

**North Yorkshire Council**  
**Environment Executive Members**

**25 August 2023**

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

**Report of the Assistant Director – Highways & Transportation, Parking Services, Street Scene, Parks and Grounds**

**1.0 PURPOSE OF REPORT**

- 1.1 To propose that the Executive Member for Highways and Transportation following consultation with the Corporate Director – Environment, the Corporate Director – Resources and the Assistant Chief Executive (Legal and Democratic Services) agrees that the Council, accepts the grant monies of £405,080

**2.0 SUMMARY**

- 2.1 This report sets out the background and information about the Local Electric Vehicle Capability Fund (LEVI), how much funding we have been offered by the Office for Zero Emission Vehicles and how it is intended to be spent, if accepted as well as considering the legal, financial and equalities implications of accepting the funding.

**3.0 BACKGROUND**

- 3.1 UK Government has created several grant schemes to help enable the charging of Electric Vehicles (EVs) at home, in the workplace and on local streets. The Local Electric Vehicle Infrastructure (LEVI) is a £400m scheme operated by the Office for Zero Emission Vehicles (OZEV) and supported by £50m resource funding (£10m has already been allocated to fund a LEVI pilot scheme).
- 3.2 LEVI has been set up to address three key challenges:
1. Improving the consumer experience
  2. Increasing the pace of rollout
  3. Increasing opportunities for charging for long journeys
- 3.3 The LEVI scheme has two key objectives:
1. Delivering a step-change in the scale of deployment of local, primarily low power, on-street charging infrastructure across England
  2. Accelerating the commercialisation of, and investment in, the local charging infrastructure sector
- 3.4 There are three main strands to this fund:
1. LEVI pilot fund – delivery of innovative Electric Vehicle Charging Points (EVCPs) delivery projects
  2. LEVI capability fund – to increase local authority resourcing for the planning and delivery of EV Infrastructure.
  3. LEVI Capital fund – to support deployment of infrastructure ahead of need

- 3.5 LEVI pilot fund - We made a successful bid to the LEVI Pilot fund securing £2m towards the delivery of a £2.2m scheme which will provide 70 EVCPs (more information can be found in the BES Executive Report from 16 June 2022) by 31 March 2025. We will co-locate EVCPs with battery storage powered by renewables over two rural sites in each of our seven areas. These EVCPs will provide a solution that can be tested and, if successful, be rolled out en masse to overcome the challenges of delivery in rural areas.
- 3.6 Officers working on the LEVI Pilot scheme delivery reached a knowledge gap in designing the renewable technology system for the scheme, as a result North Yorkshire Council (NYC) started a recruitment exercise for an EV Delivery Manager. Through a corporate cross checking of skills, it was established that we could recruit someone to the post internally from the Transformation team. This gives us greater flexibility than external recruitment and reduces the financial risk to the project. The candidate commenced this role on 24 April 2023.
- 3.7 Further, OZEV decided to upscale the LEVI Pilot fund and asked for expressions of interest in respect of capital delivery of additional EVCPs through the LEVI Pilot Upscaling Fund. The focus has shifted, however, from schemes in the original LEVI Pilot fund which offered scaled commercial innovation to schemes which can offer high volume rollout of EVCPs. NYC's proposal is to deliver 82 chargers (additional to the original 70 outlined at section 3.5), at locations identified in the site selection exercise, undertaken as part of the EV Public Charging Infrastructure Rollout Strategy. We were awarded an additional £1,237,000 which means we have received a total of £3.237m from the LEVI Pilot fund. These EVCP's are expected to be delivered by 31 March 2025.
- 3.8 LEVI capability fund – The first round of the capability fund launched on 27 February 2023, and we proposed to use this funding to cover the salaries (including on costs) of the EVI Project Delivery Manager and some Transport Officer and Senior Transport Planning Officer time. This was not a competitive fund and local authorities (LA's) were given an indicative allocation and had to provide justification. We have received £88,920 funding from this fund to date. The detail on this can be found in the Local Electric Vehicle Infrastructure (LEVI) Capability Fund – Acceptance of Grant report<sup>1</sup> to the Executive Member for Highways and Transportation on 09 March 2023.
- 3.9 LEVI capital fund - OZEV announced the LEVI capital fund on 30 March 2023 with an indicative allocation of £4,880,000 for North Yorkshire. This will enable rollout of a much greater number of chargers than we have been able to attract funding for so far. Again, this is an allocation not a competitive bidding process and LAs were asked if they can spend the money in the financial year 2023/24 or 2024/25. North Yorkshire Council has submitted an expression of interest and second stage applications have now opened with a deadline of November 2023.
- 3.10 A summary of the LEVI Funding streams, and their status is below:

Funding source	Purpose	Funding amount	What will be delivered	Status	Spend Date
LEVI Pilot Funding	Innovative delivery of EVCPs	£2m	70 chargers powered by renewable technology linked to battery storage	Successful	31 Mar 2025

1

<https://edemocracy.northyorks.gov.uk/documents/s17394/Local%20Electric%20Vehicle%20Infrastructure%20LEVI%20Capability%20Fund%20-%20Acceptance%20of%20Grant.pdf>

LEVI Pilot Upscaling	Extension of pilot scheme however funding focussed on rollout at scale given Ofgem regulation due 1 <sup>st</sup> April which means that we do not pay for upgrades and reinforcement work to existing assets (still pay for new infrastructure)	£1.237m	80 chargers at an additional 17 sites not powered by renewables but some on-street charging	Successful	31 Mar 2025
LEVI Capability Fund Round 1	increase local authority resourcing for the planning and delivery of EV Infrastructure	£88.9k	Funding for an EV Infrastructure Team	Successful	31 Mar 2025
LEVI Capital Fund	to support deployment of infrastructure ahead of need.	£4.88m	Mass rollout of EVCP's	Pending Submission – allocation not guaranteed	31 Mar 2025
LEVI Capability Fund Round 2	increase local authority resourcing for the planning and delivery of EV Infrastructure	£405,080 allocated over 2 FY	Funding for an EV Delivery Manager and partial time supporting roles	Successful	31 March 2025

## 4.0 LEVI CAPABILITY FUND

- 4.1 The LEVI Capability fund is available to Tier 1 local authorities in England. The Capability fund aims 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 for its area
  - enable every Tier 1 local authority to take advantage of the LEVI capital fund
- 4.2 On 30 March 2023 government launched £37.8m of Capability Funding, covering FY23/24 and 24/25. NYC's indicative allocation was £405,080 (£202,540 per year) and we submitted a proforma and grant documentation to the LEVI Support Body on 26<sup>th</sup> May 2023 following approval from the Executive Member for Highways and Transportation<sup>2</sup>. We have been informed now been awarded the full indicative allocation of £405,080. This funding brings the total Capability Fund awarded to NYC to £494,000.
- 4.3 When NYC submitted its application for the 22/23 fund the following three roles were proposed at a total cost of £88,920:

<sup>2</sup>

<https://edemocracy.northyorks.gov.uk/documents/s19064/Local%20EV%20Infrastructure%20Fund%20Allocation%20-%20Expression%20of%20Interest%201.pdf>

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

- 4.4 We originally requested funding for an EV Infrastructure Delivery Manager. It was intended, when preparing our previous bid, that the EV Infrastructure Delivery Manager would be a project manager with experience in renewable technologies graded at a Band N, however, through a corporate cross checking of roles and to manage risk we instead brought in a EVI Project Delivery Manager at Band M and intend to commission consultants/experts to design the renewable system required to support delivery of the LEVI Pilot as a discrete piece of work. This cannot be funded through the existing LEVI Pilot project as that is capital funding not revenue funding.
- 4.5 Further, the appointment of the EVI Project Delivery Manager enabled a review of resourcing requirements and as a result the new application presented our proposal to expand the EVI team. The application includes a supporting officer role for the EVI Project Delivery Manager, an additional EV Infrastructure Officer (previously referred to as a Transport Officer), and an Electrical Inspectors time. The indicative funding allocation will also enable NYC to pay for the Senior Responsible Officers time allocated to this project. The proposed team and FTE spent on this project is as follows:

Role Title	Team within local authority	% FTE dedicated	Funding required 23/24	Funding required 25/26
Head of Major Projects & Infrastructure	Major Projects	20	£13,476.01	£20,261.97
Senior Transport Planning Officer	Transport Planning	25	£15,673.03	£6,799.32
EVI Project Delivery Manager (Level 2)	Major Projects	0	£0.00	£50,994.89
EVI Project Delivery Manager (Level 1)	Major Projects	40	£15,005.59	£21,770.56
Electric Vehicle Infrastructure Officer	Major Projects	65	£35,373.88	£59,519.79
Electric Vehicle Infrastructure Officer	Major Projects	100	£39,789.75	£57,686.64
Electrical Inspector	Electrical Engineering	40	£12,464.42	£18,170.27
<b>Total:</b>			<b>£169,876.56</b>	<b>£235,203.44</b>

- 4.6 It should be noted that the requested amount for the Senior Transport Planning Officer, EVI Project Delivery Manager and the EV Infrastructure Officer in financial year 23/24 is reflective of the amounts already received to pay for some or all of these posts through the Capability Fund 22/23 allocation.
- 4.7 This proposal seeks funding for £169,876.56 in 23/24 (this amount includes individual salary plus on costs and budgeted inflation) with £38,093.87 of the allocation remaining. It is proposed the remaining allocation is spent on consultants' fees to design the renewable energy system for the LEVI Pilot scheme, given the lack of expertise in this area both internally and with NYC partner organisations. Evidence is required to be provided for proposals which include consultancy fees and funding for discrete pieces of work which are funded on an exceptional basis (see **Appendix A** for more information). It should be noted that the cost for salaries in 23/24 has been calculated over 6 months as, at the time of writing in anticipation of drawing the funding down in September 2023.
- 4.8 In the 24/25 financial year NYC will spend £235,203.44 (this amount includes an increase to accommodate pay scale increments, individual salary plus on costs and budgeted inflation) and will result in the same level of resource as the previous year except for the Senior Transport Planning Officer whose time on the project will reduce to 10%.
- 4.9 Although OZEV outline, in their letter to offer NYC's indicative allocation, that it will be split evenly between the two financial years they have stated that in this instance it would be fine to profile spend as is seen fit by the local authority, in this case less in year one and more in year two, however, the grant will need to be allocated across the two financial years as indicated in the offer letter (£202,540 per year)

## **5.0 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 Alternative options on how to spend this funding were considered and consulted on (internally and with the LEVI Support Body) throughout the proforma development and the final submission was a result of the feedback received from those key stakeholders and the experience of officers.
- 5.2 Should we choose to not accept our allocation the project would be a significant draw on existing resources.

## **6.0 FINANCIAL IMPLICATIONS**

- 6.1 The Section 31 Award Letter attached at **Appendix B** confirms that a revenue-based grant payment of £405,080 will be made to North Yorkshire Council under Section 31 of the Local Government Act 2003 for the period to 31 March 2025. 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 has been submitted to the Office for Zero Emission Vehicles as written in our report<sup>3</sup> on 19<sup>th</sup> May 2023. 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. It is noted that 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.

---

3

<https://edemocracy.northyorks.gov.uk/documents/s19064/Local%20EV%20Infrastructure%20Fund%20Allocation%20-%20Expression%20of%20Interest%201.pdf>

6.2 The conditions of the grant are outlined in the Grant Determination Letter which can be found at **Appendix B**. A Memorandum of Understanding outlining the agreement between North Yorkshire Council and the Department for Transport is attached at **Appendix C**.

