

Delegated Decisions by Deputy Leader of the Council (inc. Climate Change Delivery & Environment)

***Thursday, 12 October 2023 at 2.30 pm
Room 3 - County Hall, New Road, Oxford OX1 1ND***

If you wish to view proceedings, please click on this [Live Stream Link](#).
However, that will not allow you to participate in the meeting.

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on Thursday 19 October 2023 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public



Martin Reeves
Chief Executive

October 2023

Committee Officer: ***committeesdemocraticservices@oxfordshire.gov.uk***

Note: *Date of next meeting: 16 November 2023*

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. Declaration of Interests

See guidance below.

2. Questions from Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers. The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

3. Petitions and Public Address

Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection. To facilitate 'hybrid' meetings we are asking that requests to speak are submitted by no later than 9.00 a.m. four working days before the meeting. Requests to speak should be sent to committeesdemocraticservices@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that, if the technology fails, your views can still be taken into account. A written copy of your statement can be provided no later than 9.00 a.m. two working days before the meeting. Written submissions should be no longer than one A4 sheet.

4. Local EV Infrastructure (LEVI) funding proposal for Oxfordshire (Pages 1 - 46)

Forward Plan Ref: 2023/135

Contact: Elizabeth Bohun, Lead Technologist EV Integration, elizabeth.bohun@oxfordshire.gov.uk ; Jenny Figueiredo, Lead Technologist EV Integration, jenny.figueiredo@oxfordshire.gov.uk

Report by Corporate Director Environment & Place (**CMDDL4**).

To seek approval to submit the detailed LEVI proposal for Oxfordshire to the Office for Zero Emissions Vehicles (OZEV) and to go out to tender for suppliers to deliver the programme of works. To seek delegated authority to be able to enter into the contract/s awarded through this process.

The Cabinet Member is RECOMMENDED to

- a) Grant approval for OCC to submit a Stage 2 Application to the Office for Zero Emissions Vehicles (OZEV) by 30 November 2023 for Oxfordshire's allocation of £3.655 million Local Electric Vehicle Infrastructure (LEVI) funding, and grant approval to subsequently accept and spend these funds from OZEV according to the submitted LEVI proposal.**
- b) Grant approval for OCC to tender for Chargepoint Operators (CPOs) for EV charging contracts in Oxfordshire; Lot 1 being for a concession contract with OCC to install and operate EV charging hubs and roadside/on-street chargers on OCC estate and Highways; Lot 2 being for a concession contract with a different supplier with Cherwell District Council (CDC), West Oxfordshire District Council (WODC), South Oxfordshire District Council (SODC), Vale of White Horse District Council (VOWH) and Oxford City Council (OxCity) to install and operate EV charging hubs in their car parks. Lot 3 will be for a separate supplier to be contracted to OCC to deliver a Community Microhubs Scheme and may be tendered at the same time or at a later date. The tender will be a joint tender on behalf of all Oxfordshire County and District Councils, which Oxfordshire County Council will lead.**
- c) Delegate authority to Corporate Director Environment and Place to appoint Chargepoint Operators through the joint tender exercise following assessment and moderation by all council partners, with final decision-making responsibility residing with Oxfordshire County Council.**
- d) Delegate authority to Corporate Director Environment and Place to enter into a bi-lateral concession contract between OCC and the chosen Chargepoint Operator in Lot 1 (contract value of > £1million), and to enter into the associated Leases and Licences for each site with this appointed Chargepoint Operator following completion of full feasibility studies and sign off at the OXLEVI Programme Board.**
- e) Delegate authority to Corporate Director for Environment and Place to enter into a contract for the supplier to deliver Community Microhubs (expected contract value <£1million).**
- f) Delegate authority to Corporate Director for Environment and Place to amend the partnership agreement with the City Council to enable on-street elements of the Go Ultra Low Oxford (GULO) P1 and GULO P2 projects to transition from Oxford City Council to Oxford County Council, subject to the following conditions being fulfilled:
 - i. The County Council being satisfied that they can meet the funding obligations within the GULO P2 funding agreement**
 - ii. The Office for Zero Emissions Vehicles (OZEV - who are the funding body for GULO) agreeing for the transfer to take place.**
 - iii. There being an agreement by both Councils on the methodology for delivery of the key outputs of GULO P2, including the number of EVCPs and GUL-e committed under GULO P2, that are delivered to updated timeframes that are agreed with the City Council and OZEV****

- iv. **GULO P1 estate and highways related GULO P2 funding both being transferred**
- v. **An updated partnership agreement, including a revenue share arrangement for the assets associated with GULO P1 and P2 being put in place, that as a minimum recovers the City Council investment to date.**

EXEMPT ITEMS

Exempt Item

In the event that any Member or Officer wishes to discuss the information set out in Annex 1 to Agenda Item 5, the Committee will be invited to resolve to exclude the public for the consideration of the Annex by passing a resolution in relation in the following terms:

"that the public be excluded during the consideration of the Annex since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

NOTE: The report does not contain exempt information and is available to the public.

ANNEX 1 TO THE ITEM NAMED HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.

5. Management of Household Waste Recycling Centres in Oxfordshire - Contract Extension (Pages 47 - 72)

Forward Plan Ref: 2023/250

Contact: Steve Burdis , Joint Group Manager (Waste Management), steve.burdis@oxfordshire.gov.uk

Report by Corporate Director Environment & Place (**CMDCCDE5**).

To determine the contractual way forward for The Management of Household Waste Recycling Centres In Oxfordshire Contract.

The information in this case is exempt in that it falls within the following prescribed categories:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that a negotiation is ongoing and would prejudice the position of the authority in the process of that negotiation and the Council's standing generally in relation to such matters in future, to the detriment of the Council's ability properly to discharge its fiduciary and other duties as a public authority.

