

North Yorkshire County Council

Business and Environmental Services

Executive Member for Highways and Transportation

9 March 2023

Local Electric Vehicle Infrastructure (LEVI) Capability Fund – Acceptance of Grant

Report of the Assistant Director – Highways and Transportation

1.0 Purpose Of Report

- 1.1 To propose that the Corporate Director – Business and Environmental Services, in consultation with the Executive Member for Highways and Transportation, Corporate Director – Strategic Resources and the Assistant Chief Executive – Legal and Democratic Services) agrees that the County Council accepts the grant monies of up to £88,920 from the Local Electric Vehicle Infrastructure (LEVI) Capability Fund.
- 1.2 To delegate the Corporate Director – Strategic Resources to accept the grant funding and thereafter submit a proposal in respect of expenditure of the Grant to the Department for Transport.

2.0 Background

- 2.1 On 24 March 2022 the Local Electric Vehicle Infrastructure (LEVI) Fund was launched. This is a £400m capital grant scheme administered by the Office for Zero Emission Vehicles (OZEV) and supported by the Energy Saving Trust, Cenex and PA consultants. LEVI is intended to encourage large scale, ambitious and commercially sustainable projects that leverage significant private sector investment. It is the intention that the LEVI will support a transition towards local chargepoint provision secured on a commercial basis without public funding. To test the design of the new scheme, in 2022 Government launched a £10m pilot competition, which they expected to fund between three and eight projects between 2022/23 and 2024/25. This was a great opportunity to start delivering on the Council's draft Electric Vehicle Rollout Strategy.
- 2.2 We were successful in our bid for £2,000,000 which focuses on delivering solutions using renewable energy that are aesthetically sympathetic in deeply rural areas where grid upgrades would otherwise be prohibitive and unattractive to the private sector for investment. We will co-locate Electric Vehicle Charge Points (EVCP) with battery storage powered by renewables. We are committing to deliver 70 chargers (10 chargers per district) over two rural sites in each of our seven Districts/Boroughs.
- 2.3 The aims of LEVI are to:
- help enable strategic local provision of public Electric Vehicle (EV) infrastructure ahead of need and promote an equitable EV charging experience for those without off-street parking
 - leverage additional private sector investment and promote sustainable and innovative business models to enable the delivery of local EVCP projects that would not occur in the near-term without public support

- Increase consumer confidence in transitioning to EVs across England, ensuring increased uptake across region.

2.4 Government is using the remaining funding to address three key challenges:

- Improving the consumer experience
- Increasing the pace of rollout
- Increasing opportunities for charging for long journeys

2.5 The remaining funding will be split into two allocations:

- LEVI Capital Funding – to support deployment of infrastructure ahead of need
- LEVI Capability Funding – to increase local authority resourcing for the planning and delivery of EV Infrastructure

3.0 LEVI Pilot Fund Update

3.1 In a previous report officers noted that a dedicated project management resource was required to deliver the Council's EV charging strategy and until such time, officer and recruitment costs will need to be met from within existing service revenue budgets.

3.2 Since the grant was accepted in October 2022, officers working on the LEVI Pilot scheme have continued to develop the proposals, however, they have reached a knowledge gap in how the renewable technologies, that are proposed in the scheme, best work together. As a result, NYCC has been preparing a job description and associated advert to recruit an EV Infrastructure Delivery Manager whose primary role is to develop and manage the planning, statutory procedures, design, procurement and implementation of the LEVI programme. The post holder will work closely with a wide range of internal and external stakeholders, including senior managers, staff across the organisation and external bodies to ensure the successful delivery of the programme.

3.3 The role is a Project Manager role, with a requirement for the post holder to have subject matter expertise, and someone is required quickly to avoid programme slippage in the LEVI Pilot scheme. We are encouraged by OZEV to build in-house resource, so we are considering opportunities to utilise internal colleagues available from within the Technology and Change directorate. It is important that NYCC supports knowledge sharing and lessons learned to provide a level of resilience in this area.

4.0 LEVI Capability Funding

4.1 On 21 February 2023 Government announced the LEVI Capability Fund. The fund exists to increase the capacity and capability of every Tier 1 local authority to plan and deliver EV infrastructure, enable every Tier 1 local authority to have a published EV infrastructure strategy and to enable every Tier 1 local authority to take advantage of the LEVI Capital fund (expected to launch in March 2023). This is an allocation for every UK authority, not a competitive fund although proposals that evidence how the allocation will be spent are required to be submitted to secure the full amount.

4.2 North Yorkshire County Council has been allocated up to £88,920 revenue funding which is available in 2022/23 financial year as a single grant payment under Section 31 of the Local Government Act 2003. This funding will provide an injection of upfront resource funding to help ensure local authorities in England have dedicated staff to undertake the planning and delivery of local EV chargepoints in their areas,

especially for residents without off-street parking. Information on future years' funding will follow from OZEV in due course.

