for residents without access to off-street parking. As the take up of EVs increases in the city our carbon emissions and air pollution will fall.

### **3. FINANCIAL IMPLICATIONS AND RISK**

As the capital costs of this project will be met by the LEVI fund and private investment by EV charge point operators there will be no impact to PCC's capital budget.

PCC will take a small percentage of the revenue received by EV charge point operators. This is expected to be sufficient to cover the on-going costs of running the scheme after the LEVI capability fund has been spent.


### **4. TIMESCALES**

<b>Activity</b>	<b>Date/Target Date</b>
Estimated Procurement process commences	October 2024
Estimated Contract Award	January 2025
Estimated Service Commencement	1st Quarter 2025

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# EQUALITY IMPACT ASSESSMENT – LEVI BUSINESS CASE

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Iain Miller, John Green	<b>Department and service:</b>	Place	<b>Date of assessment:</b>	02/09/2024
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Paul Barnard	<b>Signature:</b>		<b>Approval date:</b>	25.09.2024
<b>Overview:</b>	In line with our EV charging strategy, EV charging stations will be implemented throughout the city, targeting residents without access to off-street parking. This will be funded by a central government grant (LEVI) together with private sector investment.				
<b>Decision required:</b>	<ul style="list-style-type: none"> <li>• Approves the Business Case</li> <li>• Allocates £2,415,000 for the programme into the Capital Programme, funded by the DfT LEVI grant</li> <li>• Authorises the procurement process for the programme</li> <li>• Delegates the authority to authorise the procurement process to the Service Director for Strategic Planning and Infrastructure</li> <li>• Delegates the authority to award of the contract(s) to the Service Director for Strategic Planning and Infrastructure</li> </ul>				

## SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

<b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes	✓	No	
<b>Potential internal impacts:</b>	Yes		No	✓

Does the proposal have the potential to negatively impact Plymouth City Council employees?				
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	<b>Yes</b>	✓	<b>No</b>	
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.				

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
<b>Age</b>	<p>Plymouth</p> <ul style="list-style-type: none"> <li>• 16.4 per cent of people in Plymouth are children aged under 15.</li> <li>• 65.1 per cent are adults aged 15 to 64.</li> <li>• 18.5 percent are adults aged 65 and over.</li> <li>• 2.4 percent of the resident population are 85 and over.</li> </ul> <p>South West</p> <ul style="list-style-type: none"> <li>• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>• 22.3 per cent are aged 65 and over.</li> </ul> <p>England</p>	There is no adverse impacts anticipated.		

	<ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> <li>• 18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>			
<p><b>Care experienced individuals</b> (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	<p>There is no adverse impacts anticipated.</p>		
<p><b>Disability</b></p>	<p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem.</p>	<p>With the addition of street furniture there is the possibility this could impact</p>	<p>By following the guidance in PAS1899 on accessible EV charging the EV charging</p>	<p>SP&amp;I will follow these mitigating steps throughout the life span of the project.</p>

	12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)	accessibility for those with disabilities. If disabled parking bays were removed as EV bays are installed this would disadvantage disabled drivers.	stations will be designed to ensure accessibility is not adversely impacted for disabled people. As per our EV strategy, we will not remove any disabled parking bays.	
<b>Gender reassignment</b>	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).	There is no adverse impacts anticipated.		
<b>Marriage and civil partnership</b>	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married. 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).	There is no adverse impacts anticipated.		
<b>Pregnancy and maternity</b>	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	There is no adverse impacts anticipated.		

<p><b>Race</b></p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)                  People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)                  92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>There is no adverse impacts anticipated.</p>		
<p><b>Religion or belief</b></p>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).                  Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>There is no adverse impacts anticipated.</p>		
<p><b>Sex</b></p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>There is no adverse impacts anticipated.</p>		
<p><b>Sexual orientation</b></p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>There is no adverse impacts anticipated.</p>		

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

<b>Human Rights</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>
	There is no adverse impacts anticipated.		

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

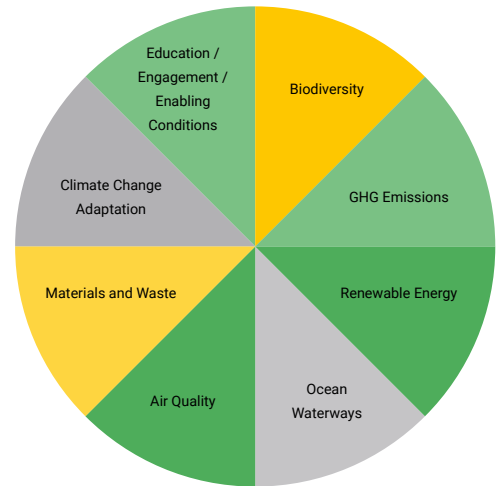
<b>Equality objectives</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	There is no adverse impacts anticipated.		
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	There is no adverse impacts anticipated.		
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	There is no adverse impacts anticipated.		
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	There is no adverse impacts anticipated.		
<b>Plymouth is a city where people from different backgrounds get along well.</b>	There is no adverse impacts anticipated.		





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# LEVI project FINAL



**Assessment ID:** LEV338

**Assessment Author:** Iain Miller

## Assessment Initial Summary:

Installation of EV Charge points throughout the city, primarily to benefit residents without access to off-street parking.

## Assessment Final Summary:

The driver for this project is to reduce city emissions. It will have a very positive impact for the environment, aiding the transition from petrol and diesel to electric vehicles. Carbon emissions will be reduced and air quality improved. Whilst there will be very marginal impacts to waste and potentially biodiversity, these will be more than off-set with the positive outcomes of the transition to cleaner energy.

## Biodiversity Score: 2

**Biodiversity Score Justification:** As EV infrastructure is installed it will predominately be in areas where there is already hard landscaping, such as existing parking bays. However, in limited circumstances it may be necessary to remove small amounts of vegetation in order to install the EV chargers.

**Biodiversity Score Mitigate:** No

## GHG Emissions Score: 5

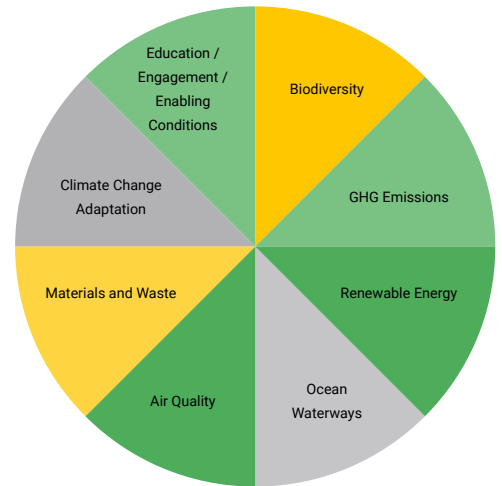
**GHG Emissions Score Justification:** The rollout of EV infrastructure is to support the transition from ICE vehicles to EVs. This will result in cleaner energy being used over the long term as petrol and diesel is replaced with electricity as the fuel for cars.

**GHG Emissions Score Mitigate:** No

## Renewable Energy Score: 5

**Renewable Energy Score Justification:** The EV chargers will predominately or exclusively take electricity from the grid, so the benefits are partially dependent on the decarbonisation of the grid. However, as grid electricity is already more renewable than petrol and diesel there will be an immediate benefit and even greater long term benefits.

# LEVI project FINAL



**Renewable Energy Score Mitigate:** No

**Ocean and Waterways Score:** 3

**Ocean and Waterways Score Justification:** The project will have no or minimal impact on water.

**Ocean and Waterways Score Mitigate:** No

**Air Quality Score:** 5

**Air Quality Score Justification:** As the project supports the transition from ICE vehicles to EVs, the air quality will be improved.

**Air Quality Score Mitigate:** No

**Materials and Waste Score:** 2

**Materials and Waste Score Justification:** As with any construction project there will inevitably be some waste, both during the installation of the EV charge points as roads are dug up, and when the EV charge points reach their end of life. Requirements for end of life treatment have been documented in the procurement process and will form part of the tender review.

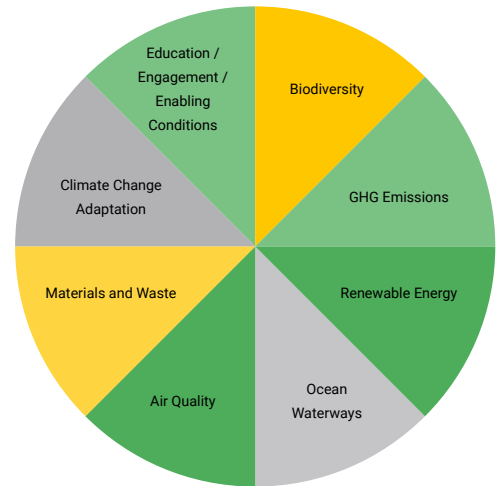
**Materials and Waste Score Mitigate:** No

**Climate Change Adaptation Score:** 3

**Climate Change Adaptation Score Justification:** Site assessments for the installation of EV charge points will take into account flood risk. No EV charge points will be installed where there is a significant risk of water build up.