Annex 1 containing exempt information under the above paragraph is attached.

The Cabinet Member is RECOMMENDED to

- a) Approve that the current Contract for: The Management of Household Waste Recycling Centres in Oxfordshire be extended for the full period of 3 years; and**
- b) Delegate to the Corporate Director of Environment Place, in consultation with the Section 151 Officer and Cabinet Portfolio Holder, finalisation of the contract 3- year extension and the contract amendments, as detailed in Annex 1, to alleviate some of the current contract challenges to deliver service contract improvements.**

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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Divisions Affected - All

Cabinet Member for Climate Change Delivery & Environment

12 October 2023

Oxfordshire Local EV Infrastructure (OXLEVI) Programme

Report by Corporate Director Environment and Place

RECOMMENDATION

1. **The Cabinet Member is RECOMMENDED to**
 - a) Grant approval for OCC to submit a Stage 2 Application to the Office for Zero Emissions Vehicles (OZEV) by 30 November 2023 for Oxfordshire's allocation of £3.655 million Local Electric Vehicle Infrastructure (LEVI) funding, and grant approval to subsequently accept and spend these funds from OZEV according to the submitted LEVI proposal.
 - b) Grant approval for OCC to tender for Chargepoint Operators (CPOs) for EV charging contracts in Oxfordshire; Lot 1 being for a concession contract with OCC to install and operate EV charging hubs and roadside/on-street chargers on OCC estate and Highways; Lot 2 being for a concession contract with a different supplier with Cherwell District Council (CDC), West Oxfordshire District Council (WODC), South Oxfordshire District Council (SODC), Vale of White Horse District Council (VOWH) and Oxford City Council (OxCity) to install and operate EV charging hubs in their car parks. Lot 3 will be for a separate supplier to be contracted to OCC to deliver a Community Microhubs Scheme and may be tendered at the same time or at a later date. The tender will be a joint tender on behalf of all Oxfordshire County and District Councils, which Oxfordshire County Council will lead.
 - c) Delegate authority to Corporate Director Environment and Place to appoint Chargepoint Operators through the joint tender exercise following assessment and moderation by all council partners, with final decision-making responsibility residing with Oxfordshire County Council.
 - d) Delegate authority to Corporate Director Environment and Place to enter into a bi-lateral concession contract between OCC and the chosen Chargepoint Operator in Lot 1 (contract value of > £1million), and to enter into the associated Leases and Licences for each site with

this appointed Chargepoint Operator following completion of full feasibility studies and sign off at the OXLEVI Programme Board.

- e) Delegate authority to Corporate Director for Environment and Place to enter into a contract for the supplier to deliver Community Microhubs (expected contract value <£1million).
- f) Delegate authority to Corporate Director for Environment and Place to amend the partnership agreement with the City Council to enable on-street elements of the Go Ultra Low Oxford (GULO) P1 and GULO P2 projects to transition from Oxford City Council to Oxford County Council, subject to the following conditions being fulfilled:
 - i. The County Council being satisfied that they can meet the funding obligations within the GULO P2 funding agreement
 - ii. The Office for Zero Emissions Vehicles (OZEV - who are the funding body for GULO) agreeing for the transfer to take place.
 - iii. There being an agreement by both Councils on the methodology for delivery of the key outputs of GULO P2, including the number of EVCPs and GUL-e committed under GULO P2, that are delivered to updated timeframes that are agreed with the City Council and OZEV
 - iv. GULO P1 estate and highways related GULO P2 funding both being transferred
 - v. An updated partnership agreement, including a revenue share arrangement for the assets associated with GULO P1 and P2 being put in place, that as a minimum recovers the City Council investment to date.

Executive Summary

1. OXLEVI is the Oxfordshire Local Electric Vehicle Infrastructure Programme; a programme led by Oxfordshire County Council, in collaboration with Oxfordshire's five Tier Two Councils.
2. The programme seeks to support the transition to electric vehicles across Oxfordshire, with a particular focus on supporting residents who need access to public electric vehicle (EV) charging, due to their lack of off-road parking. The programme targets deployment of EV charging in rural areas, areas with a high concentration of properties without off-road parking, and deprived areas of the county to support Oxfordshire's net zero goals.
3. Oxfordshire County Council (OCC) – as lead Highways Authority for Oxfordshire – has been allocated c.£3.655 million funding from Office for Zero Emissions Vehicles (OZEV) from the new Local EV Infrastructure (LEVI) fund to work with lower tier Council partners to deliver public EV charging infrastructure across Oxfordshire in the next two years. OCC have also been granted £529k in revenue funding to contribute towards resourcing of programme delivery.