- 4.3 To secure and access our allocated funding for 22/23 we must complete and send back a proforma detailing proposals for spending the funding, signed Memorandum of Understanding (MoU) and grant determination letter.
- 4.4 The funding can be used for the following purposes:
- i. Salary and overheads of staff working to support the planning and delivery of local EV charging.
 - ii. Project planning for strategy and delivery workstreams
 - iii. Internal and external engagement and coordination.
 - iv. Funding external consultants for discrete pieces of work
 - a. The Department encourages the use of the Fund to support the Authority to develop their longer-term in-house capabilities. Use of consultants may only be funded in exceptional circumstances and will be considered on a case-by-case basis
 - b. Commissioning other work to build the evidence base for priority locations for EV infrastructure deployment
- 4.5 The outcomes expected to be enabled through the Grant are:
- producing an EVCP strategy and delivery plan
 - reporting on EVCP delivery, and demonstrating an appropriate increase
 - engaging with the LEVI capital scheme
 - establishing internal and external governance networks (eg with internal teams, but also across other LAs, communities, businesses and DNOs)
 - engaging with the EVCP market, and maximising private sector funding
 - putting in place a monitoring/reporting framework to be shared with OZEV.
- 4.6 The Department will provide NYCC with Monitoring and Evaluation Guidance and we will be expected to provide reports, in such a format that the Department will provide, demonstrating that outputs and outcomes are being met, in line with the approved proposal. This may include sharing of the following information:
- Current funding that has been spent
 - Planned expenditures
 - Updates on key project milestones and risks
 - Stakeholder engagement
- 4.7 Our proposal, attached at **Appendix A**, is to fund salary and overheads of staff working to support the planning and delivery of local EV charging. We propose to fund one officer working full time and two supporting officers, existing employees of NYCC, working at 10% and 35% of their time respectively rollout as follows:

Role Title	Team within local authority	Local authority	% FTE dedicated	Funding required
EV Infrastructure Delivery Manager	Major Projects	NYCC	100	£64,627.50
Senior Transport Planning Officer	Transport Planning	NYCC	10	£6,305.60
Transport Officer	Transport Planning	NYCC	35	£17,986.90
Total			1.57	£88,920.00

4.8 The EV Infrastructure Delivery Manager is a new role as described in section 3 of this report. The Senior Transport Planning Officer is responsible for the strategy/policy work to date and will work with the Delivery Manager to ensure actions highlighted in the strategy and recommended next steps (including producing data to inform site selection and mapping of chargers) are actioned and managed from a policy perspective. The Senior Transport Planning Officer will also support the Delivery Manager in preparing an expression of interest and application for our LEVI Capital Fund allocation. The Transport Officer is a supporting role for the delivery manager and will be someone with experience of delivering EVCPs to support in delivery of the installation of commissioned charging infrastructure.

5.0 Next Steps

5.1 Work to recruit an EV Infrastructure Delivery Manager is ongoing, subject to conversations with the Technology and Change Directorate.

6.0 Equalities

6.1 Consideration has been given to the potential for any equality impacts arising from the recommendations. It is the view of officers that at this stage the recommendations do not have an adverse impact on any of the protected characteristics identified in the Equalities Act 2010. A copy of the Equality Impact Assessment screening form is attached as **Appendix B**.

7.0 Finance

7.1 The Section 31 Award Letter attached at **Appendix C** confirms that a revenue-based grant payment of £88,920 will be made to North Yorkshire County Council under Section 31 of the Local Government Act 2003 for the period to 31 March 2024. This funding will be used to pay for the salaries and overheads of personnel required to deliver EV charging infrastructure only, as outlined in our proposal which will be submitted the Office for Zero Emission Vehicles as attached at Appendix A. It is anticipated that the appointment will be on a secondment basis using existing staffing resource to match the availability of the grant funding or a fixed term external appointment. If an external permanent appointment is made, ongoing future year costs will need to be managed from within existing staffing budgets within the highways service in the absence of further OZEV funding being available. It is anticipated that there will be further OZEV funding in future years, but this is not yet confirmed.

7.2 The conditions of the grant are outlined in the Grant Determination Letter which can be found at **Appendix D**. A Memorandum of Understanding outlining the agreement between North Yorkshire County Council and the Department for Transport is attached at **Appendix E**. The Grant Determination Letter states that additional guidance on best practice for the use of the grant and for agreed monitoring and evaluation reporting will be issued in due course.

7.3 By accepting the grant NYCC accepts responsibility for meeting any costs over and above the Department's contribution set out in Clause 3.1, including potential cost overruns and the underwriting of any funding contributions expected from third parties. To manage this risk, and in the absence of identified budgets to cover such overruns, costs provided include salary on-costs and an additional 5% which has been budgeted for an anticipated pay rise for 2023/24. Alternatively, the resource allocation would need to be scaled back to fit the funding available which is possible. No match funding is required to accept this grant.