6.3 By accepting the grant NYC accepts responsibility for meeting any costs over and above the Department's contribution set out in Clause 3.1 of the MOU, 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 (30%) and an additional 6% which was 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.

## **7.0 LEGAL IMPLICATIONS**

7.1 The Memorandum of Understanding with the Department for Transport has been reviewed by the Council's legal team.

## **8.0 EQUALITIES IMPLICATIONS**

8.1 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. Any recruitments should they occur as a result of the funding will adhere to all relevant legislation including those specific to equalities. See report at Appendix D.

## **9.0 CLIMATE CHANGE IMPLICATIONS**

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

## **10.0 REASONS FOR RECOMMENDATIONS**

10.1 In the absence of this grant funding there is no other available funding to pay for the resource which is required to deliver the infrastructure within the funding window.

### **11.0 RECOMMENDATION(S)**

11.1 It is recommended that the Executive Member for Highways and Transportation following consultation with the Corporate Director – Environment, Corporate Director- Resources, and the Assistant Chief Executive (Legal and Democratic Services) authorised the Corporate Director of Resources to accept the grant monies of £405,080.

## **APPENDICES:**

Appendix A – Capability Funding Scheme Considerations  
Appendix B – Grant Determination  
Appendix C – Memorandum of Understanding  
Appendix D – Equalities Impact Assessment  
Appendix E – Climate Change Impact Assessment

## **BACKGROUND DOCUMENTS:**

<https://edemocracy.northyorks.gov.uk/documents/s17394/Local%20Electric%20Vehicle%20Infrastructure%20LEVI%20Capability%20Fund%20-%20Acceptance%20of%20Grant.pdf>

<https://edemocracy.northyorks.gov.uk/documents/s19064/Local%20EV%20Infrastructure%20Fund%20Allocation%20-%20Expression%20of%20Interest%201.pdf>

Barrie Mason  
Assistant Director  
County Hall  
Northallerton  
25 August 2023

Report Author – Keisha Moore  
Presenter of Report – Hannah Carey, LEVI Project Manager

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.



## Expectations for how the funding can be utilised.

### Approved proposals

Proposals which meet this criteria would be immediately approved as they align fully with our expectations

- 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:
  - 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

### Evidence required

Proposals which include, or are entirely comprised of “Amber” criteria. These will need further evidence.

- 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.
  - 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).

### Ineligible proposals

Proposals that include, or are entirely comprised of “Red” or ineligible costs. These will not be approved by OZEV.

- 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 won't be funded.
- DNO quote costs
- The use of resource funding on any transport or decarbonisation activity that is not related to EV infrastructure.



## **LOCAL ELECTRIC VEHICLE INFRASTRUCTURE CAPABILITY (REVENUE) GRANT DETERMINATION 2023: No 31/6800**

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 2023-2024 [No31/6800].

### **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**

31<sup>st</sup> July 2023

---

## ACKNOWLEDGMENT AND ACCEPTANCE DECLARATION

### LEVI Capability Fund

I acknowledge receipt of the S31 grant letter for **North Yorkshire Council** for Financial Year 2023/24.

I accept the grant offer for and on behalf of **North Yorkshire 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](mailto:LEVI@est.org.uk) – a scanned pdf file is acceptable.

## ANNEX A

Authorities to which  
grant is to be paidAmount of grant  
to be paid

Combined authority	Financial year 2022 to 2023	Financial year 2023 to 2024	Financial year 2024 to 2025	Total allocation
Cambridgeshire and Peterborough CA	£88,560	£201,720	£201,720	£492,000
Greater Manchester CA	£259,200	£590,400	£590,400	£1,440,000
Liverpool City Region CA	£132,660	£302,170	£302,170	£737,000
North East JTC	£249,660	£568,670	£568,670	£1,387,000
South Yorkshire CA	£147,060	£334,970	£334,970	£817,000
Tees Valley CA	£102,960	£234,520	£234,520	£572,000
West Midlands CA	£216,720	£493,640	£493,640	£1,204,000
West of England CA	£123,840	£282,080	£282,080	£688,000
West Yorkshire CA	£236,880	£539,560	£539,560	£1,316,000