**Climate Change Adaptation Score Mitigate:** No

# LEVI project FINAL



**Education / Engagement / Enabling Conditions Score: 5**

**Education / Engagement / Enabling Conditions Score Justification:** This project will include a public consultation and engagement phase. During this time information will be provided to residents to educate them on the transition to EVs. It will aim to address any concerns they have with EVs, providing re-assurance and guidance.

**Education / Engagement / Enabling Conditions Score Mitigate: No**

## Wheel Key

- Long lasting or severe negative impact
- Short term or limited negative impact
- No impact or neutral impact
- Short term or limited positive impact
- Long lasting or extensive positive impact

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# CAPITAL INVESTMENT BUSINESS CASE

Local Electric Vehicle Infrastructure Implementation (LEVI)



## EXECUTIVE SUMMARY

*The Executive Summary is a short summary of the Business Case and should be the last section you complete, this will enable you to extract or only the key facts from relevant sections i.e. 'project on a page'. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.*

The Low Carbon Team have made a bid into the Local Electric Vehicle Infrastructure Fund from the Department for Transport. Along with investment from the private sector this will see Electric Vehicle (EV) charging infrastructure implemented in Plymouth, primarily aimed at supporting residents who don't have access to off-street parking. We have bid for the full amount of the £2.415m allocation to Plymouth and have received confirmation that we have been successful for the full amount.

The ambition is to install different types of EV chargers:

- 100 Pavement Channels: Install channels in the pavement that would enable residents to run a cable from an electricity supply in their house. This is new for Plymouth and would initially be done on a trial basis.
- 600 Pedestal and/or Flush Fitting 7kW chargers (servicing 1,200 EV charging bays). These will be publicly available chargers installed in on streets and in car parks and in areas where residents do not have access to off-street parking.

This initiative will be supplemented with private investment from EV charge point operators. The procurement process will vary according to the type of charger:

- Pavement Channels will be bought off the shelf for a fixed price
- Pedestal chargers will offer a fixed amount of money to the bidders as a contribution from the LEVI fund to install a minimum number of chargepoints in specified areas in the city. This will be split into two lots by geographical area to ensure healthy competition in the city.

This approach will ensure that we remain on budget as our capital outlay is fixed, transferring the risk of cost over-runs to the charge point operators.

## SECTION I: PROJECT DETAIL

<b>Project Value (indicate capital or revenue)</b>	<b>£ 2,415,000</b>	<b>Contingency (show as £ and % of project value)</b>	N/A
<b>Programme</b>	Transport	<b>Directorate</b>	Growth
<b>Portfolio Holder</b>	Cllr Mark Coker, Strategic Planning and Infrastructure	<b>Service Director</b>	Paul Barnard (Strategic Planning & Infrastructure)
<b>Senior Responsible Officer (client)</b>	Jonathan Bell	<b>Project Manager</b>	John Green
<b>Address and Post Code</b>		<b>Ward</b>	Citywide

**Current Situation:** *(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)*

The EV uptake in Plymouth has been slower than the UK average, with electrification of only 1.3% of our 130,000 registered cars and vans as of 2022 compared to over 3% across the UK. Affordability and insufficient financial incentives, along with perceived range anxiety have been some of the key barriers to EV uptake in Plymouth.

Enforcement of the Zero Emission Vehicle (ZEV) Mandate from 2024 will fuel EV uptake in Plymouth and across the UK. We forecast penetration of electric cars and vans within Plymouth's registered vehicles is expected to be about 6% in 2027, rapidly expand to almost 50% by 2034 (60,000 EVs) and approach 100% by 2050.

There is a clear business need to provide EV charging infrastructure in the city to ensure residents, workers and visitors to the city have ample provision for charging their EVs and that a lack of EV charging facilities are not seen as a barrier to transitioning to EVs. The LEVI fund gives PCC the opportunity to roll out EV charging infrastructure, particularly for those without access to off-street parking, without any capital investment from PCC. The existing public EV charge points in Plymouth, with more to come through the Mobility Hubs project, are super-fast chargers aimed at visitors who need to charge their cars quickly. There is however a lack of slower chargers which are needed in more residential areas where residents can charge their cars more cheaply overnight.

**Proposal:** *(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)*

The LEVI project will be critical in realising the city's Electric Vehicle Charging Infrastructure Strategy (EVCIS) Vision to:

- 'Facilitate a smooth transition to electric and low carbon forms of transport by ensuring long term investment into the development and provision of public EV charging infrastructure that is both commercially viable as well as spatially equitable, accessible, reliable and affordable for people who live, work and visit Plymouth'.

It will also enable the delivery of a number of key EVCIS actions under Objective 2 (Invest in and deliver a high-quality network of public EV charging infrastructure), including:



- ‘Lead delivery of at least 500 EV chargepoints on public land by 2027, and provide passive infrastructure for an additional 1,000 EV chargepoints utilising the Local Electric Vehicle Infrastructure (LEVI) fund’.
  - ‘Trial innovative EV charging solutions...in a target area and based on the lessons learnt from the trial consider wider roll out across Plymouth’.
- The LEVI project will support the delivery of the following Local Transport Plan policies as incorporated into the city’s Joint Local Plan (see <https://www.plymouth.gov.uk/sites/default/files/JLPAadoptedVersion.pdf>) as developed with neighbouring councils and Plymouth Plan (see <https://www.plymouth.gov.uk/approved-plymouth-plan>):
- Theme 2: A Green City (sub-section 5): A transport system is provided that responds to emerging technological changes for electric and low carbon forms of transport.
  - Policy HEA6: Delivering a safe, efficient, accessible, sustainable and health-enabling transport system (sub-section 7): Investing in and promoting the growth of an electric vehicle charging network encouraging electric vehicle take-up and use.
  - Strategic Objective 2: Delivering a growing city (sub-section 8): Delivering a sustainable transport network that supports Plymouth’s long-term growth while at the same time addressing existing carbon emissions.
  - Policy INT6: Enhancing Plymouth's 'green city' credentials (sub-section 3): Reducing transport related carbon emissions by offering an efficient, accessible and attractive choice of sustainable travel options for all sectors of the community, visitors, businesses and commuters.
- PCC will continue to liaise with Devon County Council and other neighbouring local authorities on its plans for EV charge points.

Charge Point operators that are awarded the contract will be given a 15 year lease with a possibility of a 1 year extension. As they install their charge points they will remain under the ownership of the charge point operators. At the end of the contract PCC will have the option to either take ownership of these assets (at nil cost to PCC) or to instruct the charge point operator to remove them. The local connection assets will be owned by the District Network Operator (DNO), but the responsibility for maintaining them will lie with the Charge Point Operator. At the end of the contract any maintenance contract with the DNO will revert to PCC. The pavement channels will be under the ownership of PCC. At the end of the contract PCC may decide to sell them to the residents if the trial gets the go ahead to continue.

If we do not go ahead with this scheme now, Plymouth will lose this grant funding of £2.415m. Furthermore, Plymouth will remain behind in the uptake of EVs as residents do not have the confidence they will be able to get access to easily available and affordable EV charging. This in turn will have a negative effect on local air quality and carbon emissions as people continue to choose petrol and diesel cars when they upgrade their vehicles.

Without this scheme those without access to off-street parking, often the less affluent residents, will be disadvantaged. Residents with off-street parking will be able to charge EVs cheaply using their own electricity supply, whilst those who don’t will be reliant on substantially more expensive EV charging stations, the nearest of which may be located quite some distance from their home.

There is no hard deadline for spending the LEVI grant funds but we will be monitored against the project plans that we have submitted with the bid. The funding requirements listed in section 4 reflect these project plans. Furthermore we have a deadline of 14<sup>th</sup> June to finalise our application and procurement documentation with LEVI.

**Why is this your preferred option:** *(Provide a brief explanation why this option is preferred) and (Explain why this is a good capital investment and how this would be an advantage for the Council) and (explain how the preferred option is the right balance between the risks and benefits identified below).*

The only other viable options are to do nothing or to do less – ie. do not accept any grant money or only accept a smaller grant and roll out fewer charge points. This implications of the do nothing option are highlighted above, and a scaled back option would have the same issues, just to a lesser extent than the do nothing option.