7.4 The LEVI Capital fund is expected to launch in March 2023. As inclusion in the pilot scheme does not preclude future bidding, we anticipate preparing further bids to support the Council's EV charging strategy.

8.0 Legal

8.1 The Memorandum of Understanding with the Department for Transport has been reviewed by the County Council's legal team and they are satisfied with the contents.

9.0 Climate Change

9.1 A climate change impact assessment has been carried out, see **Appendix F**. Accepting the recommendation to accept the grant will have no direct climate change impact.

10.0 Recommendation

10.1 The Corporate Director – Business and Environmental Services, in consultation with the Executive Member for Highways and Transportation, Corporate Director – Strategic Resources and the Assistant Chief Executive – Legal and Democratic Services) is recommended to accept the grant funding and:

- i. delegate the Corporate Director – Strategic Services to accept the grant monies from the Local Electric Vehicle Infrastructure (LEVI) Capability Fund;
- ii. thereafter, submit a proposal to the Department for Transport in respect of expenditure of the Grant in line with the Memorandum of Understanding.

BARRIE MASON
Assistant Director – Highways and Transportation

Author of Report: Keisha Moore

Background Documents: None

LEVI Capability Fund – Proforma

When completing this proforma, please refer to the guidance on how we expect the funding to be utilised in Annex A.

1) Named contact details

LOCAL AUTHORITY	North Yorkshire County Council
NAME	Keisha Moore
EMAIL	Keisha.moore@northyorks.gov.uk
PHONE NUMBER	01609 536441

2) Total Funding Request

Type of funding	Funding request
Resource	£88,920
Other (with evidence provided)	

3) Current resource for EV infrastructure planning and delivery

We would like to understand your current resource levels within your local authority for EV charging strategy and delivery, and how that is organised. If you are providing a response as a Combined Authority or County Council, please provide an indication of resourcing across all the authorities.

We acknowledge many local authorities will currently not have any resource.

Role Title	Team	Organisation	% FTE dedicated
Senior Transport Planning Officer	Transport Planning	NYCC	60
Economy and Transport Officer	Economy and Transport Officer	Harrogate Borough Council	100
Tourism and Development Officer	Tourism and Development	Ryedale Borough Council	25
Climate Change Programme Manager	Tourism and Development	Scarborough Borough Council	15
Corporate Facilities Manager	Corporate Facilities	Hambleton District Council	10
Total			210

4) Proposed resource arrangements after the funding

We would like to understand how your above resource is proposed to change following award of this LEVI Capability funding. The expectation is the fund will help expand your existing resource.

If you are in a tiered authority (e.g. County council) please specify where personnel will be posted in the district or borough authority).

Proposed resource with funding allocation:

Role Title	Team within local authority	Local authority	% FTE dedicated	Funding required
EV Infrastructure Delivery Manager	Major Projects	NYCC	100	£64,627.50
Senior Transport Planning Officer	Transport Planning	NYCC	10	£6,305.60
Transport Officer	Transport Planning	NYCC	35	£17,986.90
Total			1.57	£88,920.00

Please also provide (as an annex to this proforma) a breakdown of your local authority's grade / pay structure to demonstrate how this role fits within the existing framework. You are also invited to attach any additional supporting information to the above (such as a proposed organogram, job descriptions for roles, or any other contextual information).

DfT continues to explore the potential for further funding to be made available through the Capability Fund. Please indicate any additional personnel or activities you would look to fund if more funding was available:

The EV Infrastructure Delivery Manager is a new role graded at Band N.

The Senior Transport Planning Officer is responsible for the strategy/policy and will work with the Delivery Manager to ensure actions highlighted in the strategy and recommended next steps (including producing data to inform site selection and mapping of chargers) are actioned and managed from a policy perspective. They will also support in preparing an application for our LEVI Capital Fund allocation. This is a band M role.

The Transport Officer is a supporting role for the delivery manager, someone with experience of delivering EVCP's to support in delivery of the installation of commissioned charging infrastructure. This is a Band JK role.

The costs included in the proposal includes on-costs to the authority and a 5% uplift budgeted by the authority for expected salary increases.

We are going through Local Government Reorganisation and will become a single tier authority on 1 April 2023.

5) Objectives for the resource

Please indicate your initial views on what the local authority will deliver with the support of additional / dedicated staff enabled by the LEVI Capability Fund allocation. This will enable DfT to identify the overarching benefits of the scheme, as well as identify the priorities for each local authority.