4. OCC is now required to submit a detailed proposal to OZEV by 30 November 2023 outlining how the grant fund allocation will be spent in order to meet funding requirements and the strategic objectives of Oxfordshire Councils. OCC are leading City and District Councils in a collaborative process to draw up the proposal and will also lead a joint tender exercise via Oxford City Council's Dynamic Purchasing System (DPS) to appoint the suppliers to deliver the EV charger deployment and operation for all council partners.
5. The overall programme of works is being referred to as 'OXLEVI' and delivery will focus on 3 key workstreams:
 - **'Residential EV Hubs'** in Council controlled car parks in market towns, larger villages, and in Oxford.
 - **'Community EV Microhubs'** at community buildings such as village halls, community centres, schools and churches, primarily in rural areas of Oxfordshire.
 - **'Roadside EV Chargers'** on residential streets where there are no options for Residential EV Hubs or Community EV Microhubs to be deployed within a 5-minute walk.
6. In addition to the LEVI funding, OCC will also be looking to take on funding and responsibility for delivering the roadside EV charging elements of the OZEV-funded Go Ultra Low 2 (GULO2) project which has up until now been led by Oxford City Council. This aspect of the project will now be completed by OCC as owner of all future roadside EV charging contracts. The GULO2 project has a capital budget of c.£400k and targets to install c.100 roadside chargepoints in Oxford. Funding for these will be ringfenced within the overall budget and EV chargers deployed will be additional to those allocated for Oxford within the main LEVI fund.
7. The main benefits of the OXLEVI programme for Oxfordshire will be:
 - Grant funding investment from the Office for Zero Emission Vehicles of c£3.655M capital and c£529k revenue funding
 - Delivery of up to 1,200 new electric vehicle charging points (EVCP) across Oxfordshire in Phase 1 (majority delivered by end of 2025); achieving up to 90% of projected requirements for 2025 and 38% of projected requirements for 2030.
 - Commercial partnerships with Charge Point Operators (CPOs) to operate and maintain an ongoing concession for EVCPs at Residential Hubs and Roadside EVCPs over 15 years.
 - CPO match-funding capital investment in EV infrastructure of up to an estimated £7.3m in Phase 1 delivery (LEVI Grant Funded Period).
 - CPO investment in further roll-out of EVCPs at concession sites beyond the LEVI grant funding period.
 - Share of concession chargepoint revenue/profit for Councils estimated at 10-20% (projected to be up to £1.9m surplus income across partnering Councils over the life of the 15-year contract).

- A grant scheme to fund and deliver up to 200 standard (7-22kW) EV chargepoints (EVCPs), at up to 100 'Community Microhubs' at community asset buildings (e.g. village halls and community centres), targeted at rural areas of Oxfordshire.
 - EV Infrastructure delivery transitioning from 'Innovation Projects' to being embedded in E&P Placemaking and Highway Operations Processes
 - A streamlined and controlled process for delivery and management of EV Infrastructure in the Highway
 - Delivery on Oxfordshire EV Infrastructure Strategy (OEVIS) target of converting 7.5% of Council managed car park spaces to EV charging by 2025
 - Ability to introduce EV car clubs at a greater number of locations as a result of increased council-controlled public EV charging infrastructure
8. Since OCC will be responsible for all roadside/on-street EV charging on the Highway going forward, the Chargepoint Operator contracted by OCC will also be expected to adopt the existing Oxford City Council roadside/on-street estate comprising 49 individual chargepoints within the City boundary as part of the GULO2 transition.
9. An Outline Business Case (OBC) for OXLEVI was approved at OCC Strategic Capital Board on 7 September.

Corporate Policies and Priorities

10. The OXLEVI Programme aligns with Oxfordshire's key plans and strategies:

- [Electric Vehicle Infrastructure Strategy](#) (OEVIS)
- [Energy Strategy](#)
- [Climate Action Framework](#)
- [Air Quality Action Plans](#)
- [Local Transport & Connectivity Plan](#) (LTCP5)
- [Regional Transport Strategy](#)

11. The proposal aligns with the following council Corporate Priorities:

- **Put action to address the climate emergency at the heart of our work;** This proposal supports a reduction in annual carbon emissions from cars from 730k tonnes in 2022 to 51.5k in 2039¹
- **Tackle inequalities in Oxfordshire;** OXLEVI targets EV Infrastructure deployment into rural and less affluent areas, which are difficult to reach with traditional market-led roll-out.
- **Prioritise the health and wellbeing of residents;** By facilitating the transition to cleaner vehicles, this programme supports an improvement in Air Quality, and a reduction in the health impacts associated with air pollution.
- **Invest in an inclusive, integrated and sustainable transport network;** This proposal supports the transition to a zero-emissions transport

system by 2040 and targets set out in the Oxfordshire Electric Vehicle Infrastructure strategy, specifically:

- Support residents who have no off-road parking to charge their EVs safely
- Convert 7.5% of council managed public parking spaces to EV charging
- **Work with local businesses and partners for environmental, economic and social benefit;** this programme proposes close collaboration with tier 2 councils, parish and town councils and other local partners to deliver environmental benefits.

Financial Implications

12. OCC has been allocated £3.655M funding from OZEV's LEVI Capital grant fund for capital delivery as well as £529k funding from the LEVI Capability grant fund for resourcing.
13. Capability funding will be used to resource the delivery of the programme using existing staff resources, and the LEVI Capital grant will be used the fund:
 1. Up to 100% of Phase 1 CAPEX for Rural Micro-Hubs – Community Asset building owners/managers will also be offered an opportunity to contribute their own funding to the scheme to help grant go further and/or to enable more or faster speed chargers to be installed as appropriate.
 - 40% of phase 1 CAPEX for Residential Hub and Roadside EV Chargers workstream, with the remainder expected to be funded by investment by the contracted Chargepoint Operators (CPOs).
14. Beyond Phase 1 of the programme, OCC will utilise up to 100% private investment from CPOs to fund delivery, with potential to include funding from developers (i.e., CIL or S106 funding) particularly in commercially unattractive areas.
15. The estimated total cost for delivery of the proposed LEVI phase 1 programme is £7.3M. An initial cost model for the proposal has been completed and was presented to the OCC Strategic Capital Board on 7 September 2023.
16. All capital for OXLEVI phase 1 is expected to be externally funded by grant and private sector investment. Investment is estimated to be £3.6M grant and £7.3M private sector funding. Where issues relating to cost are encountered the overall budget will be maintained by re-scoping the proposed delivery.
17. OCCs operational revenue costs for the Phase 1 estate are likely to be £376k over 15 years, which may be off-set by income of up to £428k over the same period.