From a financial perspective, PCC would likely find that it will be forced to ‘catch up’ at some point and fund the money itself to rollout EV charging as people are eventually forced to switch to EVs as petrol and diesel cars are phased out. This would put considerable financial pressure on PCC in future years.

**Option Analysis:** *(Provide an analysis of ‘other’ options which were considered and discounted, the options considered must be a ‘do Nothing’ and ‘do minimum’ and ‘viable alternative’ options. A SWOT – Strength, Benefit, Opportunity, Threat analysis could be attached as an appendix).*

**Do Nothing Option** Do not apply for the fund and do not rollout additional EV charging infrastructure.

**List Benefits:** Low carbon team can focus on other deliverables.

**List Risk / Issues:** Short term: With a lack of EV charging infrastructure in the city motorists will be unhappy as they start queuing or driving elsewhere to charge their EVs. Some people will also be deterred from getting an EV and Plymouth will fall even further behind the rest of the UK in terms of EV uptake.  
Long term: The business need for more EV infrastructure will become overwhelming and PCC will need to try and find the funds from elsewhere as the LEVI grant will no longer be available. This could put serious downward pressure on PCC finances.

**Cost:** N/A – but potentially PCC will need to fund this in future

<b>Why did you discount this option</b>	This will hinder the 2030 net zero ambition and likely put huge financial pressure on the council in future.
<b>Do Minimum Option</b>	
<b>List Benefits:</b>	
<b>List Risk / Issues:</b>	
<b>Cost:</b>	
<b>Why did you discount this option</b>	
<b>Viable Alternative Option</b>	
<b>List Benefits:</b>	
<b>List Risk / Issues:</b>	
<b>Cost:</b>	
<b>Why did you discount this option</b>	

<b>Strategic Case:</b>	
<b>Which Corporate Plan priorities does this project deliver?</b>	a green sustainable city that cares about the environment
	an efficient transport network
	a green sustainable city that cares about the environment

<b>Milestones and Date:</b>		
Contract Award Date	Start On Site Date	Completion Date
January 2025	March 2025	Dec 2028

## SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

**Risk Register:** *The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).*

<b>Potential Risks Identified</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Overall Rating</b>
<b>Risk</b>	Difficulty in obtaining licenses for installation on Highways Maintained at Public Expense land.	Medium	High	Medium
<b>Mitigation</b>	Early liaison, involvement and agreement reached with the Highways teams regarding process and sites.	Medium	Medium	Medium
<b>Calculated risk value in £ (Extent of financial risk)</b>	£	<b>Risk Owner</b>		
<b>Risk</b>	One or more CPOs fail to deliver, or go out of business.	Low	Medium	Medium

<b>Mitigation</b>	The procurement assessment will take into account the financial standing of the operators and the contracts with these operators will help to mitigate this risk.	Low	Medium	Medium
<b>Calculated risk value in £ (Extent of financial risk)</b>	£	<b>Risk Owner</b>		
<b>Risk</b>	Communication and engagement with communities and businesses not undertaken effectively, leading to opposition to the creation of the charge points.	Low	Low	Low
<b>Mitigation</b>	Public facing portal for the public to suggest locations for EV charging to highlight issues for proposed sites. Dedicate someone to work on public consultation and engagement.	Low	Low	Low
<b>Calculated risk value in £ (Extent of financial risk)</b>	£	<b>Risk Owner</b>		
<b>Risk</b>		Select value	Select value	Select value
<b>Mitigation</b>		Select value	Select value	Select value
<b>Calculated risk value in £ (Extent of financial risk)</b>	£	<b>Risk Owner</b>		

### Outcomes and Benefits

#### List the outcomes and benefits expected from this project.

(An **outcome** is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)

(A **benefit** is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)

#### Financial outcomes and benefits:

As the capital costs of this project will be met by the LEVI fund and private investment by EV charge point operators there will be no impact to PCC's capital budget.

PCC will take 5% of the revenue received by EV charge point operators. This will exceed the running costs of the scheme after the LEVI capability fund has been spent, by which time costs should be minimal.

The project has the potential to impact the revenues received for parking charges. Whilst parking charges will remain the same for EV charging bays as standard bays, the EV charging bays may be bigger in size and as a result there will be fewer parking bays in total.

#### Non-financial outcomes and benefits:

The EV infrastructure implemented by the project will provide a valuable service to residents and ensure those who do not have access to off-street parking are not disadvantaged as the nation transitions to EVs.

As this helps to transition to cleaner energy this will reduce the amount of carbon produced in the city and contribute towards our net zero ambitions.

With less petrol and diesel cars on the road air pollution will be reduced and people will breathe cleaner air, promoting health and wellbeing.

<p>There is however the opportunity to fine motorist who park in an EV bay but are not plugged in to charge their car. This can create an additional revenue stream for the council.</p> <p>Overall the project should be self funding with a small but positive impact on PCCs finances.</p>	
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**SECTION 3: CONSULTATION**

<b>Does this business case need to go to CMT</b>	No	<b>Date business case approved by CMT (if required)</b>	
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**Climate Impact Assessment**

<b>Upload Climate Impact Wheel</b>	This is an appendix for the decision.
<b>Summary of the anticipated impact of the proposal on the climate (including any proposed mitigations and impacts beyond 2030)</b>	The driver for this project is to reduce city emissions. It will have a very positive impact for the environment, aiding the transition from petrol and diesel to electric vehicles. Carbon emissions will be reduced and air quality improved.

**Have you engaged with Procurement Service?**

Yes

<b>Procurement route options considered for goods, services or works</b>	<p><b><u>Procurement Options</u></b></p> <p><u>Flush Fitting chargers and Pedestal chargers</u></p> <p>In line with the Council’s Contract Standing Orders, this requirement is classed as a High Value / High Risk Procurement, and as such, the estimated value including the successful concessionaire's total turnover generated over the duration of the contract will exceed the relevant EU threshold and is subject to the full public procurement regime as set out in the Public Concession Contract Regulations 2016 (CCR 2016).</p> <p>Whilst CCR2016 does not stipulate different procurement procedures, subject to compliance with certain key principles and requirements it provides the Council with a level of freedom to choose how to organise its procurement. It has been recommended by the Procurement Service to utilise one of the six EU procurement procedures available as a baseline, two of which have been considered for this requirement as follows:</p> <p><b><u>Open Procedure</u></b></p>
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With the Open Procedure, any interested bidder may submit a bid. The Council is free to use this procedure, which can be applied to both contracts and framework agreements. However, in some cases it can be beneficial to choose a procedure (such as the Restricted procedure) where the number of bidders can be reduced at the selection stage based on their capability and capacity, especially if the Council does not have enough resources (such as time) to conduct a full Open Procedure.

The Open Procedure is best used where the requirements are typically straight forward, with a relatively simple selection and award process, or it is anticipated that only a small number of suppliers will respond to the advertised Contract Notice.

The practicality of the Open Procedure will depend upon the potential number of bids received and the nature of the evaluation criteria. If the Council receives many bids, the evaluation of all compliant bids is likely to be time consuming.

### **Restricted Procedure**

This is a two-stage procedure. Stage 1 is a pre-selection stage and is used to de-select suppliers. Stage 2 is the tender stage and is used to determine a successful supplier to whom a contract will be awarded. A minimum of five suppliers must be invited to tender and in all other cases a minimum of three must be invited to Stage 2. The Restricted Procedure should be used for procurements where market analysis has indicated many bidders are likely to be interested in participating. In this case it is beneficial to use this procedure where the number of bidders can be reduced at the selection stage based on their capacity, capability, and experience to perform the contract. Like the Open Procedure the Council are free to use this procedure, in any circumstances and for any type of contract. The contract will be awarded to the most economically advantageous tender (MEAT).

### **Timescales to Consider**

Time limits for the receipt of tenders must take account of the complexity of the concession contract requirement and the time required for the market place to compile and submit tenders. The minimum time limit for the receipt of tenders is 30 days from the date on which the concession notice is published within the Find a Tender Service (FTS).

Time limits for receipt of tenders may be reduced by five days where submission by electronic means is allowed.

For the Restricted Procedure, the minimum time limit for Stage 1 – receipt of SQ is 30 days from the date on which the contract notice is sent for publication within the Find a Tender Service (FTS).

If requirements are urgent, and a longer time limit is impractical as a result then the tender period may be reduced to 15 days.

For Stage 2 – Tender Stage, the minimum time limit from Invitation to Tender to receipt of Tenders is 30 days.

Time limits for receipt of tenders may be reduced by five days where submission by electronic means is allowed.

If requirements are urgent, and a longer time limit is impractical as a result then the tender period may be reduced to 10 days.