X	Description	Estimated timescale for completion
X	<i>Publish EV Infrastructure Strategy (scope out, write, get approval)</i>	31 May 2023
	<i>Establish an EV Infrastructure Steering or Working Group</i>	
X	<i>Develop and submit a LEVI capital fund proposal</i>	31 December 2023
	<i>Soft market testing</i>	
X	<i>Produce data to inform site selection and mapping of chargepoints</i>	31 December 2023
X	<i>Prepare and launch EV infrastructure procurement</i>	September 2024
X	<i>Deliver installed and commissioned charging infrastructure</i>	31 March 2025
	<i>External engagement and promote collaboration on schemes (eg with tier 2 and adjacent local authorities, or constituent authorities if in a Combined Authority)</i>	
X	<i>Other (please specify): Deliver other actions from EV Strategy e.g., identify solution and policy changes for on-street charging</i>	31 March 2024

6) Supplementary utilisation of the funding

Please indicate here any proposals for the funding that fall under the **Amber** category of the LEVI Capability Fund criteria. The criteria have been provided on the following page for reference.

Title	Cost	Dates
<i>Item 1: e.g. Consultancy</i>	<i>£xxxx</i>	<i>Project completion in XX/XX</i>
<i>Item 2:</i>		
Business Case / Rationale		
<i>In this section, please set out why this use of the resource funding would be appropriate and achieve the objectives of the LEVI Capability Fund.</i>		
Item 1:		
Item 2:		

Annex A: Expectations for how the funding can be utilised

Approved proposals	Evidence required	Ineligible proposals
<p>Proposals which meet this criteria would be immediately approved as they align fully with our expectations</p>	<p>Proposals which include, or are entirely comprised of “Amber” criteria. These will need further evidence.</p>	<p>Proposals that include, or are entirely comprised of “Red” or ineligible costs. These will not be approved by OZEV.</p>
<ul style="list-style-type: none"> • Hiring of new officers (or internal transfers, extension of current staff, etc.) to work in: EV infrastructure strategy and procurement • These can either be specific full-time roles or spread across multiple teams (e.g. planning, transport). • Activities can include: <ul style="list-style-type: none"> – Project planning for strategy and delivery – Commercial activity (e.g. procurement or contract management) – Internal coordination of activities / streamlining processes – External engagement with other organisations to deliver infrastructure, promote collaboration on schemes including Tier-2 and adjacent LAs. – Public comms to raise awareness and buy-in of EV infrastructure 	<ul style="list-style-type: none"> • If LAs are satisfied with their resource, evidence of this to demonstrate suitability of using funding elsewhere. • Consultants on an exceptional basis, for example where the LA already has sufficient resource, and would use consultants to facilitate a step change in chargepoint rollout. <ul style="list-style-type: none"> – In this instance, the expectation would be to share learnings with the LEVI Support Body. • Funding for discreet pieces of work (e.g. a project operated externally to generate data to inform site selection) • External training costs (evidence of what it will include, justification for why it is needed and links to objectives). 	<ul style="list-style-type: none"> • Fully-consultant led model (as the priority of the RDEL fund is to deliver a lasting capacity across a local authority, beyond the funded period). • Sub-contracting work to CPOs (e.g. project management costs) is permitted, but wont be funded. • DNO quote costs • The use of resource funding on any transport or decarbonisation activity that is not related to EV infrastructure.

Initial equality impact assessment screening form			
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	BES		
Service area	H&T		
Proposal being screened	Local Electric Vehicle Infrastructure (LEVI) Capability Fund – Acceptance of Grant		
Officer(s) carrying out screening	Keisha Moore		
What are you proposing to do?	Accept £88,920 to fund Salary and overheads of staff working to support the planning and delivery of local EV charging.		
Why are you proposing this? What are the desired outcomes?	To increase the capacity and capability of the local authority to plan and deliver EV infrastructure, to have a published EV infrastructure strategy and to take advantage of the LEVI Capital fund expected to launch in March 2023.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	Yes, but this is what the fund is designed to provide funding for		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC's additional agreed characteristics			
As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		X	
Disability		X	
Sex		X	
Race		X	
Sexual orientation		X	
Gender reassignment		X	
Religion or belief		X	
Pregnancy or maternity		X	
Marriage or civil partnership		X	
NYCC additional characteristics			
People in rural areas		X	
People on a low income		X	
Carer (unpaid family or friend)		X	
Does the proposal relate to an area where there are known inequalities/probable	No.		

impacts (e.g. disabled people's access to public transport)? Please give details.				
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	No			
Decision (Please tick one option)	EIA not relevant or proportionate:	<input checked="" type="checkbox"/>	Continue to full EIA:	<input type="checkbox"/>
Reason for decision	<p>This is a report recommending the acceptance of funding for the salary and overheads of staff working to support the planning and delivery of local EV charging. There are no impacts on people with protected characteristics.</p> <p>Any recruitments should they occur as a result of the funding will adhere to all relevant legislation including those specific to equalities.</p>			
Signed (Assistant Director or equivalent)	Barrie Mason			
Date	07/03/23			