## APPENDIX B

Local authority	Financial year 2022 to 2023	Financial year 2023 to 2024	Financial year 2024 to 2025	Total allocation
<b>Bedford</b>	£62,280	£141,860	£141,860	£346,000
<b>Blackburn with Darwen</b>	£64,800	£147,600	£147,600	£360,000
<b>Blackpool</b>	£64,800	£147,600	£147,600	£360,000
<b>Bournemouth, Christchurch and Poole</b>	£67,140	£152,930	£152,930	£373,000
<b>Bracknell Forest</b>	£53,280	£121,360	£121,360	£296,000
<b>Brighton and Hove</b>	£81,000	£184,500	£184,500	£450,000
<b>Buckinghamshire</b>	£72,540	£165,230	£165,230	£403,000
<b>Central Bedfordshire</b>	£62,640	£142,680	£142,680	£348,000
<b>Cheshire East</b>	£70,020	£159,490	£159,490	£389,000
<b>Cheshire West and Chester</b>	£67,140	£152,930	£152,930	£373,000
<b>Cornwall and Scilly</b>	£90,540	£206,230	£206,230	£503,000
<b>Cumberland</b>	£75,420	£171,790	£171,790	£419,000
<b>Derby</b>	£63,900	£145,550	£145,550	£355,000
<b>Derbyshire</b>	£127,440	£290,280	£290,280	£708,000
<b>Devon</b>	£118,800	£270,600	£270,600	£660,000
<b>Dorset</b>	£67,500	£153,750	£153,750	£375,000
<b>East Riding of Yorkshire</b>	£68,040	£154,980	£154,980	£378,000
<b>East Sussex</b>	£105,660	£240,670	£240,670	£587,000
<b>Essex</b>	£129,600	£295,200	£295,200	£720,000
<b>Gloucestershire</b>	£93,960	£214,020	£214,020	£522,000
<b>Hampshire</b>	£129,600	£295,200	£295,200	£720,000
<b>Herefordshire, County of</b>	£52,740	£120,130	£120,130	£293,000

## APPENDIX B

<b>Hertfordshire</b>	£129,600	£295,200	£295,200	£720,000
<b>Isle of Wight</b>	£56,700	£129,150	£129,150	£315,000
<b>Kent</b>	£129,600	£295,200	£295,200	£720,000
<b>Kingston upon Hull, City of</b>	£73,800	£168,100	£168,100	£410,000
<b>Lancashire</b>	£129,600	£295,200	£295,200	£720,000
<b>Leicester</b>	£80,820	£184,090	£184,090	£449,000
<b>Leicestershire</b>	£95,400	£217,300	£217,300	£530,000
<b>Lincolnshire</b>	£106,920	£243,540	£243,540	£594,000
<b>London</b>	£540,000	£1,230,000	£1,230,000	£3,000,000
<b>Luton</b>	£60,120	£136,940	£136,940	£334,000
<b>Medway</b>	£68,040	£154,980	£154,980	£378,000
<b>Milton Keynes</b>	£68,760	£156,620	£156,620	£382,000
<b>Norfolk</b>	£114,840	£261,580	£261,580	£638,000
<b>North East Lincolnshire</b>	£66,780	£152,110	£152,110	£371,000
<b>North Lincolnshire</b>	£58,140	£132,430	£132,430	£323,000
<b>North Northamptonshire</b>	£77,220	£175,890	£175,890	£429,000
<b>North Somerset</b>	£54,180	£123,410	£123,410	£301,000
<b>North Yorkshire</b>	£88,920	£202,540	£202,540	£494,000
<b>Nottingham</b>	£70,020	£159,490	£159,490	£389,000
<b>Nottinghamshire</b>	£117,360	£267,320	£267,320	£652,000
<b>Oxfordshire</b>	£95,220	£216,890	£216,890	£529,000
<b>Plymouth</b>	£73,620	£167,690	£167,690	£409,000
<b>Portsmouth</b>	£82,440	£187,780	£187,780	£458,000
<b>Reading</b>	£60,840	£138,580	£138,580	£338,000
<b>Rutland</b>	£50,760	£115,620	£115,620	£282,000

