

Dear *Chief Officer*

## Ultra-Low Emission Vehicles (ULEV) Taxi Scheme – Project Board and Task Groups

I am pleased to confirm that at the meeting of the West Yorkshire and York Investment Committee on 3<sup>rd</sup> January approval was granted for additional development costs for the ULEV project.

At the Committee meeting, Members raised significant concerns regarding the speed of progress of the project and queried the level of ‘buy-in’ from each district. They emphasised the need to progress the project as quickly as possible given its strategic significance to the region’s air quality agenda and expressed their willingness to help ‘unlock’ any issues. They requested an update on the project for the next Committee meeting in March which I shall be progressing with our project manager.

The Committee approval enables the following key tasks to commence in parallel:

- **Procurement of a single electric vehicle charge-point supplier / operator** for West Yorkshire:
  - Assistance with the tender process, including preparation of technical and legal documentation, tender evaluation and approval to award.
  - Review and approval of a grant funding agreement between WYCA and each District Council
- **Site identification and preparation** of suitable sites for the charge-points **by the end of March 2018:**
  - Engagement with taxi operators
  - Engagement with the Distribution Network Operator
  - Engagement with Electricity Suppliers
  - Engagement with 3<sup>rd</sup> Party Land Owners
  - Design of the charge-points and parking bays
  - Cost estimates
  - Consents and permissions
  - Agreed West Yorkshire sites list, to form part of the tender documentation above

The current regional representation at the Project Board is made up of a small cross-section of disciplines, primarily environmental health and licensing representatives. The existing membership of the Project Board has recognised that they do not have all of the necessary technical skillsets to deliver the key site identification and preparation tasks highlighted above; they describe themselves as more of a ‘user group’.

Different districts have to date been progressing the site identification tasks at different speeds, therefore the project team are currently proposing to structure the procurement to encompass a two stage call for sites, with the intention that those sites where Districts have undertaken development works sufficient to make them ‘delivery ready’, are progressed as part of Lot1. Those sites (and Districts) which need further time, will work towards a second call for sites later in the programme (Lot2) as the tender documentation for the charge point supplier / operator should include as many details of the agreed sites as possible when issued.

To assist with project progress and to provide the Investment Committee members with the reassurance that they require, I would therefore welcome your assistance in confirming:

- That ULEV is considered a priority for your district; your district is currently expected to move forward in Lot 1/2 based on the level of progress to date.
- That your current nominated officer representative has the capacity to undertake the district elements of the site preparation tasks or if you can nominate an alternative contact with the relevant capacity, who will sit on the District Site Identification and Preparation Task Group and progress the relevant actions on behalf of your district, i.e.
  1. To facilitate identification of sites, undertake engagement with taxi operators and drivers.
  2. Present to the Project Board a longlist of possible EV Charge Point sites, that meet an agreed 'common parameters criteria' – with details of:
    - Site contact
    - Site ownership
    - Site restrictions for installation of EV Charge Points
    - Site host agreement implications
- Whether your district is able to nominate an appropriate Officer to assist with procurement and engineering input.

Please note that the date of the **next Project Board meeting is 29 January 2018** and it would be helpful to demonstrate progress on the above items and agree next steps. This will then feed into the update report to Investment Committee members.

I trust that this letter provides you with sufficient information. Please do not hesitate to contact me should you require anything further. I look forward to your response.

Yours sincerely

Kate Thompson  
Head of Implementation

cc Investment Committee Member