Mr Richard Flinton
Chief Executive
North Yorkshire County Council
County Hall
Northallerton, North Yorkshire
DL7 8AD

From the Minister of State
The Rt Hon Jesse Norman MP

Great Minster House
33 Horseferry Road
London
SW1P 4DR

Tel: 0300 330 3000
E-Mail: jesse.norman@dft.gov.uk

Web site: www.gov.uk/dft

27 February 2023

Dear Richard,

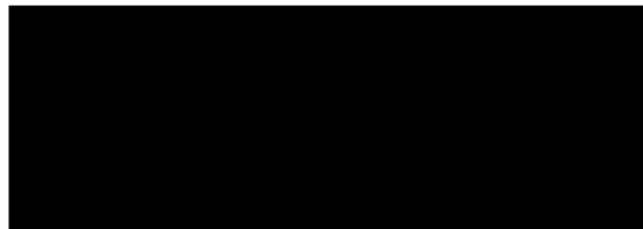
Award of Local Electric Vehicle Infrastructure (LEVI) Capability Fund

I am pleased to inform you that North Yorkshire County Council has been allocated up to £88,920 under the UK Government's Local Electric Vehicle Infrastructure (LEVI) Capability Fund. The funding will be available in 2022/23 financial year as a single grant payment under Section 31 of the Local Government Act 2003.

As set out in the Government's EV charging Infrastructure Strategy, local authorities have a key role to play in the deployment of local EV infrastructure. This scheme will provide an injection of upfront resource funding to help ensure local authorities in England have dedicated staff to undertake the planning and delivery of local EV chargepoints in their areas, especially for residents without off-street parking. Information on future years' funding will follow in due course.

The Department looks forward to receiving your proposals for the funding and continue to work closely with North Yorkshire County Council in order to achieve the Government's vision for the national charging infrastructure network and deliver on the needs of current and future EV drivers in your area.

Yours sincerely,



**RT HON JESSE NORMAN MP
MINISTER OF STATE FOR TRANSPORT**

LOCAL ELECTRIC VEHICLE INFRASTRUCTURE CAPABILITY (REVENUE) GRANT DETERMINATION 2022: No 31/6503.

The Secretary of State for Transport (“the Secretary of State”), in exercise of the powers conferred by Section 31 of the Local Government Act 2003, makes the following determination:

Citation

1) This determination may be cited as the Local Electric Vehicle Infrastructure Capability Fund 2022/23 [No31/6503].

Purpose of the grant

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

Determination

3) The Secretary of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.

Treasury consent

4) Before making this determination in relation to local authorities in England, the Secretary of State obtained the consent of the Treasury.

Signed by authority of the Secretary of State for Transport

Nick Shaw
Deputy Director and Joint Head, Office for Zero Emission Vehicles

27 February 2023

ACKNOWLEDGMENT AND ACCEPTANCE DECLARATION

LEVI Capability Fund

I acknowledge receipt of the S31 grant letter for **North Yorkshire County Council** for 2022/23.

I accept the grant offer for and on behalf of **North Yorkshire County Council** subject to the purpose and agreements set out in this letter and the annexes to this letter. I confirm that I am lawfully authorised to do so.

SIGNED (LOCAL AUTHORITY OFFICER)

.....

PLEASE PRINT NAME

.....

DATE

.....

Please return to the Department for Transport: LEVI@est.org.uk – a scanned pdf file is acceptable.

ANNEX A

Authorities to which grant is to be paid	Amount of grant to be paid
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Bedford	£62,280.00
Blackburn with Darwen	£64,800.00
Blackpool	£64,800.00
Bournemouth, Christchurch and Poole	£67,140.00
Bracknell Forest	£53,280.00
Brighton and Hove	£81,000.00
Buckinghamshire	£72,540.00
Cambridgeshire and Peterborough	£88,560.00
Central Bedfordshire	£62,640.00
Cheshire East	£70,020.00
Cheshire West and Chester	£67,140.00
Cornwall & Scilly	£90,540.00
Cumberland	£75,420.00
Derby	£63,900.00
Derbyshire	£127,440.00
Devon	£118,800.00
Dorset	£67,500.00
East Riding of Yorkshire	£68,040.00
East Sussex	£105,660.00
Essex	£129,600.00
Gloucestershire	£93,960.00
Greater Manchester	£259,200.00
Hampshire	£129,600.00
Herefordshire, County of	£52,740.00
Hertfordshire	£129,600.00
Isle of Wight	£56,700.00
Kent	£129,600.00
Kingston upon Hull, City of	£73,800.00
Lancashire	£129,600.00
Leicester	£80,820.00
Leicestershire	£95,400.00
Lincolnshire	£106,920.00
Liverpool City Region	£132,660.00
London	£540,000.00
Luton	£60,120.00
Medway	£68,040.00
Milton Keynes	£68,760.00
Norfolk	£114,840.00
North East	£144,900.00
North East Lincolnshire	£66,780.00
North Lincolnshire	£58,140.00
North Northamptonshire	£77,220.00