### **Other Options**

In line with the Council's Contract Standing Orders there is also the option to use Predetermined EU & UK compliant Dynamic Purchasing Systems (DPS) and Framework Agreements.

Pre-existing DPS and Framework Agreements tend to be a favourable means of acquiring goods and services, as they lend themselves to collaborative procurement and enable the requirements of many organisations to be aggregated, thereby securing economies of scale, whilst at the same time eliminating the need for the Council to run separate competitive tendering exercises for each requirement, reducing the amount of time and effort required to procure the requirement.

Whilst there is an increasing number of DPS and Frameworks Agreements available, the Oxford City Council (OCC) has been considered as a potential route to market.

OCC has developed an award-winning, unique DPS tailored for the fast-paced, innovative, and ever-growing world of electric vehicle infrastructure. This adaptive take on a procurement framework offers greater flexibility enabling access to nascent technology as well as the best business models. The DPS spans the entire breadth of electric vehicle (EV) implementation from turnkey services to consultancy and offers potential tender award times as quick as ten days and is open to all public sector bodies.

Some of the key features and benefits the DPS offers include: -

- Suppliers may join the DPS at any point during its validity if they satisfy the selection requirements and none of the grounds for exclusion apply.
- Contracting authorities must not impose any limit on the number of suppliers that may join a DPS.
- Existing suppliers can be removed due to poor performance.
- Suppliers may reapply, if previously not accepted, at any time during the term of the DPS.
- Built using the past 4 years' of Go Ultra Low Oxford learnings.
- Quality as well as regulatory and contractual compliance built in
- Pre-qualified suppliers are all compliant with Local Electric Vehicle Infrastructure (LEVI), On-street Residential Chargepoint Scheme (ORCS) and Office for Zero Emissions Vehicles (OZEV) standards.

	<ul style="list-style-type: none"> <li>• All solutions are smart and interoperable - Local Electric Vehicle Infrastructure (LEVI) and On-street Residential Chargepoint Scheme (ORCS) ready.</li> <li>• Set of pre-agreed contract terms so no expensive legal costs, business model agnostic.</li> <li>• Numerous high-quality suppliers already DPS members - both big and small.</li> <li>• Dynamic system means new suppliers can be on-boarded monthly so ensuring the latest technical solutions, business models and approaches are available.</li> <li>• DPS application process easy to use, new suppliers welcome.</li> <li>• Free for Public Sector to use, supplier pays a small percentage to use DPS but only when awarded a call off contract.</li> </ul> <p><u>Pavement Channels</u></p> <p>If the requirement is below the Agreement on Government Procurement (GPA) threshold then in line with the Council's Contract Standing Orders endeavour to seek at least three formal Quotations (non-verbal) / tenders; Two from PL Postcodes where possible through either; -</p> <p>Nationally advertise opportunity. Invitation only opportunity (minimum 3 tenders sought)</p>
<p><b>Procurements Recommended route.</b></p>	<p><u>Flush Fitting chargers and Pedestal chargers</u></p> <p>Following research of the current market place for this requirement and understanding the approach from other Local Authorities the recommended procurement route for this opportunity is to adopt the use of the OCC DPS. However, there is a current Legal issue with using the OCC DPS for Concession arrangements which OCC are trying to resolve with Central Government. Given the current expected timeframes set by LEVI, if a resolution to this issue is not timely, the fall-back position would be to adopt the use of the Open Procedure and run a traditional procurement exercise.</p> <p><u>Pavement Channels</u></p> <p>In line with the Council's Contract Standing Orders endeavour to seek at least three formal Quotations (non-verbal) / tenders; Two from PL Postcodes where possible through either; -</p> <p>Nationally advertise opportunity. Invitation only opportunity (minimum 3 tenders sought)</p> <p>If there is, a change in circumstances and the recommended procurement route cannot be undertaken or no longer represents best value for the Council any subsequent procurement route undertaken will be in accordance with the Council's Contract Standing Orders and Procurement Law.</p>



<b>Who is your Procurement Lead?</b>	Paul Williams – Category Lead for Transport, Waste & Environment	
<b>Is this business case a purchase of a commercial property?</b>	No	
<b>If yes then provide evidence to show that it is not 'primarily for yield'</b>		

<b>Which Members have you engaged with and how have they been consulted</b> <i>(including the Leader, Portfolio Holders and Ward Members)</i>	Councillor Tudor Evans OBE (Leader of the Council) Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)
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<b>Confirm you have taken necessary Legal advice, is this proposal State Aid compliant, if yes please explain why.</b>	This has been reviewed with legal internally who have provided a sign off code of LS/2269/KT/290224
<b>Who is your Legal advisor you have consulted with?</b>	Karen Trickey

<b>Equalities Impact Assessment completed</b> <i>(This is a working document which should inform the project throughout its development. The final version will need to be submitted with your Executive Decision)</i>	Yes
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## SECTION 4: FINANCIAL ASSESSMENT

**FINANCIAL ASSESSMENT:** *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole. Exact amounts only throughout the paper - not to be rounded.*

### CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees surveys and contingency	Prev. Yr. £000	24/25 £000	25/26 £000	26/27 £000	27/28 £000	28/29 £000	Future Yrs. £000	Total £000
Payments to Pedestal CPOs		200	1,000	600	200	0	0	2,000
Pavement Channels		0	200	0	0			200
Contingency		0	0	0	215	0	0	215
<b>Total capital spend</b>		<b>200</b>	<b>1,200</b>	<b>600</b>	<b>415</b>	<b>0</b>	<b>0</b>	<b>2,415</b>

### Provide details of proposed funding: *Funding to match with Project Value*

Breakdown of proposed funding	Prev. Yr. £000	24/25 £000	25/26 £000	26/27 £000	27/28 £000	28/29 £000	Future Yrs. £000	Total £000
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LEVI grant		200	1,200	600	415	0	0	2,415
<b>Total funding</b>		<b>200</b>	<b>1,200</b>	<b>600</b>	<b>415</b>	<b>0</b>	<b>0</b>	<b>2,415</b>

<b>S106 or CIL</b> <i>(Provide Planning App or site numbers)</i>	
<b>Which alternative external funding sources been explored</b>	There will be some additional revenues received as PCC will charge the CPO a percentage of the revenue. These projections will be compiled together with the CPO once the CPO has been appointed. The revenue will be used to cover PCC's costs for managing day to day aspects of running the scheme.
<b>Are there any bidding constraints and/or any restrictions or conditions attached to your funding</b>	
<b>Tax and VAT implications</b>	<p>The income received by the Council, based on a proportion of the Charge Point Operator's income, will be subject to VAT at the 20% standard-rate. VAT invoices should be raised promptly, as set out in the agreement with the CPO, so that VAT is accounted for at the correct time, and income reflected in the accounts.</p> <p>The VAT incurred on costs relating to the project will be fully recoverable and there will be no adverse impact on the Council's partial exemption position.</p>
<b>Tax and VAT reviewed by</b>	Sarah Scott
<b>Will this project deliver capital receipts?</b> <i>(If so please provide details)</i>	<p>The receipts from the LEVI grant as detailed above.</p> <p>In addition at the end of the pavement channel trial, if deemed a success, PCC may sell the pavement channels to residents, creating small capital receipts.</p>

## REVENUE COSTS AND IMPLICATIONS

### *Cost of Developing the Capital Project (To be incurred at risk to Service area)*

<b>Total Cost of developing the project</b>	£
<b>Revenue cost code for the development costs</b>	
<b>Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria</b>	Y/N
<b>Budget Managers Name</b>	

### *Ongoing Revenue Implications for Service Area*

	Prev. Yr.	23/24 £	24/25 £	25/26 £	26/27 £	27/28 £	Future Yrs.
<b>Service area revenue cost</b>							
<b>Other</b> (eg: maintenance, utilities, etc)							
<b>Loan repayment</b> (terms agreed with Treasury Management)							
<b>Total Revenue Cost (A)</b>							
<b>Service area revenue benefits/savings</b>							
<b>Annual revenue income</b> (eg: rents, etc)							
<b>Total Revenue Income (B)</b>							
<b>Service area net (benefit) cost (B-A)</b>							
<b>Has the revenue cost been budgeted for or would this make a revenue pressure</b>	The implementation costs will go to a different GL code, utilising the LEVI capability fund. Once up and running the ongoing internal costs will be very small – a fraction of one person. There will also be revenue from the CPO, providing an income for PCC. However, we don't yet know what this revenue will be – it will be determined with the CPO once appointed. Whilst it should comfortably exceed the minimal outgoing costs it would not be prudent to forecast an income at this stage.						
<b>Which cost centre would the revenue pressure be shown</b>		<b>Has this been reviewed by the budget manager</b>				Y/N	
<b>Name of budget manager</b>							
<b>Loan value</b>	£	<b>Interest Rate</b>	%	<b>Term Years</b>	<b>Annual Repayment</b>	£	
<b>Revenue code for annual repayments</b>							
<b>Service area or corporate borrowing</b>							
<b>Revenue implications reviewed by</b>	Emma White – from the revenue implications explained by Iain I am satisfied there will not be a revenue pressure.						

