

# Project Briefing

Project identifier	
<b>[1a] Unique Project Identifier</b>	<b>[1b] Departmental Reference Number</b> n/a
<b>[2] Core Project Name</b>	EV charge points for transition to a zero-emission fleet
<b>[3] Programme Affiliation (if applicable)</b>	<p>This is a project in its own right, not related to the EV infrastructure being installed at Walbrook Wharf or that has previously been installed in CoL car parks, but there may be additional electric vehicle (EV) charge points required in future, as the City increases the number of zero emission vehicles.</p> <p>This project supports the implementation of the Responsible Business Strategy, the Transition to a Zero Emission Fleet Policy (for approval at P&amp;R Committee on 21/02/19) and the Air Quality Strategy 2020 (for approval at Port Health &amp; Env Services Committee 05/03/19)</p>

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Peter Kane, Chamberlain
<b>[5] Senior Responsible Officer</b>	Chris Bell, Commercial Director
<b>[6] Project Manager</b>	Natalie Evans (CHB) until Gateway 4, Harry Lakin (CSD) thereafter

Description and purpose	
<b>[7] Project Mission statement / Elevator pitch</b>	
<p>This project will involve the installation of 11 electric vehicle charge points at four locations. This infrastructure is needed to facilitate the transition of the City Corporation's fleet to zero emission vehicles, as set out in the policy paper approved by Policy &amp; Resources Committee on 21/02/19.</p> <p>In response to the introduction of the first phase of the Ultra Low Emission Zone (ULEZ), which comes into force on 08/04/19, various departments are purchasing, leasing or retrofitting vehicles to electric models. It is anticipated that 14 electric models will be sourced across six departments.</p> <p>Significant efforts have been made to consolidate the locations of the charge points, whilst working within the parameters of operational efficiency and also to ensure that existing charge points are used to the fullest extent possible. This still leaves departments with the need for an additional 11 charge points at four locations; the Barbican Centre (1), City Garden's Depot (1), Guildhall Complex - Member's Car Park (8) and the Cemetery &amp; Crematorium (1).</p>	
<b>[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?</b>	
<p>Around half of emissions of oxides of nitrogen (NOx), which contribute to illegal levels of nitrogen dioxide (NO2), and particulate matter (PM) come from transport. These pollutants are collectively estimated to cause around 9,400 equivalent deaths every year in Greater London and impose an economic cost between £1.4bn - £3.7bn a year.</p> <p>In response to this issue and to the requirements of ULEZ, the City Corporation has recently enacted a policy on a transition towards a zero emission fleet, which will see 34 corporation vehicles and 44 Police vehicles removed, replaced or retrofitted. A maximum of 14 vehicles will be new/ retrofitted electric models during this first replacement phase, hence the need for additional electric vehicle charging infrastructure.</p>	

NB: A maximum of 9 Police vehicles will be replaced for electric models but this paper does not relate to any request for infrastructure for the Police, this is being built into the new Police accommodation development.

**[9] What is the link to the City of London Corporate plan outcomes?**

- [2] People enjoy good health and wellbeing. (Air quality linked to public health in terms of respiratory ailments)
- [5] Businesses are trusted and socially and environmentally responsible.
- [7] We are a global hub for innovation and enterprise.
- [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.

**[10] What is the link to the departmental business plan objectives?**

This is a cross cutting initiative involving six departments at this stage. It would be more relevant therefore to cite the link to the City Corporation’s Air Quality Strategy 2020 (currently going through Committee) and overarching Responsible Business Strategy 2018, which details how responsible business practices will be put in place across the organisation and is set within the framework of the Corporate Plan. It One of the main policy areas in the plan is to improve air quality, with the following specific actions:

- Improve local air quality in the Square Mile and reduce exposure to air pollution by continuing to develop and deliver the City of London Air Quality Strategy.
- Significantly increase the number of clean vehicles in our fleet and continue to trial new technology.
- Increase the number of electric-vehicle charging points across our sites.
- Provide leadership for air quality policy and action across London.
- Act as a facilitator for collaborative action on air pollution in London.

**[11] Note all which apply:**

<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	N	<b>Corporate:</b> Project developed as a large scale Corporate initiative	Y
<b>Mandatory:</b> Compliance with legislation, policy and audit	Y	<b>Sustainability:</b> Essential for business continuity	Y	<b>Improvement:</b> New opportunity/ idea that leads to improvement	Y

**Project Benchmarking:**

**[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?**

<These should be impacts of the activity to complete the aim/objective, rather than ‘finishes on time and on budget’>>

- 1) All necessary permissions and feasibility parameters are confirmed at each site (e.g. necessary power supply, permission from Members to install in Members car park etc.)
- 2) Electric vehicle charging infrastructure is installed and is operational, including data, communications and metering functionality
- 3) Infrastructure is installed as expediently as possible to minimise the amount of time contingency measures have to be used (ULEZ comes into force on 08/04/19 and after that time, when electric vehicles are delivered, many will have to be charged at public or residential locations, which is sub-optimal in terms of operational efficiency).

<b>[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)</b>
Members will be able to use the EV charge points in the daytime as will key contractors visiting sites, if the charge points are unoccupied by corporate fleet vehicles. Tracking will take place through metering.
<b>[14] What is the expected delivery cost of this project (range values)[£]?</b>
Lower Range estimate: £140,000 Upper Range estimate: £160,000
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>
The warrantee and <u>maintenance</u> packages for most electric vehicle charge points is valid for five years. Use of the charge points will be metered to enable recharging where necessary.
<b>[16] What are the expected sources of funding for this project?</b>
There is no existing financial provision for these works. Therefore a bid for resources from the 2018/19 City Fund and City's Cash provisions for new schemes will need to be made to the Resource Allocation Sub and Policy and Resources Committees. Allocation of resources will be subject to a process of prioritisation and will be considered in the context of other competing bids.
<b>[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?</b>
Lower Range estimate: February 19 – July 19 Upper Range estimate: April 19 – Sept 19 <Critical deadline(s):> Already acknowledged that the critical deadline of the 08/04/19 will be missed

<b>Project Impact:</b>	
<b>[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?</b>	
It will attract media attention as a result of its links to the Corporation's ambitious 'Transition to a Zero emission Fleet' policy. This could be positive, if construed as the Corporation taking a positive step forward in terms of combatting air pollution in the Square Mile, or negative if the emphasis is placed on the fact that these charge points will be for Corporation (or possibly supplier) use only and not for the use of the general public, and/or linked to existing scrutiny over the lack of on-street charge points available to the public and the delays with the Noble Street (on street rapid charger installation) pilot. The fact that the infrastructure is being installed so long after ULEZ is enacted could also be used as a criticism of the Corporation's planning and commitment.	
<b>[19] Who has been actively consulted to develop this project to this stage?</b> <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Dianne Merrifield
Chamberlains: Procurement	Officer Name: Chris Bell
IT	Officer Name: n/a
HR	Officer Name: n/a
Communications	Officer Name: Carl Locsin
Corporate Property (City Surveyor's)	Officer Name: Harry Lakin and Chris Hartwell
External	Sykes and Son (M&E minor works framework contractors)
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so: Please note the Client supplier departments. Who will be the Officer responsible for the designing of the project? If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?</b>	

Client	Department: City Procurement, representing six other departments
Supplier	Department: City Surveyors
Supplier	Department:
Project Design Manager	Department: Harry Lakin
Design/Delivery handover to Supplier	Gateway stage: Post Authority to Start Work