North of Tyne	£104,760.00
North Somerset	£54,180.00
North Yorkshire	£88,920.00
Nottingham	£70,020.00
Nottinghamshire	£117,360.00
Oxfordshire	£95,220.00
Plymouth	£73,620.00
Portsmouth	£82,440.00
Reading	£60,840.00
Rutland	£50,760.00
Shropshire	£65,160.00
Slough	£72,180.00
Somerset	£75,420.00
South Yorkshire	£147,060.00
Southampton	£62,100.00
Southend-on-Sea	£64,980.00
Staffordshire	£110,340.00
Stoke-on-Trent	£73,980.00
Suffolk	£105,660.00
Surrey	£118,260.00
Swindon	£68,220.00
Tees Valley	£102,960.00
Telford and Wrekin	£63,720.00
Thurrock	£59,040.00
Torbay	£59,580.00
Warrington	£63,360.00
Warwickshire	£92,340.00
West Berkshire	£50,220.00
West Midlands	£216,720.00
West Northamptonshire	£73,620.00
West of England	£123,840.00
West Sussex	£112,500.00
West Yorkshire	£236,880.00
Westmorland and Furness	£67,860.00
Wiltshire	£86,400.00
Windsor and Maidenhead	£58,860.00
Wokingham	£50,760.00
Worcestershire	£96,120.00
York	£56,340.00

MEMORANDUM OF UNDERSTANDING

Between

Department for Transport

-and-

North Yorkshire County Council

1. Purpose

1.1. This Memorandum of Understanding ('MoU') sets out the terms, principles and practices that will apply to the working relationship between the Department for Transport ("the Department") and [Named Local Authority] ('the Authority') (collectively 'the Parties') regarding the administration and delivery of the Local Electric Vehicle Infrastructure (LEVI) Capability Fund.

2. Background

- 2.1. On 21 February 2023, the Department confirmed funding for the Authority as part of LEVI Capability Fund.
- 2.2. The Fund has been provided to support capacity and capability in local authorities to create local EV infrastructure strategies and for the planning and delivery of local EV infrastructure.
- 2.3. This MoU covers the funding commitments from the Department and the financial expenditure, agreed milestones and use of funding, monitoring and evaluation between the Parties.

3. Funding allocation

3.1. The Department agrees to provide funding up to £88,920 for FY22/23. The allocation is set out in the following table:

Financial Year	Total (£m)
22/23	£88,920
Total	£88,920

4. Objectives of the Grant

4.1. The LEVI Capability Fund has been provided to achieve the following objectives:

1. To increase the capacity and effectiveness of local authorities to produce and deliver on a chargepoint strategy for their areas.
2. To ensure local authorities are equipped to access and deliver value for money for public capital funding, and maximise private sector funding - delivering business models and technologies that meet the changing needs of local residents.
3. To help establish a lasting legacy of capacity and effectiveness within local authorities across England, to ensure local charging needs are considered and met in the context of the 2030 phase out of petrol and diesel cars and vans, and wider net zero needs.

5. Use of Grant

- 5.1. The Fund is available to Tier 1 local authorities in England only.
- 5.2. Where applicable, county councils should work with their district and boroughs for a coordinated approach to EV infrastructure, and this has been reflected in the amount awarded.
- 5.3. It is recommended that authorities seek opportunities for regional collaboration with other local authorities and bodies such as Sub-national Transport Bodies.
- 5.4. The Authority should use the funding allocated for the purposes outlined in the proposal once agreed by the Department.
- 5.5. Authorities should utilise the funding for the following purposes:
 1. Salary and overheads of staff working to support the planning and delivery of local EV charging.
 - a. This could include a specific dedicated full-time role(s) or where the resource is spread across the duties of different roles.
 - b. The recruitment of roles to ensure additional staff are available to undertake preparatory work.
 - c. The training of new and existing staff could be funded to boost their capabilities on EV infrastructure planning and delivery.
 - d. The Department will provide job specification templates to aid local authorities in recruiting for the right skills and will provide training to local authorities to help upskill successful candidates who require specialist knowledge.
 - e. The LEVI Support Body (a consortium of the Energy Saving Trust, CENEX and PA Consulting) will provide training and workshops for local authorities to support the required skillsets.
 2. Project planning for strategy and delivery workstreams
 - a. To support development of an EV infrastructure strategy.
 3. Internal and external engagement and coordination
 - a. This could include stakeholder engagement and public consultation activities. To develop best practice, we recommend engagement with neighbouring and adjacent local authorities.
 4. Funding external consultants for discrete pieces of work
 - a. The Department encourages the use of the Fund to support the Authority to develop their longer-term in-house capabilities. Use of consultants may only be funded in exceptional circumstances and will be considered on a case-by-case basis.
 - b. The expectation is that in these instances is that the Authority already has sufficient internal resource and can justify how the use of an external consultant would result in a step change in chargepoint rollout.
 - c. If the Authority requires the work of consultants, we would expect some element of knowledge transfer as part of the consultancy process.
 5. Commissioning other work to build the evidence base for priority locations for EV infrastructure deployment