Comments checked by:

Prem Salhan, Finance Business Partner - Resources
Prem.Salhan@Oxfordshire.gov.uk

Legal Implications

18. As part of the UK's transition to net zero, the Government's EV Infrastructure Strategy sets out roles for major stakeholders including local authorities. The Local Government Act 2000 gives local authorities powers to promote the economic, social and environmental well-being within their boundaries.
19. OCC will be tendering three Lots within a joint tender exercise using the Oxford City Council Dynamic Purchasing System (DPS) as the chosen route to market. This will be a joint tender on behalf of all Oxfordshire County and District Councils, which Oxfordshire County Council will lead.
20. The tender will include three distinct Lots as follows:
 - Lot 1 will be a 15-year full concession with a Chargepoint Operator to install, operate and maintain OCC's public EV charging network in OCC car parks and on the highway. This will result in a bi-lateral contract between OCC and the successful supplier. This contract will also include the adoption of up to 49 existing EVPC in Oxford that have until now been under a contract with Oxford City Council.
 - Lot 2 will be a 15-year full concession contract with a different Chargepoint Operator to install, operate and maintain Residential EV Charging hubs in car parks under the control of Ox City, CDC, WODC, SODC and VOWH. The contracts will be between the CPO and these Tier 2 councils.
 - Lot 3 – which may or may not be tendered at the same time – will procure 'standard' chargepoint hardware installation and operation/maintenance services from a reliable CPO at Community Microhub sites owned by community-based third party locations such as village halls, community centres and churches. Contract terms will allow hosts to contribute their own funding to access this contract at a later date after the LEVI grant funding is spent. Any tenders will be written on the basis that once the services have been set up, the contracts will be novated from the Council to the relevant community-based host authority. This will result in any liabilities under the contract with the Supplier, being transferred from the County Council to the host authority.
20. As set out in paragraph 20 below, Lots 1 & 2 are in the nature of a concession contract, whereby the local authorities entrust the provision and the management of the EV services to one or more suppliers, the consideration of

which consists either solely in the right to exploit the services that are the subject of the contract or in that right together with payment. The contract values will likely meet the threshold required to trigger application of the Concessions Contract Regulations 2016 (“CCR 2016”). The Oxford City Council DPS is a CCR 2016 compliant tender process which has now been amended to include Concession Contract terms and conditions.

21. Lot 3 being a contract for the supply of services will be governed by the Public Contract Regulations 2015 (“PCR”). The Oxford City DPS also contains supply of services terms, compliant with PCR 2015.
22. OCC’s procurement team is fully engaged with the project and has drafted a detailed procurement plan and timeline, utilising soft-market testing carried out in 2022. All supply or concession contracts will comply with the Council’s Contract Procedure Rules.

Comments checked by:

Busola Akande, Solicitor Legal Services (Contracts Team)
Busola.Akande@oxfordshire.gov.uk

Staff Implications

OCC Personnel

23. Delivery of the first phase of the OXLEVI programme will require significant resources from across Oxfordshire County Council, with much of the required staff resource time likely to be provided by staff in existing roles and funded from the LEVI Capability fund from OZEV. These roles are expected to include a Project Manager to lead on delivery of Roadside EV chargers and a Project Officer to support delivery across all LEVI funded workstreams.

District Council Personnel

24. In addition to the above, it is anticipated that a Project Manager will also act as a shared resource for the delivery of Residential EV Hubs across CDC, SODC, VOWH and WODC sites. This post may be a seconded staff member from a one of the partner councils with EV project management experience. Oxford City Council will use existing internal Project Management staff for delivery of Residential EV Hubs within Oxford.
25. Tier 2 Councils will be responsible for providing Property, Legal and Parking teams resources for decisions relating to site layouts, exact numbers and types of chargers/bays, stakeholder engagement and communication etc. to support delivery of Residential EV hubs on their own estate. These internal support roles will need to be funded by Tier 2 councils from their own identified budgets.

Equality & Inclusion Implications

26. Overall, the OXLEVI project seeks fundamentally to increase access to EVs across all groups and to avoid/redress any inequalities created by an otherwise market-led approach to EV charging infrastructure provision.
27. An Equalities Impact Assessment has been completed for the OXLEVI programme which concludes that:
 - No groups are disadvantaged or discriminated against by the OXLEVI programme
 - Several groups are positively advantaged by the programme, which are as follows:
 - a. People with disabilities – as at least one DDA compliant accessible EV charging bay will be installed at every EV charging hub (where possible), and all suppliers will be asked in the tender to explain how they intend to meet the new [PAS 1899:2022 guidelines](#) for accessible EV charging. Roadside charging will be the lowest priority (and may be installed on build-outs where needed), thereby leaving pavements freely accessible for walking and wheeling.
 - b. Rural communities – who are more isolated and car dependent will be given greater opportunity to benefit from the transition to zero carbon EVs through the community microhubs scheme, which will be able to offer affordable EV charging at a community level in more remote geographical areas.
 - c. Deprived communities – EV uptake might currently be slower in such areas, but is set to increasing as more working drivers switch to EV and the secondhand EV market expands. The strategic approach and site selection will mean a fair spread of EV chargers across these as well as the more affluent areas, ensuring more deprived areas are not left behind or disadvantaged.
 - d. Carers - will arguably be advantaged by the programme since they are likely to be regularly driving cars around Oxfordshire to fulfil caring responsibilities, and will be more enabled to switch to driving EV when there is a comprehensive network of reliable and affordable chargers right across Oxfordshire.

A full Equalities Impact Assessment is attached to this report in Annex 1.