## APPENDIX B

<b>Shropshire</b>	£65,160	£148,420	£148,420	£362,000
<b>Slough</b>	£72,180	£164,410	£164,410	£401,000
<b>Somerset</b>	£75,420	£171,790	£171,790	£419,000
<b>Southampton</b>	£62,100	£141,450	£141,450	£345,000
<b>Southend-on-Sea</b>	£64,980	£148,010	£148,010	£361,000
<b>Staffordshire</b>	£110,340	£251,330	£251,330	£613,000
<b>Stoke-on-Trent</b>	£73,980	£168,510	£168,510	£411,000
<b>Suffolk</b>	£105,660	£240,670	£240,670	£587,000
<b>Surrey</b>	£118,260	£269,370	£269,370	£657,000
<b>Swindon</b>	£68,220	£155,390	£155,390	£379,000
<b>Telford and Wrekin</b>	£63,720	£145,140	£145,140	£354,000
<b>Thurrock</b>	£59,040	£134,480	£134,480	£328,000
<b>Torbay</b>	£59,580	£135,710	£135,710	£331,000
<b>Warrington</b>	£63,360	£144,320	£144,320	£352,000
<b>Warwickshire</b>	£92,340	£210,330	£210,330	£513,000
<b>West Berkshire</b>	£50,220	£114,390	£114,390	£279,000
<b>West Northamptonshire</b>	£73,620	£167,690	£167,690	£409,000
<b>West Sussex</b>	£112,500	£256,250	£256,250	£625,000
<b>Westmorland and Furness</b>	£67,860	£154,570	£154,570	£377,000
<b>Wiltshire</b>	£86,400	£196,800	£196,800	£480,000
<b>Windsor and Maidenhead</b>	£58,860	£134,070	£134,070	£327,000
<b>Wokingham</b>	£50,760	£115,620	£115,620	£282,000
<b>Worcestershire</b>	£96,120	£218,940	£218,940	£534,000
<b>York</b>	£56,340	£128,330	£128,330	£313,000



# MEMORANDUM OF UNDERSTANDING

*Between*

**Department for Transport**

*-and-*

**North Yorkshire 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 **North Yorkshire Council** ('the Authority') (collectively 'the Parties') regarding the administration and delivery of the Local Electric Vehicle Infrastructure (LEVI) Capability Fund.

## 2. Background

- 2.1. On 30 March 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, and monitoring and evaluation between the Parties.
- 2.4. The Authority entered into an MoU with the Department for FY22/23 funding. This subsequent MoU is for the FY23/24 and FY24/25 funding.

## 3. Funding allocation

- 3.1. The Department agrees to provide funding up to £405,080 across FY23/24 and FY24/25. The allocation for each year is set out in the following table:

<b>Financial Year</b>	<b>Total</b>
23/24	£202,540
24/25	£202,540
<b>Total</b>	<b>£405,080</b>

## 4. Objectives of the Grant

- 4.1. The LEVI Capability Fund has been provided to achieve the following objectives:
- To increase the capacity and effectiveness of local authorities to produce and deliver on a chargepoint strategy for their areas.
  - 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.