- a. In cases where the Authority is satisfied with their internal resource, they can provide evidence that the funding should be used on wider capability to support EV infrastructure in their area. This should be indicated on the proposal and approved by the Department prior to any activity commencing.
- 5.6. It is recommended that the Authority delivers on the activities which they have outlined in their returned proposals and in the agreed timescales.
- 5.7. Authorities are responsible for managing their own carbon footprint and should be mindful of their carbon impact as a result of following EV strategies and resource being used to install EV infrastructure projects. Guidance is available from the Energy Saving Trust and the Carbon Trust.

6. Outcomes from Grant

- 6.1. We anticipate the following activities to be enabled through the Grant:
 1. Producing a chargepoint strategy, and chargepoint delivery plan
 2. Reporting on chargepoint delivery, and demonstrating an appropriate increase
 3. Engaging with the LEVI capital scheme
 4. Establishing internal and external governance networks (e.g. with internal teams, but also across other LAs, communities, businesses and DNOs)
 5. Engaging with the chargepoint market, and maximising private sector funding
 6. Putting in place a monitoring/reporting framework to be shared with OZEV.

7. Financial Arrangements

- 7.1. The agreed funds will be issued to the Authority as non-ringfenced grant payments under Section 31 of the Local Government Act 2003, for resource expenditure.
- 7.2. The Authority accepts responsibility for meeting any costs over and above the Department's contribution set out in Clause 3.1, including potential cost overruns and the underwriting of any funding contributions expected from third parties.

8. Monitoring and Evaluation

- 8.1. The Department will provide the Authority with Monitoring and Evaluation Guidance.
- 8.2. The Authority will provide reports to the Department, in such a format that the Department will provide, demonstrating that outputs and outcomes are being met, in line with the approved proposal. This may include sharing of the following information:
 1. Current funding that has been spent
 2. Planned expenditures
 3. Updates on key project milestones and risks
 4. Stakeholder engagement
- 8.3. The Department may contact the Authority to collect information to support the Department's understanding on the effective use of the grant.

This will be evaluated by the Department and reported back to Ministers to inform the allocation of any future capability funding.

8.4. The Department will provide workshops and webinars to support local authorities in ensuring there is confidence in what monitoring and evaluation is required.

8.5. The Department reserves the right to publish relevant data and use it to inform public statements.

9. Adherence to national guidance

9.1. The Authority is expected to follow relevant national guidance in the course of scheme development and implementation.

9.2. This also includes the Government's Infrastructure Strategy (published in March 2022) which provides the vision, roles and responsibilities for different types of local authorities.

10. Changes to approved project/programme

10.1. The Authority should comply with the terms of the proposal as approved in accordance with this MoU.

10.2. If the Authority recognises that there may be a deviation from these terms then the Department should be alerted, in addition to the outputs and outcomes illustrated in the monitoring and evaluation.

11. Compliance

11.1. The Authority will have the responsibility to comply with all applicable procurement laws when procuring goods and services in connection with the Project and the Department shall not be liable for the Authority's failure to comply with its obligations under any applicable procurement laws.

11.2. The Authority should ensure that its use of the funding complies with State Aid laws, the UK's international obligations in relation to subsidy control and any UK subsidy control legislation.

11.3. The Authority should maintain appropriate records of compliance with the relevant subsidy control regime and will take all reasonable steps to assist the Department to comply with the same and respond to any proceedings or investigation(s) into the use of the funding by any relevant court or tribunal of relevant jurisdiction or regulatory body.

11.4. The Authority acknowledges and represents that the funding is being awarded on the basis that the use of the grant will not affect trade in goods and electricity between Northern Ireland and the European Union and shall ensure that the funding is not used in way that affects any such trade.

11.5. The Secretary of State may require repayment of any of the grant already paid, together with interest from the date of payment, if the Secretary of State is required to do so as a result of a decision of a court, tribunal or independent body or authority of competent jurisdiction.

11.6. The Authority should ensure they comply with the 2010 Equality Act and the Public Sector Equality Duty. This includes considering impacts of the project on protected characteristic groups during the scheme design process and in the monitoring and evaluation stage.