**Version Control:** (The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)


Author of Business Case	Date	Document Version	Reviewed By	Date
Iain Miller	31/05/2024	v 1.0		
Iain Miller	10/06/2024	V 1.1	Finance, Procurement, Legal	17/06/2024
Iain Miller	24/06/2024	V 1.2	Lynn Walter, Emma White	09/07/2024
Lynn Walter	09/07/2024	VI.3	Paul Barnard, Mark Coker	30/08/2024
Iain Miller	24/09/2024	VI.4	N/A – updated with sign off details	

## SECTION 5: RECOMMENDATION AND ENDORSEMENT

### Recommended Decision

**It is recommended that the Leader of the Council:**

- Approves the Business Case
- Allocates £2,415,000 for the programme into the Capital Programme, funded by the DfT LEVI grant
- Authorises the procurement process for the programme
- Delegates the authority to authorise the procurement process to the Service Director for Strategic Planning and Infrastructure
- Delegates the authority to award of the contract to the Service Director for Strategic Planning and Infrastructure where they would not already have the authority to award it within the scheme of delegation.

<b>Councillor Tudor Evans OBE, Leader of the Council</b>		<b>Paul Barnard, Service Director</b>	
<b>Either email dated:</b>		<b>Either email dated:</b>	30 Aug 2024
<b>Or signed:</b>		<b>Signed:</b>	
<b>Date:</b>	4 October 2024	<b>Date:</b>	

# EXECUTIVE DECISION

made by a **Cabinet Member**




## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – SPT06 24/25

<b>1</b>	<b>Title of decision:</b> Flush Fitting Electric Vehicle Infrastructure project			
<b>2</b>	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport).			
<b>3</b>	<b>Report author and contact details:</b> Iain Miller <a href="mailto:iain.miller@plymouth.gov.uk">iain.miller@plymouth.gov.uk</a>			
<b>4</b>	<b>Decision to be taken:</b> <ol style="list-style-type: none"> <li>1. Approves the Business Case;</li> <li>2. Authorises the procurement process for the programme;</li> <li>3. Delegates the authority to authorise the procurement process to the Service Director for Strategic Planning and Infrastructure;</li> <li>4. Delegates the authority to award of the contract to the Service Director for Strategic Planning and Infrastructure where they would not already have the authority to award it within the scheme of delegation.</li> </ol>			
<b>5</b>	<b>Reasons for decision:</b> Provides authorisation to progress with the procurement for the installation of flush fitting chargers using existing infrastructure.			
<b>6</b>	<b>Alternative options considered and rejected:</b> Do Nothing: Without authority to proceed the existing flush fitting charger infrastructure would be unused. This would be a wasted opportunity. PCC would be forced to either: <ul style="list-style-type: none"> <li>• scale back it's ambitions for the city's EV infrastructure; or</li> <li>• use public funds to install EV infrastructure elsewhere:</li> </ul> In addition we would need to fill in the existing holes at PCC expense if they are not going to be re-used.			
<b>7</b>	<b>Financial implications and risk:</b> The project would be entirely funded by the supplier and hence there is no financial risk to the council.			
<b>8</b>	<b>Is the decision a Key Decision?</b> (Please contact <a href="#">Democratic Support</a> for further advice)	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision is one which:</b>
			X	in the case of <b>capital</b> projects and contract awards, results in a new

			commitment to spend and/or save in excess of <b>£3million</b> in total
		X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
		X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
If yes, date of publication of the notice in the <b>Forward Plan of Key Decisions</b>		N/A	
<b>9</b>	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<p>This is in line with our commitment for the city to reach net zero.</p> <p>Theme 2: A Green City (sub-section 5): A transport system is provided that responds to emerging technological changes for electric and low carbon forms of transport.</p> <ul style="list-style-type: none"> <li>Policy HEA6: Delivering a safe, efficient, accessible, sustainable and health-enabling transport system (sub-section 7): Investing in and promoting the growth of an electric vehicle charging network encouraging electric vehicle take-up and use.</li> <li>Strategic Objective 2: Delivering a growing city (sub-section 8): Delivering a sustainable transport network that supports Plymouth's long-term growth while at the same time addressing existing carbon emissions.</li> <li>Policy INT6: Enhancing Plymouth's 'green city' credentials (sub-section 3): Reducing transport related carbon emissions by offering an efficient, accessible and attractive choice of sustainable travel options for all sectors of the community, visitors, businesses and commuters.</li> </ul>	
<b>10</b>	Please specify any direct environmental implications of the decision (carbon impact)	The project will reduce the city's carbon emissions and air pollution.	
<b>Urgent decisions</b>			
<b>11</b>	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	<b>Yes</b>	(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	X (If no, go to section 13a)
<b>12a</b>	Reason for urgency:		

12 b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13 a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)
13 b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Tom Briars-Delve (Cabinet Member for Environment and Climate Change)		
13 c	Date Cabinet member consulted	16 August 2024		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	X	If yes, please discuss with the Monitoring Officer
		No		
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne/Paul Barnard	
		Job title	Strategic Director of Place	
		Date consulted	16 August 2024	
<b>Sign-off</b>				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS52 24/25	
		Finance (mandatory)	CH.24.25.020	
		Legal (mandatory)	LS/3152/kt/24624	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	PW/PS/738/ED/0724	
<b>Appendices</b>				
17	Ref	Title of appendix		
	A	Flush Fitting EVI Briefing Report		
	B	Flush Fitting EVI Equalities Impact Assessment		

C	Flush Fitting EVI Climate Impact Assessment							
D	Flush Fitting EVI Capital Business Case							
<b>Confidential/exempt information</b>								
18a	<b>Do you need to include any confidential/exempt information?</b>	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
	No	X						
		<b>Exemption Paragraph Number</b>						
		1	2	3	4	5	6	7
18b	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		1	2	3	4	5	6	7
<b>Cabinet Member Signature</b>								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
<b>Signature</b>			<b>Date of decision</b>	23 September 2024				
<b>Print Name</b>	Councillor Mark Coker							



## **BRIEFING PAPER**

# **FLUSH FITTING ELECTRIC VEHICLE INFRASTRUCTURE**

Strategic Planning & Infrastructure



### **1. EXECUTIVE SUMMARY**

Following a successful trial of flush fitting Electric Vehicle (EV) chargers in Plymouth City Centre we have an opportunity to use the infrastructure that was installed. Under normal circumstances the installation of such charge points, which require grid connectivity, would not be commercially viable and a charge point operator (CPO) would require a public subsidy before they would consider installing them. However, as we have the existing grid connections in place the decommissioned sites can be re-used and CPOs are interested without any public contribution.

The project would utilise 50 of the decommissioned units to install flush fitting chargers. There are 4 decommissioned units which are not on council land and would be excluded from this project.

### **2. STRATEGIC OBJECTIVES**

This initiative will assist with our city wide net zero ambition, removing the barrier of EV charging availability for residents without access to off-street parking. As the take up of EVs increases in the city our carbon emissions and air pollution will fall.

### **3. FINANCIAL IMPLICATIONS AND RISK**

There is no capital investment from PCC as the CPO will fully fund the installations.

PCC will take a small percentage of the revenue received by EV charge point operators. This is expected to comfortably exceed any on-going costs of running the scheme.


### **4. TIMESCALES**

<b>Activity</b>	<b>Date/Target Date</b>
Estimated Procurement process commences	October 2024
Estimated Contract Award	January 2025
Estimated Service Commencement	1st Quarter 2025

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# EQUALITY IMPACT ASSESSMENT – FLUSH FITTING EV CHARGER BUSINESS CASE

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Iain Miller, John Green	<b>Department and service:</b>	Place	<b>Date of assessment:</b>	02.09/2024
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Paul Barnard	<b>Signature:</b>		<b>Approval date:</b>	25.09.2024
<b>Overview:</b>	Following a successful trial of flush fitting chargers in the city centre the infrastructure of these decommissioned charging stations will be re-used. In line with our EV charging strategy this will increase availability of affordable EV charging in the city for residents and visitors.				
<b>Decision required:</b>	<ul style="list-style-type: none"> <li>• Approves the Business Case</li> <li>• Authorises the procurement process for the programme</li> <li>• Delegates the authority to authorise the procurement process to the Service Director for Strategic Planning and Infrastructure</li> <li>• Delegates the authority to award of the contract(s) to the Service Director for Strategic Planning and Infrastructure</li> </ul>				

## SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

<b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	<b>Yes</b>	✓	<b>No</b>	
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<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	<b>Yes</b>		<b>No</b>	✓
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	<b>Yes</b>	✓	<b>No</b>	
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.				

**SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT**

<b>Protected characteristics (Equality Act, 2010)</b>	<b>Evidence and information (e.g. data and consultation feedback)</b>	<b>Adverse impact</b>	<b>Mitigation activities</b>	<b>Timescale and responsible department</b>
<b>Age</b>	<p>Plymouth</p> <ul style="list-style-type: none"> <li>• 16.4 per cent of people in Plymouth are children aged under 15.</li> <li>• 65.1 per cent are adults aged 15 to 64.</li> <li>• 18.5 percent are adults aged 65 and over.</li> <li>• 2.4 percent of the resident population are 85 and over.</li> </ul> <p>South West</p> <ul style="list-style-type: none"> <li>• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>• 22.3 per cent are aged 65 and over.</li> </ul>	There is no adverse impacts anticipated.		

	<p>England</p> <ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> <li>• 18.4 per cent of people are aged 65 and over.</li> </ul> <p>(2021 Census)</p>			
<p><b>Care experienced individuals</b> (Note that as per the Independent Review of Children’s Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>	<p>There is no adverse impacts anticipated.</p>		

<b>Disability</b>	<p>9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited ‘a little’ because of a physical or mental health problem (2021 Census)</p>	<p>With the addition of street furniture there is the possibility this could impact accessibility for those with disabilities.</p> <p>If disabled parking bays were removed as EV bays are installed this would disadvantage disabled drivers.</p>	<p>By following the guidance in PAS1899 on accessible EV charging the EV charging stations will be designed to ensure accessibility is not adversely impacted for disabled people.</p> <p>As per our EV strategy, we will not remove any disabled parking bays.</p>	<p>SP&amp;I will follow these mitigating steps throughout the life span of the project.</p>
<b>Gender reassignment</b>	<p>0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).</p>	<p>There is no adverse impacts anticipated.</p>		
<b>Marriage and civil partnership</b>	<p>40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married.</p> <p>0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).</p>	<p>There is no adverse impacts anticipated.</p>		
<b>Pregnancy and maternity</b>	<p>The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.</p>	<p>There is no adverse impacts anticipated.</p>		

<p><b>Race</b></p>	<p>In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>	<p>There is no adverse impacts anticipated.</p>		
<p><b>Religion or belief</b></p>	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>	<p>There is no adverse impacts anticipated.</p>		
<p><b>Sex</b></p>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	<p>There is no adverse impacts anticipated.</p>		
<p><b>Sexual orientation</b></p>	<p>88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</p>	<p>There is no adverse impacts anticipated.</p>		

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

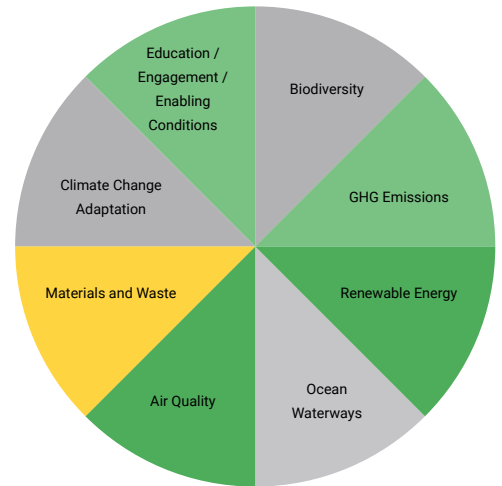
<b>Human Rights</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>
	There is no adverse impacts anticipated.		

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

<b>Equality objectives</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	There is no adverse impacts anticipated.		
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	There is no adverse impacts anticipated.		
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	There is no adverse impacts anticipated.		
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	There is no adverse impacts anticipated.		
<b>Plymouth is a city where people from different backgrounds get along well.</b>	There is no adverse impacts anticipated.		



# Flush Fitting EV Chargers FINAL



**Assessment ID:** FLU382

**Assessment Author:** Iain Miller

## Assessment Project Summary:

Following a successful trial of flush fitting Electric Vehicle (EV) chargers in Plymouth City Centre we have an opportunity to use the infrastructure that was installed. Under normal circumstances the installation of such charge points, which require grid connectivity, would not be commercially viable and a charge point operator (CPO) would require a public subsidy before they would consider installing them. However, as we have the existing grid connections in place the decommissioned sites can be re-used and CPOs are interested without any public contribution.

## Assessment Final Summary:

The driver for this project is to reduce city emissions. It will have a very positive impact for the environment, aiding the transition from petrol and diesel to electric vehicles. Carbon emissions will be reduced and air quality improved. Whilst there will be very marginal impacts to waste as charge points reach end of life, these will be more than off-set with the positive outcomes of the transition to cleaner energy.

## Biodiversity Score: 3

**Biodiversity Score Justification:** The EV infrastructure will be installed into existing grid connection holes. These are all in pavements which will have no impact to any nearby vegetation or other biodiversity.

**Biodiversity Score Mitigate:** No

## GHG Emissions Score: 5

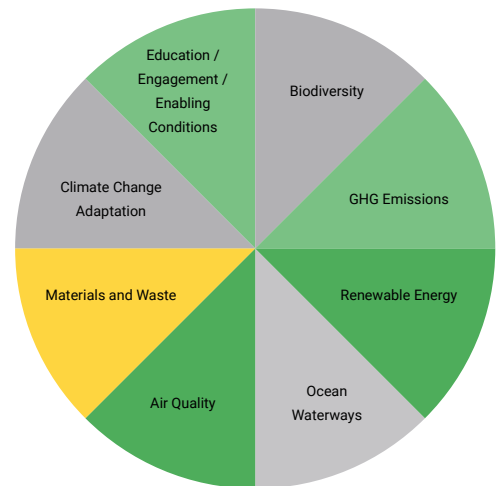
**GHG Emissions Score Justification:** The rollout of EV infrastructure is to support the transition from ICE vehicles to EVs. This will result in cleaner energy being used over the long term as petrol and diesel is replaced with electricity as the fuel for cars.

**GHG Emissions Score Mitigate:** No

## Renewable Energy Score: 5

**Renewable Energy Score Justification:** The EV chargers will predominately or exclusively

# Flush Fitting EV Chargers FINAL



take electricity from the grid, so the benefits are partially dependent on the decarbonisation of the grid. However, as grid electricity is already more renewable than petrol and diesel there will be an immediate benefit and even greater long term benefits.

**Renewable Energy Score Mitigate:** No

**Ocean and Waterways Score:** 3

**Ocean and Waterways Score Justification:** The project will have no or minimal impact on water.

**Ocean and Waterways Score Mitigate:** No

**Air Quality Score:** 5

**Air Quality Score Justification:** As the project supports the transition from ICE vehicles to EVs, the air quality will be improved.

**Air Quality Score Mitigate:** No

**Materials and Waste Score:** 2

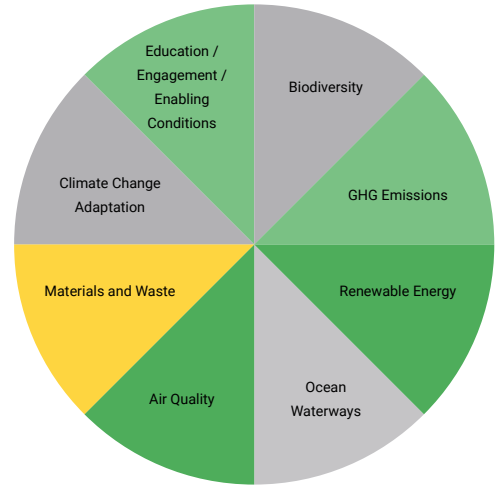
**Materials and Waste Score Justification:** As with any construction project there will inevitably be some waste, both during the installation of the EV charge points and when the EV charge points reach their end of life. The installation process will produce no or minimal waste as the grid connection infrastructure is already in place and only the new chargers can be installed without creating further waste. Requirements for end of life treatment have been documented in the procurement process and will form part of the tender review.

**Materials and Waste Score Mitigate:** Yes

**Materials and Waste Revised Score:** 2

**Materials and Waste Revised Score Justification:** The score remains the same. Waste will be limited to the end of life management and kept to a minimum by holding the supplier to account.