- iii. 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 Fund is being issued in three annual instalments for FY22/23 to FY24/25. The allocation amounts for eligible Authorities are published on gov.uk.
- 5.5. The Authority should use the funding allocated for the purposes outlined in the proposal approved by the Department.
- 5.6. The Department recognises that the Authority may have adapted their proposal submitted for FY22/23 to reflect the future years of funding. However, the Authority should be aware that this MoU covers the period of FY23/24 and FY24/25.
- 5.7. Authorities should utilise the funding for the following purposes:
  - i. 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.
  - ii. Project planning for strategy and delivery workstreams
    - a. To support development of an EV infrastructure strategy.
  - iii. 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.
  - 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. The expectation is that in these instances 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.
  - v. 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.
- 5.8. The Authority is expected to deliver on the activities which it has outlined in its returned proposals and in the agreed timescales.
- 5.9. 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:
- i. Producing a chargepoint strategy, and chargepoint delivery plan
  - ii. Reporting on chargepoint delivery, and demonstrating an appropriate increase
  - iii. Engaging with the LEVI capital scheme
  - iv. Establishing internal and external governance networks (e.g. with internal teams, but also across other LAs, communities, businesses and DNOs)
  - v. Engaging with the chargepoint market, and maximising private sector funding
  - vi. 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.
- 7.3. The Authority will be asked to provide the Department with a full breakdown of how the funding was used or has otherwise been allocated for future use.
- 7.4. Following the payment made in FY22/23, an annual payment will be made in FY23/24 following a refreshed proposal for FY23/24 and FY24/25.
- 7.5. FY24/25 grant payments will be made in summer 2024. The Department may withhold this payment should satisfactory progress not be made

against objectives and planned utilisation of resource, as agreed through the proposal submitted in May 2023.

- 7.6. The Department recognises that deviation from agreed plans may occur, but requests that the Authority notifies and agrees changes with the Department ahead of time to ensure FY24/25 payments can occur promptly. Deviating from the agreed plans without notifying the Department could mean FY24/25 grant payments are withheld.

## **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 will be asked for annually in advance of the next tranche of funding for the following financial year. This may include sharing of the following information:
  - i. Current funding that has been spent
  - ii. Planned expenditures
  - iii. Updates on key project milestones and risks
  - iv. 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 ask for quarterly reporting and will provide an evaluation template for the Authority to monitor their progress against.
- 8.5. The Department will also ask for a more detailed annual evaluation to monitor progress ahead of the Authority receiving their next allocation of funding.
- 8.6. The Department will provide support to the Authority to ensure there is confidence in what monitoring and evaluation is required.
- 8.7. 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. The Department is aware that the Authority may want to change their proposal that was submitted for FY22/23. Changes should have been conveyed through the new proposal form for FY23/24 and FY24/25 which was submitted by 26 May 2023.

- 10.3. Following the Department's approval of the proposal, 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 will ensure that its use of the funding complies with the UK's international obligations in relation to subsidy control and compliance with requirements under the Subsidy Control Act 2022.
- 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 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.
- 11.5. The Authority should ensure they comply with the Public Sector Equality Duty under the 2010 Equality Act. 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)**

Name: Nick Shaw

<b>Initial equality impact assessment screening form</b> 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.			
<b>Directorate</b>		Environment	
<b>Service area</b>		H&T	
<b>Proposal being screened</b>		Local Electric Vehicle Infrastructure (LEVI) Capability Fund – Grant Acceptance	
<b>Officer(s) carrying out screening</b>		Keisha Moore	
<b>What are you proposing to do?</b>		Accept £405,080 to fund Salary and overheads of staff working to support the planning and delivery of local EV charging.	
<b>Why are you proposing this? What are the desired outcomes?</b>		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.	
<b>Does the proposal involve a significant commitment or removal of resources? Please give details.</b>		Yes, but this is what the fund is designed to provide funding for	
<b>Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics</b> As part of this assessment, please consider the following questions: <ul style="list-style-type: none"> <li>• To what extent is this service used by particular groups of people with protected characteristics?</li> <li>• Does the proposal relate to functions that previous consultation has identified as important?</li> <li>• Do different groups have different needs or experiences in the area the proposal relates to?</li> </ul> <p><b>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 directorate representative for advice if you are in any doubt.</b></p>			
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	
People in rural areas		X	
People on a low income		X	
Carer (unpaid family or friend)		X	