12. Compliance with the MoU

12.1. The Parties to this MoU are responsible for ensuring that they have the necessary systems and appropriate resources in place within their respective organisations to comply fully with the requirements of this MoU.

13. Legal Enforcement

13.1. This MoU is not legally enforceable. It describes the understanding between both parties for the use of funding specified in Clause 3 of this agreement.

Signed on Behalf of the Authority:

Name:

Signed on Behalf of the Department (Deputy Director)

Nick Shaw, Deputy Director and Joint Head, Office for Zero Emission Vehicles



Climate change impact assessment

The purpose of this assessment is to help us understand the likely impacts of our decisions on the environment of North Yorkshire and on our aspiration to achieve net carbon neutrality by 2030, or as close to that date as possible. The intention is to mitigate negative effects and identify projects which will have positive effects.

This document should be completed in consultation with the supporting guidance. The final document will be published as part of the decision making process and should be written in Plain English.

If you have any additional queries which are not covered by the guidance please email climatechange@northyorks.gov.uk

Please note: You may not need to undertake this assessment if your proposal will be subject to any of the following:

Planning Permission
Environmental Impact Assessment
Strategic Environmental Assessment

However, you will still need to summarise your findings in in the summary section of the form below.

Please contact climatechange@northyorks.gov.uk for advice.

Title of proposal	Local Electric Vehicle Infrastructure (LEVI) Capability Fund – Acceptance of Grant
Brief description of proposal	fund Salary and overheads of staff working to support the planning and delivery of local EV charging
Directorate	BES
Service area	Highways and Transportation
Lead officer	Keisha Moore
Names and roles of other people involved in carrying out the impact assessment	
Date impact assessment started	02/03/2023

Options appraisal

Were any other options considered in trying to achieve the aim of this project? If so, please give brief details and explain why alternative options were not progressed.

This funding will enable us to increase the capacity and capability of the local authority to plan and deliver EV infrastructure, to have a published EV infrastructure strategy and to take advantage of the LEVI Capital fund expected to launch in March 2023. Without this funding salary and overheads of staff working to support the planning and delivery of EV Infrastructure based projects must be committed from existing funds and resource.

What impact will this proposal have on council budgets? Will it be cost neutral, have increased cost or reduce costs?

Please explain briefly why this will be the result, detailing estimated savings or costs where this is possible.

This will save the authority money. In the absence of identified budgets to cover overheads, costs provided include salary on-costs and an additional 5% which has been budgeted for an anticipated pay rise for 2023/24. Alternatively, the resource allocation would need to be scaled back to fit the funding available.

How will this proposal impact on the environment? N.B. There may be short term negative impact and longer term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.		Positive impact (Place a X in the box below where	No impact (Place a X in the box below where	Negative impact (Place a X in the box below where	Explain why will it have this effect and over what timescale? Where possible/relevant please include: <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents 	Explain how you plan to mitigate any negative impacts.	Explain how you plan to improve any positive outcomes as far as possible.
Minimise greenhouse gas emissions e.g. reducing emissions from travel, increasing energy efficiencies etc.	Emissions from travel		*				
	Emissions from construction		*				
	Emissions from running of buildings		*				
	Other		*				
Minimise waste : Reduce, reuse, recycle and compost e.g. reducing use of single use plastic			*				
Reduce water consumption			*				
Minimise pollution (including air, land, water, light and noise)			*				

<p>How will this proposal impact on the environment?</p> <p>N.B. There may be short term negative impact and longer term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.</p>	<p>Positive impact (Place a X in the box below where</p>	<p>No impact (Place a X in the box below where</p>	<p>Negative impact (Place a X in the box below where</p>	<p>Explain why will it have this effect and over what timescale?</p> <p>Where possible/relevant please include:</p> <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents 	<p>Explain how you plan to mitigate any negative impacts.</p>	<p>Explain how you plan to improve any positive outcomes as far as possible.</p>
<p>Ensure resilience to the effects of climate change e.g. reducing flood risk, mitigating effects of drier, hotter summers</p>		*				
<p>Enhance conservation and wildlife</p>		*				
<p>Safeguard the distinctive characteristics, features and special qualities of North Yorkshire's landscape</p>		*				
<p>Other (please state below)</p>		*				

Are there any recognised good practice environmental standards in relation to this proposal? If so, please detail how this proposal meets those standards.

N/A

Summary Summarise the findings of your impact assessment, including impacts, the recommendation in relation to addressing impacts, including any legal advice, and next steps. This summary should be used as part of the report to the decision maker.

Accepting the funding will have no climate change impact.

Sign off section

This climate change impact assessment was completed by:

Name	Keisha Moore
Job title	Transport Planning Officer
Service area	Highways and Transportation
Directorate	BES
Signature	Keisha Moore
Completion date	02/03/2023

Authorised by relevant Assistant Director (signature): Barrie Mason

Date: 07/03/23