# Flush Fitting EV Chargers FINAL



However we cannot raise to a no impact or neutral impact as there may still be some waste as charge points reach end of life.

## Climate Change Adaptation Score: 3

**Climate Change Adaptation Score Justification:** Site assessments for the installation of EV charge points will take into account flood risk. No EV charge points will be installed where there is a significant risk of water build up.

**Climate Change Adaptation Score Mitigate:** No

## Education / Engagement / Enabling Conditions Score: 5

**Education / Engagement / Enabling Conditions Score Justification:** This project will include a public consultation and engagement phase. During this time information will be provided to residents to educate them on the transition to EVs. It will aim to address any concerns they have with EVs, providing re-assurance and guidance.

**Education / Engagement / Enabling Conditions Score Mitigate:** No

### Wheel Key

- Long lasting or severe negative impact
- Short term or limited negative impact
- No impact or neutral impact
- Short term or limited positive impact
- Long lasting or extensive positive impact

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**BUSINESS CASE***Flush Fitting EV Infrastructure Implementation***EXECUTIVE SUMMARY**

*The Executive Summary is a short summary of the Business Case and should be the last section you complete, this will enable you to extract or only the key facts from relevant sections i.e. 'project on a page'. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.*

Following a successful trial of flush fitting Electric Vehicle (EV) chargers in Plymouth City Centre we have an opportunity to use the infrastructure that was installed. Under normal circumstances the installation of such charge points, which require grid connectivity, would not be commercially viable and a charge point operator (CPO) would require a public subsidy before they would consider installing them. However, as we have the existing grid connections in place the decommissioned sites can be re-used and CPOs are interested without any public contribution.

The project would utilise 50 of the decommissioned units to install flush fitting chargers. There are 4 decommissioned units which are not on council land and would be excluded from this project.

**SECTION I: PROJECT DETAIL**

<b>Project Value (indicate capital or revenue)</b>	<b>£ 2,700,000</b> (estimated revenue for CPO)	<b>Contingency (show as £ and % of project value)</b>	N/A
<b>Programme</b>	Transport	<b>Directorate</b>	Growth
<b>Portfolio Holder</b>	Cllr Mark Coker, Strategic Planning and Infrastructure	<b>Service Director</b>	Paul Barnard (Strategic Planning & Infrastructure)
<b>Senior Responsible Officer (client)</b>	Jonathan Bell	<b>Project Manager</b>	John Green
<b>Address and Post Code</b>		<b>Ward</b>	Citywide

**Current Situation:** *(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)*

The EV uptake in Plymouth has been slower than the UK average, with electrification of only 1.3% of our 130,000 registered cars and vans as of 2022 compared to over 3% across the UK. Affordability and insufficient financial incentives, along with perceived range anxiety have been some of the key barriers to EV uptake in Plymouth.

Enforcement of the Zero Emission Vehicle (ZEV) Mandate from 2024 will fuel EV uptake in Plymouth and across the UK. We forecast penetration of electric cars and vans within Plymouth's registered vehicles is expected to be about 6% in 2027, rapidly expand to almost 50% by 2034 (60,000 EVs) and approach 100% by 2050.

There is a clear business need to provide EV charging infrastructure in the city to ensure residents, workers and visitors to the city have ample provision for charging their EVs and that a lack of EV charging facilities are not seen as a barrier to transitioning to EVs. The existing decommissioned infrastructure gives PCC a unique opportunity to increase the amount of EV charging without requiring any public funds. This will compliment the Local Electric Vehicle Infrastructure (LEVI) project which will see a wider rollout of EV charging across the city. Both projects will target residents without access to off-street parking, with slower charging rates that offer a cheaper tariff. Whilst the LEVI project will reach a larger geographical spread and install a greater number of charger points it does require public subsidy. This project will enable the overall strategy to be more ambitious by increasing the number of chargers without further public funds.

**Proposal:** *(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)*

This project will be critical in realising the city's Electric Vehicle Charging Infrastructure Strategy (EVCIS) Vision to: 'Facilitate a smooth transition to electric and low carbon forms of transport by ensuring long term investment into the development and provision of public EV charging infrastructure that is both commercially viable as well as spatially equitable, accessible, reliable and affordable for people who live, work and visit Plymouth'. The project will also support the delivery of the following Local Transport Plan policies as incorporated into the city's Joint Local Plan (see <https://www.plymouth.gov.uk/sites/default/files/JLPAadoptedVersion.pdf>) as developed with neighbouring councils and Plymouth Plan (see <https://www.plymouth.gov.uk/approved-plymouth-plan>):

- Theme 2: A Green City (sub-section 5): A transport system is provided that responds to emerging technological changes for electric and low carbon forms of transport.
- Policy HEA6: Delivering a safe, efficient, accessible, sustainable and health-enabling transport system (sub-section 7): Investing in and promoting the growth of an electric vehicle charging network encouraging electric vehicle take-up and use.
- Strategic Objective 2: Delivering a growing city (sub-section 8): Delivering a sustainable transport network that supports Plymouth's long-term growth while at the same time addressing existing carbon emissions.
- Policy INT6: Enhancing Plymouth's 'green city' credentials (sub-section 3): Reducing transport related carbon emissions by offering an efficient, accessible and attractive choice of sustainable travel options for all sectors of the community, visitors, businesses and commuters.

PCC will continue to liaise with Devon County Council and other neighbouring local authorities on its plans for EV charge points.

The Charge Point operator awarded the contract will be given a 15 year lease with a possibility of a 1 year extension. As they install their charge points they will remain under the ownership of the charge point operators. At the end of the contract PCC will have the option to either take ownership of these assets (at nil cost to PCC) or to instruct the charge point operator to remove them and make good the pavement. The local connection assets will be owned by the District Network Operator (DNO), but the responsibility for maintaining them will lie with the Charge Point Operator. At the end of the contract the MPAN along with any grid connection agreement with the DNO will revert to PCC.

<p>Without this scheme the existing decommissioned infrastructure would not be utilised. The trial scheme used public funds with the objective of creating assets for the city that could be used for years to come. Whilst there were lessons learned from the trial scheme, much of the investment that was made will become redundant and will result in a waste of public funds.</p>	
<p><b>Why is this your preferred option:</b> <i>(Provide a brief explanation why this option is preferred) and (Explain why this is a good capital investment and how this would be an advantage for the Council) and (explain how the preferred option is the right balance between the risks and benefits identified below).</i></p>	
<p>The only other option would be not to do anything. As explained above, this would be a waste of public funds and existing assets would not get utilised. Furthermore, it would hinder PCC's net zero ambitions by failing to sufficiently increase affordable EV charging infrastructure for residents.</p>	
<p><b>Option Analysis:</b> <i>(Provide an analysis of 'other' options which were considered and discounted, the options considered must be a 'do Nothing' and 'do minimum' and 'viable alternative' options. A SWOT – Strength, Benefit, Opportunity, Threat analysis could be attached as an appendix).</i></p>	
<b>Do Nothing Option</b>	Do not apply for the fund and do not rollout additional EV charging infrastructure.
<b>List Benefits:</b>	Net Zero delivery team can focus on other deliverables.
<b>List Risk / Issues:</b>	<p>Short term: With a lack of EV charging infrastructure in the city motorists will be unhappy as they start queuing or driving elsewhere to charge their EVs. Some people will also be deterred from getting an EV and Plymouth will fall even further behind the rest of the UK in terms of EV uptake.</p> <p>Long term: The business need for more EV infrastructure will become overwhelming and PCC will need to try and find the funds from elsewhere as the LEVI grant will no longer be available. This could put serious downward pressure on PCC finances.</p>
<b>Cost:</b>	N/A
<b>Why did you discount this option</b>	This will hinder the 2030 net zero ambition and likely put huge financial pressure on the council in future.
<p><b>Do Minimum Option</b></p>	
<b>List Benefits:</b>	
<b>List Risk / Issues:</b>	
<b>Cost:</b>	
<b>Why did you discount this option</b>	
<p><b>Viable Alternative Option</b></p>	
<b>List Benefits:</b>	
<b>List Risk / Issues:</b>	

<b>Cost:</b>	
<b>Why did you discount this option</b>	

<b>Strategic Case:</b>	
<b>Which Corporate Plan priorities does this project deliver?</b>	a green sustainable city that cares about the environment
	an efficient transport network
	a green sustainable city that cares about the environment

<b>Milestones and Date:</b>		
Contract Award Date	Start On Site Date	Completion Date
January 2025	March 2025	Dec 2028

## SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

**Risk Register:** The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).

<b>Potential Risks Identified</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Overall Rating</b>
<b>Risk</b>	Time consuming procurement and approvals processes.	High	Low	Medium
<b>Mitigation</b>	Working closely with Procurement and Legal teams to overcome issues.	Medium	Low	Low
<b>Calculated risk value in £ (Extent of financial risk)</b>	£	<b>Risk Owner</b>		
<b>Risk</b>	CPO failure to deliver, or goes out of business.	Low	Medium	Medium
<b>Mitigation</b>	The procurement assessment will take into account the financial standing of the operators and the contracts with these operators will help to mitigate this risk.	Low	Medium	Medium
<b>Calculated risk value in £ (Extent of financial risk)</b>	£	<b>Risk Owner</b>		
<b>Risk</b>	Technology becoming outdated.	Low	Low	Low
<b>Mitigation</b>	This risk is left with the operators, who have the most up-to-date knowledge of the market. Local charging asset ownership remains with the operators, incentivising them to keep them updated.	Low	Low	Low
<b>Calculated risk value in £ (Extent of financial risk)</b>	£	<b>Risk Owner</b>		
<b>Risk</b>		Select value	Select value	Select value
<b>Mitigation</b>		Select value	Select value	Select value



<b>Calculated risk value in £</b> <b>(Extent of financial risk)</b>	£	<b>Risk Owner</b>	
--	---	-------------------	--

### Outcomes and Benefits

#### List the outcomes and benefits expected from this project.

(An **outcome** is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)

(A **benefit** is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)

#### Financial outcomes and benefits:

#### Non-financial outcomes and benefits:

There is no cost to PCC other than internal staff time. The management of this project will require a fraction of one person's time (~ 0.2 FTE for a year).

The CPO will be required to pay PCC a share of revenue. Estimates of PCC income to be determined in conjunction with the CPO once appointed.

Overall the project should have a small but positive effect on PCC finances.

The EV infrastructure implemented by the project will provide a valuable service to residents and ensure those who do not have access to off-street parking are not disadvantaged as the nation transitions to EVs.

As this helps to transition to cleaner energy this will reduce the amount of carbon produced in the city and contribute towards our net zero ambitions.

With less petrol and diesel cars on the road air pollution will be reduced and people will breathe cleaner air, promoting health and wellbeing.

### SECTION 3: CONSULTATION

<b>Does this business case need to go to CMT</b>	No	<b>Date business case approved by CMT</b> <i>(if required)</i>	
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### Climate Impact Assessment

<b>Upload Climate Impact Wheel</b>	This is attached as an appendix to the decision.
<b>Summary of the anticipated impact of the proposal on the climate (including any proposed mitigations and impacts beyond 2030)</b>	The driver for this project is to reduce city emissions. It will have a very positive impact for the environment, aiding the transition from petrol and diesel to electric vehicles. Carbon emissions will be reduced and air quality improved.

### Have you engaged with Procurement Service?

Yes

<b>Procurement route options considered for goods, services or works</b>	Subject to an authorised Exemption request, to waive the requirement within the Contract Standing Orders to undertake a competitive tender exercise and instead undertake a Single Tender Action directly with the Economic Operator of who own the existing infrastructure and grid connections in situ at the existing 50 sites.
--	--

<b>Procurements Recommended route.</b>	Single Tender Action	
<b>Who is your Procurement Lead?</b>	Paul Williams – Category Lead for Transport, Waste & Environment	
<b>Is this business case a purchase of a commercial property?</b>	No	
<b>If yes then provide evidence to show that it is not 'primarily for yield'</b>		

<b>Which Members have you engaged with and how have they been consulted</b> <i>(including the Leader, Portfolio Holders and Ward Members)</i>	Councillor Mark Coker (Cabinet Member for Strategic Planning and Transport)
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<b>Confirm you have taken necessary Legal advice, is this proposal State Aid compliant, if yes please explain why.</b>	Yes.
<b>Who is your Legal advisor you have consulted with?</b>	Karen Trickey

<b>Equalities Impact Assessment completed</b> <i>(This is a working document which should inform the project throughout its development. The final version will need to be submitted with your Executive Decision)</i>	Yes
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#### SECTION 4: FINANCIAL ASSESSMENT

**FINANCIAL ASSESSMENT:** *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole. Exact amounts only throughout the paper - not to be rounded.*

#### CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees surveys and contingency	Prev. Yr. £000	23/24 £000	24/25 £000	25/26 £000	26/27 £000	27/28 £000	Future Yrs. £000	Total £000
No capital costs		0	0	0	0	0	0	0
		0	0	0	0	0	0	0
		0	0	0	0	0	0	0
<b>Total capital spend</b>		0	0	0	0	0	0	0

#### Provide details of proposed funding: *Funding to match with Project Value*

Breakdown of proposed funding	Prev. Yr. £000	23/24 £000	24/25 £000	25/26 £000	26/27 £000	27/28 £000	Future Yrs. £000	Total £000
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	£000						£000	
No funding needed								
<b>Total funding</b>								

<b>S106 or CIL</b> (Provide Planning App or site numbers)	
<b>Which alternative external funding sources been explored</b>	There is no funding required, internal or external, for this business case.
<b>Are there any bidding constraints and/or any restrictions or conditions attached to your funding</b>	
<b>Tax and VAT implications</b>	<p>The income received by the Council, based on a proportion of the Charge Point Operator's ("CPO") income, will be subject to VAT at the 20% standard-rate. VAT invoices should be raised promptly, as set out in the agreement with the CPO, so that VAT is accounted for at the correct time, and income reflected in the accounts.</p> <p>Since the CPO will be funding the capital costs, the Council will not incur any VAT on costs. Any VAT incurred on subsequent revenue costs, when the project become operational, will be fully recoverable and there will be no adverse impact on the Council's partial exemption position.</p>
<b>Tax and VAT reviewed by</b>	Sarah Scott
<b>Will this project deliver capital receipts?</b> (If so please provide details)	

## REVENUE COSTS AND IMPLICATIONS

### Cost of Developing the Capital Project (To be incurred at risk to Service area)

<b>Total Cost of developing the project</b>	£0k
<b>Revenue cost code for the development costs</b>	
<b>Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria</b>	Y/N
<b>Budget Managers Name</b>	

<b>Ongoing Revenue Implications for Service Area</b>							
	<b>Prev. Yr.</b>	<b>23/24 £</b>	<b>24/25 £</b>	<b>25/26 £</b>	<b>26/27 £</b>	<b>27/28 £</b>	<b>Future Yrs.</b>
<b>Service area revenue cost</b>							
<b>Other</b> (eg: maintenance, utilities, etc)							
<b>Loan repayment</b> (terms agreed with Treasury Management)							
<b>Total Revenue Cost (A)</b>							
<b>Service area revenue benefits/savings</b>							
<b>Annual revenue income</b> (eg: rents, etc)							
<b>Total Revenue Income (B)</b>							
<b>Service area net (benefit) cost (B-A)</b>							
<b>Has the revenue cost been budgeted for or would this make a revenue pressure</b>							
<b>Which cost centre would the revenue pressure be shown</b>					<b>Has this been reviewed by the budget manager</b>	Y/N	
<b>Name of budget manager</b>							
<b>Loan value</b>	£	<b>Interest Rate</b>	%	<b>Term Years</b>	<b>Annual Repayment</b>	£	
<b>Revenue code for annual repayments</b>							
<b>Service area or corporate borrowing</b>							
<b>Revenue implications reviewed by</b>	Emma White						

**Version Control:** (The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)

Author of Business Case	Date	Document Version	Reviewed By	Date
Iain Miller	19/06/2024	Draft	John Green	20/06/2024
Iain Miller	24/06/2024	VI.0	Finance, Procurement, Legal	10/07/2024
Iain Miller	08/08/2024	VI.1	Paul Barnard, Mark Coker	30/08/2024
Iain Miller	24/09/2024	VI.2	N/A – updated with sign off details	

## SECTION 5: RECOMMENDATION AND ENDORSEMENT

### Recommended Decision

**It is recommended that the relevant Cabinet Member:**

- Approves the Business Case;
- Authorises the procurement process for the programme;
- Delegates the authority to authorise the procurement process to Paul Barnard, Service Director for Strategic Planning and Infrastructure;
- Delegates the authority to award of the contract to Paul Barnard, Service Director for Strategic Planning and Infrastructure where they would not already have the authority to award it within the scheme of delegation.

<b>Councillor Mark Coker, Cabinet Member for Strategic Planning and Transport</b>		<b>Paul Barnard, Service Director</b>	
<b>Either email dated:</b>	30 Aug 2024	<b>Either email dated:</b>	30 Aug 2024
<b>Or signed:</b>		<b>Signed:</b>	
<b>Date:</b>		<b>Date:</b>	

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