Sustainability Implications

28. A full Climate Impact Assessment of the OXLEVI programme shows an overall positive climate impact across energy, sustainable transport, procurement and investment, people and organisations, and a just transition.
29. The programme has built in mitigations to counteract some of the negative impacts indicated by supporting the use of private (although cleaner) vehicles, including co-location with Transport Hubs and inclusion of shared car club vehicles where possible.

A full Climate Impact Assessment has been reviewed and approved by the Head of Climate Change and is attached to this report in Annex 2.

Risk Management

30. A full Risk Assessment for this programme has been completed and key risks will be monitored and reviewed regularly during programme delivery via the newly arranged governance processes for the OXLEVI programme; a monthly Delivery and Operational Group, escalating to a quarterly Strategic Oversight Programme Board.

The key risks to make members aware of at this point in time are set out in Annex 3.

Consultations

31. Detailed consultation and collaborative working is ongoing with colleagues from the City and all District Councils to ensure that the Oxfordshire proposal meets all of our strategic aspirations and will deliver for our communities.
32. Survey work and consultation has already taken place with a large number of Town and Parish Councils, Community First, Low Carbon Hub and other community organisations which has helped to shape our proposals for the Community Microhub workstream and create an offer that will be appealing and readily accepted by these stakeholder groups. A call for Expressions of Interest in the scheme from potentially site owners closed on 15 September with over 150 submissions.
33. A 'demand tracker' tool was launched on OCC's Let's Talk platform in August 2023, which shows allows residents to identify areas where they feel public EV chargers, EV charging hubs and car clubs would be beneficial across Oxfordshire. Submissions will help inform site selection decisions going forward.
34. Soft market testing has been carried out with several Chargepoint Operators to inform the procurement exercise that will support delivery of the LEVI funded projects. OCC also gains insights from market testing exercises completed by other UK local authorities that have relevance for the Oxfordshire programme.
35. The project delivery team are working with Corporate Comms on a comprehensive comms and stakeholder engagement plan for this important and expansive project, in order to ensure that a) all key stakeholders are engaged appropriately and in a timely manner, b) a level of promotion of the scheme is planned that matches the significance of the project and its impact on local people and c) that communications around the scheme are considered within the context of other key OCC projects and communication priorities.

36. The main sensitivities we need to consider at this point are around managing expectations of which communities will benefit from the programme (since we will not be able to meet all needs at once) and being able to explain our strategic decisions around site locations. In public communications we will need to consider that transport is a sensitive topic at the current time but remain mindful that this programme will provide positive enablement of people to make the choice to switch to EV, rather than restrict anyone's freedoms or force lifestyle changes against anyone's will.

Bill Cotton
Corporate Director for Environment and Place

Annex 1: Equalities Impact Assessment
Annex 2: Climate Impact Assessment
Annex 3: Key Risks

Background papers: Oxfordshire EV Infrastructure Strategy (OEVIS) can be found here:
www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-connecting-oxfordshire/OxfordshireElectricVehicleInfrastructureStrategy_0.pdf

Other Documents: LEVI guidelines and Stage 2 application form can be found here: www.gov.uk/guidance/apply-for-local-ev-infrastructure-levi-funding#apply-for-levi-capital-funding

Contact Officer: Jenny Figueiredo, EV Charging Project Manager, ZEV and Energy Integration Team
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September 2023



Oxfordshire County Council
Equalities Impact Assessment

Oxfordshire Local Electric Vehicle Infrastructure (OXLEVI)

11 July 2023

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Section 1: Summary details

Directorate and Service Area	Led by Zero Emission Vehicle (ZEV) and Energy Integration Team (iHub) part of the IT, Innovation and Digital Service; working with Environment and Place – Highways Operations and Transport & Infrastructure.
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	The Oxfordshire Local Electric Vehicle Infrastructure Programme (OXLEVI)
Is this a new or existing function or policy?	New programme to deliver capital aspects of the existing Oxfordshire Electric Vehicle (EV) Infrastructure Strategy (OEVIS) and to move EV infrastructure delivery from innovation projects to mainstream business as usual (BAU) delivery. The project will be funded by the Local EV Infrastructure grant (LEVI) supplied by government.
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	<p>The OXLEVI programme will deliver EV charging infrastructure to support the transition to Zero Emission Vehicles for residents who are less able to adopt EVs due to a lack of off-street parking. The programme will enable OCC and the District and City Councils to meet the capital infrastructure targets set out in the OEVIS, and provide EV charging distributed fairly across the county, prioritising rural areas where active and public transport options are not readily available. The scheme will support the development of BAU processes for long term EV charging infrastructure provision, and a long-term partnership with a commercial EV chargepoint provider, who will invest in expanding the network after grant funding from central government has been spent.</p> <p>The proposal will not bias, discriminate or unfairly disadvantage any individuals or groups within the community, since the EV chargepoints will be available to all members of the public without restriction and will be equitably spread across a wide range of geographical locations across Oxfordshire.</p> <p>The proposal will positively benefit disabled people/drivers, rural communities and areas of deprivation. It may also potentially benefit carers. It should make all of these named groups more able to transition to electric vehicles than if no intervention were taken, or if a solely market-led approach were taken.</p>
Completed By	Jenny Figueiredo

	EV Charging Project Manager, ZEV and Energy Integration Team, iHub, ITID
Authorised By	
Date of Assessment	12 July 2023