Are from the Armed Forces Community		X	
<b>Does the proposal relate to an area where there are known inequalities/probable impacts</b> (for example, disabled people's access to public transport)? Please give details.	No.		
<b>Will the proposal have a significant effect on how other organisations operate?</b> (for example, partners, funding criteria, etc.). <b>Do any of these organisations support people with protected characteristics?</b> Please explain why you have reached this conclusion.			
<b>Decision (Please tick one option)</b>	EIA not relevant or proportionate:	✓?	Continue to full EIA:
<b>Reason for decision</b>	<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>		
<b>Signed (Assistant Director or equivalent)</b>	Barrie Mason		
<b>Date</b>	16 August 2023		



## 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](mailto: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](mailto:climatechange@northyorks.gov.uk) for advice.

<b>Title of proposal</b>	Local Electric Vehicle Infrastructure (LEVI) Capability Fund – Grant Acceptance
<b>Brief description of proposal</b>	Accept £405,080 to fund Salary and overheads of staff working to support the planning and delivery of local EV charging.
<b>Directorate</b>	<b>Environment</b>
<b>Service area</b>	<b>Highways and Transportation</b>
<b>Lead officer</b>	<b>Keisha Moore</b>
<b>Names and roles of other people involved in carrying out the impact assessment</b>	
<b>Date impact assessment started</b>	<b>04/08/2023</b>

**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.

Alternative options on how to spend this funding were considered and consulted on (internally and with the LEVI Support Body) throughout the proforma development and the final submission was a result of the feedback received from those key stakeholders and the experience of officers.

**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.

APPENDIX E

How will this proposal impact on the environment?		Positive impact (Place a X in the box below where relevant)	No impact (Place a X in the box below where relevant)	Negative impact (Place a X in the box below where relevant)	Explain why will it have this effect and over what timescale?  Where possible/relevant please include: <ul style="list-style-type: none"> <li>Changes over and above business as usual</li> <li>Evidence or measurement of effect</li> <li>Figures for CO<sub>2</sub>e</li> <li>Links to relevant documents</li> </ul>	Explain how you plan to mitigate any negative impacts.	Explain how you plan to improve any positive outcomes as far as possible.
Minimise <b>greenhouse gas emissions</b> e.g. reducing emissions from travel, increasing energy efficiencies etc.	Emissions from travel		*				
	Emissions from construction		*				
	Emissions from running of buildings		*				
	Other		*				
Minimise <b>waste</b> : Reduce, reuse, recycle and compost e.g. reducing use of single use plastic			*				
Reduce <b>water</b> consumption			*				
Minimise <b>pollution</b> (including air, land, water, light and noise)			*				

# APPENDIX E

<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><b>Positive impact</b> (Place a X in the box below where relevant)</p>	<p><b>No impact</b> (Place a X in the box below where relevant)</p>	<p><b>Negative impact</b> (Place a X in the box below where relevant)</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"> <li>• Changes over and above business as usual</li> <li>• Evidence or measurement of effect</li> <li>• Figures for CO<sub>2</sub>e</li> <li>• Links to relevant documents</li> </ul>	<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 <b>resilience</b> to the effects of climate change e.g. reducing flood risk, mitigating effects of drier, hotter summers</p>		<p>*</p>				
<p>Enhance <b>conservation</b> and wildlife</p>		<p>*</p>				
<p>Safeguard the distinctive characteristics, features and special qualities of <b>North Yorkshire's landscape</b></p>		<p>*</p>				
<p>Other (please state below)</p>		<p>*</p>				

**APPENDIX E**

**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:

<b>Name</b>	<b>Keisha Moore</b>
<b>Job title</b>	<b>Transport Planning Officer</b>
<b>Service area</b>	<b>Highways and Transportation</b>
<b>Directorate</b>	<b>Environment</b>
<b>Signature</b>	<b>Keisha Moore</b>
<b>Completion date</b>	<b>04/08/2023</b>

**Authorised by relevant Assistant Director (signature):** Barrie Mason

**Date:** 16 August 2023