Section 2: Detail of proposal

<p>Context / Background</p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>In March 2021, Oxfordshire County Council, West Oxfordshire District Council, Cherwell District Council, South Oxfordshire District Council and Vale of White Horse District Council adopted the Oxfordshire EV Infrastructure Strategy (OEVIS), to set out Oxfordshire’s strategic policies and actions required to meet growing EV infrastructure demand and support the shift to toward zero carbon transport.</p> <p>The strategy set policies and targets across a number of areas. The OXLEVI project will actively support delivery of;</p> <ul style="list-style-type: none"> • Converting 7.5% of local authority managed public car park spaces, to fast or rapid EV charging by 2025. • Managing local authority parking to promote EV charging bays, encourage destination and overnight charging for private vehicles, car club vehicles, and business vehicles. • Promoting a hierarchy of EV charging solutions for those without access to off-road parking, prioritising off-street charging, and solutions avoiding street clutter. The Office for Zero Emission Vehicles has notified OCC of an allocation of £3.655M Capital and £529k revenue funding for delivery of EV Infrastructure, subject to approval of OCCs application with a detailed proposal. The application will be made with the support of all five of Oxfordshire’s district councils, and it is anticipated that the districts will be key delivery partners in activities across the project workstreams. The OXLEVI project will use LEVI grant funding and private investment to meet predicted need for EV infrastructure and support decarbonisation of road transport, particularly in rural, car dependent communities. <p>The proposal also forms the basis of transition from grant funded innovation projects to deliver EV charging, towards business as usual (BAU) delivery in partnership with commercial organisations and other community stakeholders in Oxfordshire.</p>
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<p style="text-align: center;">Proposals</p> <p style="text-align: center;">Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>Delivery will focus on 4 key workstreams:</p> <ul style="list-style-type: none"> • ‘Residential EV Hubs’ in Council controlled car parks in market towns, larger villages, and in Oxford. • ‘EV Micro-Hubs’ at community buildings, primarily in rural areas of Oxfordshire. • ‘Roadside EV Chargers’ on residential streets where no Residential EV Hub or EV Micro-Hub can be deployed within a 5-minute walk. • ‘Park & Ride EV Hubs’ at OCC P&R sites <p>Further details of each workstream are as follows:</p> <p>i.) Residential EV Charging Hubs</p> <p>In market towns and urban locations larger ‘Residential EV Charging Hubs’ are required to provide more EVCP spaces where density of households without off-road parking is greater. The workstream will focus on delivering these hubs in; Tier 2 council off-road parking, and in OCC controlled Highway parking which has a ‘car park’ style layout, for example parking in market squares or similar areas. These provide primary overnight charging for local residents, as well as destination charging for businesses, visitors and commuters during the daytime.</p> <p>This workstream will deliver:</p> <ul style="list-style-type: none"> • A network of up to 600 LEVI grant funded standard (7-22kW) EVCPs in ‘residential charging hubs’ across Oxfordshire by end 2025 (phase 1), leveraging up to 60% capital contributions from a commercial CPO partner. • Primary overnight charging for up to 9000 households living within a 5-minute walk of hub sites. • Meeting OEVIS 7.5% target for EV charging spaces in non-P&R council car parks by end 2025. • EV car-club bays, accessible EV charging bays, and light commercial EV charging bays at selected sites – linking with Transport Hub Strategy • Rapid EVCPs commercially funded by CPO at selected sites • Long-term (10-15 year) concession contracts with a chargepoint operator to deliver up to 1,200 further EVCPs using a combination of private investment and developer funding (s106/CIL etc.) over a further 2 delivery phases. <p>Partners</p> <ul style="list-style-type: none"> • OCC – Lead and delivery on OCC controlled land • District and City Councils – delivery on own off-road parking estate • EV Charge Point Operator (CPO) • Possible inclusion of other public bodies i.e., NHS trusts willing to host residential charging hubs. <p>ii.) EV Micro-hubs:</p>
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EV charging is a key priority for reducing transport emissions in rural communities where residents are more car dependent. However, in rural areas, securing investment in a concession contract by commercial EV Chargepoint Operators (CPOs) is challenging due to low population density making a weaker investment case. Village halls, community centres and other community assets are often located in the centre of a community or residential area, close to homes without access to off-road parking; ideal for community owned EV charging in rural areas.

This workstream will deliver;

- A grant scheme run by OCC to fund community EV charging assets in rural areas - filling gaps in the current network
- A network of up to 200 public EV chargepoints in 50-100 EV Micro-Hubs hosted by community centres, village halls and other community assets across Oxfordshire
- Owner-operated EV Micro-hubs, already piloted by Suffolk County Council which do not rely on private investment.
- No ongoing stewardship responsibilities for OCC - The chargepoint host is responsible for the assets on their land and contract management with the CPO.

Partners:

- OCC (Lead)
- EV Micro-hub hosts - Town/Parish Councils and similar non-profit organisations
- EV chargepoint supplier/operator
- Other stakeholders: District Councils and community organisations may assist in engaging with potential Microhub hosts. District Councils may assist with development of grant assessment criteria.

iii.) Roadside EV charging:

There are some areas of Oxfordshire where it may be necessary to install EV chargers at the roadside in residential streets because;

- There is no off-road car park or highway car park within a 5-minute walk where a public EV charging hub can be developed

While the scale and distribution of these areas is not known in detail, the majority are likely to be found in the denser urban areas of Oxfordshire.

This project work package will deliver;

- A network of up to 302 safe and appropriate Roadside EV Chargepoints, filling in gaps in provision where there is no alternative option.
- Long-term (10-15 year) concession contracts with a chargepoint operator to deliver up to 500 further EVCPs using a combination of private investment and developer funding (s106/CIL etc.) over a further 2-3 delivery phases.

	<p>Partners</p> <ul style="list-style-type: none"> • OCC will lead across all EV charging installed on Highway land, working directly with the appointed Charge Point Operator (CPO). • Other stakeholders: Tier 2 councils will have opportunities to recommend locations for roadside public EV charging through the programme governance structures. <p>iv.) Park and Ride EV Hubs; There is an urgent need to install EV charging facilities in OCC’s Park and Ride sites to meet OCC’s commitment to convert 7.5% of parking spaces to EV charging by 2025, to support visitors and commuters travelling in Oxfordshire, and approaching the Oxford ZEZ. Park and Ride sites are key locations for Transport Hubs planned in the Transport Hub Strategy, and EV charging is one of the components required for these developments. A mix of standard and rapid/ultra-rapid charging can support visitors and commuters staying for several hours, and support high-mileage working drivers (taxis, care workers, delivery drivers and other working drivers) who need a quick turnaround. Aggregating these commercially attractive sites with smaller residential EV charging hub sites increases the attractiveness of the overall offer for CPOs although no LEVI grant funding is anticipated to be used to support this work. This workstream will deliver:</p> <ul style="list-style-type: none"> • Up to 200 standard (7kW) and 50 fast/rapid/ultra-rapid EVCPs in OCC Park and Ride sites by 2025 (phase 1), leveraging up 100% capital contributions from a commercial CPO partner. • Destination and rapid charging for visitors, commuters, taxis, care workers and other working drivers. • Meeting OEVIS 7.5% target for EV charging spaces in OCC P&R car parks by end 2025. • EV car-club bays, accessible EV charging bays, and light commercial EV charging bays at selected sites – linking with Transport Hub Strategy • A long-term (10-15 year) concession contract with a chargepoint operator to deliver up to 200 further EVCPs using a combination of private investment and developer funding (s106/CIL etc.) over a further 2-3 delivery phases. <p>Partners</p> <ul style="list-style-type: none"> • OCC working directly with appointed Chargepoint Operator (CPO)
<p>Evidence / Intelligence</p> <p>List and explain any data, consultation outcomes, research findings, feedback from service</p>	<p>This proposal supports a reduction in annual carbon emissions from cars from 730k tonnes in 2022 to 51.5k in 2039, as the Oxfordshire (Car based) vehicle parc transitions to ZEV. This data is based on an assumption that the total vehicle parc for Oxfordshire remains largely similar across this time period, and that annual mileage increases with an uplift factor of 1 applied. (National EV Insight & Strategy (NEVIS) Tool data, 2023). The proposal targets EV charging infrastructure into areas where lack of private off-road parking (and therefore home EV charging) is a</p>

<p>users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	<p>barrier to ZEV adoption. Over 34% (111,000) of Oxfordshire households have to park their car on the street, and are therefore less likely to switch to a cleaner battery electric vehicle. Currently only 19% of these households are within 5 minutes walking distance (400m) of a public EV charger.</p> <p>In an Oxfordshire survey of 1,758 people in October 2021:</p> <ul style="list-style-type: none"> • 19% of respondents had no off-street parking access • 77% of these said this was a barrier to them owning an EV • 67% of them said this was the biggest barrier <p>Oxfordshire currently has fewer than 500 EV chargepoints (sockets) of various speeds. To support drivers without access to an off-road home EV charger, data from the NEVIS tool indicates that Oxfordshire will need an additional 1284 fast chargers (7-22kW) by 2025, 3816 fast chargers by 2030, and 8345 by 2039. The county will also need up to 175 rapid and ultra rapid by 2025, 300 by 2030 and 607 by 2039. (Nevis Tool data, 2023) The ZEV team has used GIS data to identify locations across Oxfordshire where public EV charging infrastructure is required to support the ZEV transition, including identifying rural areas with a lack of EV charging provision, where residents are in access to services deprivation, and where car dependence on accessing services is high. Further GIS mapping and modelling will be carried out over the coming months as the site selection process for EV chargers progresses.</p>
<p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>Options appraisal attached</p>

Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	n/a

<p>Disability</p>	<p><input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Around 22% of the UK population is estimated to have a disability and 4.3% of the UK population hold a Blue Badge. Disabled people are likely to be some of the more car dependent drivers as well as those most suited to driving electric vehicles due to their ease of use.</p> <p>This project intends to include at least one fully DDA compliant accessible EV charging bay installed in every EV charging hub (<i>or every one over a certain a size tbc</i>) and therefore ensure that public EV charging facilities can be accessed by those with a variety of additional needs.</p> <p>Accessibility will be a key priority for in the tender process and we will require suppliers to outline how they intend to meet the new PAS 1899:2022 guidelines for</p>			
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				<p>accessible EV charging specification in their tender.</p> <p>The OEVIS already prioritises installation of EV charging hubs in off-road car parks over roadside charging in order to keep pavements freely accessible for walking and wheeling. Where roadside charging is the only option for providing EV charging, we will meet the Inclusive Mobility guidelines.</p>			
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	n/a
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	n/a
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	n/a
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	n/a
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	n/a
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	n/a

Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a	n/a
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Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Rural communities are recognised as being more car dependent than urban communities and are currently disadvantaged in the transition to EV by having very little public EV charging in rural areas. A market-led approach to EV charging alone may see rural communities continue to be disadvantaged, as the business case for EV charging is weaker in less densely populated areas (with potentially fewer employment opportunities and visitor/commercial offerings).</p> <p>The proposed 'community micro-hubs scheme' will begin to address these gaps in public EV charging provision, by utilising government grant funding to ensure EV charging facilities are provided in more</p>	n/a	n/a	n/a

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
				remote areas and with tariff setting within the control of local community site owners who can choose to provide e.g. lower tariffs for local people. This will therefore give rural communities a more equal opportunity to transitioning to electric vehicles and the environmental and economic benefits that brings.			
Armed Forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		n/a	n/a	n/a
Carers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carers are potentially more likely to be car dependent/higher mileage drivers than the average resident and will potentially be completing many trips around Oxfordshire on a regular basis. Increasing the spread of reliable and affordable EV chargers across the county should give carers more reassurance about the	n/a	n/a	n/a

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
				possibility of switching from petrol/diesel vehicles to electric, and therefore potentially reducing their own costs and carbon emissions.			
Areas of deprivation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Areas of deprivation are unlikely to have seen early adoption of EV, but as the second-hand EV market increases and more working drivers are switching to EV it is likely that more and more drivers in deprived areas will look to switch to EV, and it's important to ensure that public EV charging is available to meet that growing demand.</p> <p>A solely market-led approach to EV charging alone may see deprived communities disadvantaged, as the business case for EV charging is weaker in these areas traditionally. However, the strategic site selection</p>	n/a	n/a	n/a

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (* Job Title, Organisation)	Timescale and monitoring arrangements
				<p>approach and use of grant funding in this scheme will ensure a fair and equitable spread of EV charging provision, and the community micro-hubs scheme element will provide an opportunity for community locations within deprived areas to provide potentially lower tariffs to suit their communities.</p> <p>The project team will be using a set of comprehensive mapping tools to inform site selection to ensure that EV chargers are deployed in low- and medium-income areas and not just high-income areas where traditionally EV uptake has been highest until now.</p>			

Section 3: Impact Assessment - Additional Wider Impacts

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A major increase in public EV charging across Oxfordshire will mean OCC staff will likely find themselves living closer to a public EV charging point, therefore making it potentially easier for them to personally switch to driving an electric vehicle and benefit from potentially reduced driving costs as well as lower carbon emissions.	n/a	n/a	n/a
Other Council Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCC is looking to decarbonise its entire fleet, which for many vehicles will mean switching to electric. The presence of a comprehensive network of fast and rapid public EV chargers across Oxfordshire, along with the potential to introduce EV car club vehicles at many EV charging 'hub' sites, will mean that Council fleets can electrify	n/a	n/a	n/a

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
				more quickly, and more staff can have access to EV pool vehicles etc.			
Providers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OCC's providers are also likely to be looking to decarbonise their fleets in order to reduce costs and environmental impact and to be prepare for the Oxford ZEZ and the proposed ban on sale of new petrol and diesel vehicles in 2030. The presence of a comprehensive network of fast and rapid public EV chargers across Oxfordshire, along with the potential to introduce EV car club vehicles at many EV charging 'hub' sites, will mean that OCC's providers can electrify more quickly and more staff can have access to EV pool vehicles etc.	n/a	n/a	n/a

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Social Value ¹	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The provision of a comprehensive network of public EV chargers across Oxfordshire will provide more equal opportunities for all residents and businesses to transition to electric vehicles, with the associated environmental and financial benefits this brings. Investing in EV charging infrastructure across a wide variety of geographical areas within Oxfordshire will mean that visitors from outside of the area will continue to be able to visit Oxfordshire and bring money into the local economy when more people are driving electric vehicles.</p> <p>In addition to this, the tender of the chargepoint operator concession will include a 17%</p>	n/a	n/a	The social value impact of the contract will be monitored via the Social Impact Portal

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
				social value weighting, therefore the appointed supplier(s) will likely be investing significantly in e.g. local staff/apprenticeships to deliver services, supporting local community initiatives, improving biodiversity etc.			

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

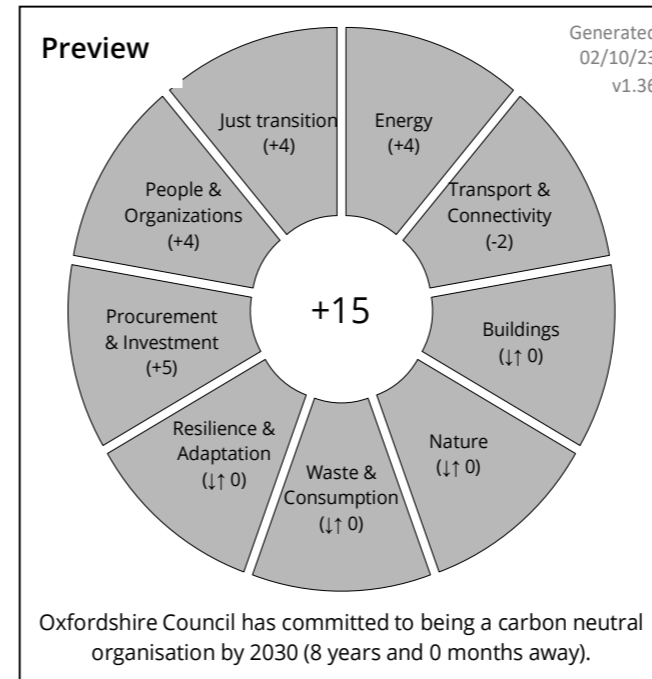
Review Date	n/a as no bias, negative impact or disadvantage identified
Person Responsible for Review	n/a as no bias, negative impact or disadvantage identified
Authorised By	n/a as no bias, negative impact or disadvantage identified

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Climate Impact Assessment

Summary

Directorate and Service Area	Led by ZEV & Energy Integration Team (iHub), IT, Innovation and Digital Service. Working with Environment and Place - Highways Operations and Transport & Infrastructure
What is being assessed	The Oxfordshire Local Electric Vehicle Infrastructure Programme (OXLEVI)
Is this a new or existing function or policy?	New programme to deliver capital aspects of the existing Oxfordshire Electric Vehicle (EV) Infrastructure Strategy, and move EV Infrastructure delivery from innovation projects to mainstream BAU delivery.
Summary of assessment	The OXLEVI programme will deliver EV charging infrastructure to support the transition to Zero Emission Vehicles for residents who are less able to adopt EVs due to a lack of off-street parking. The programme will enable OCC and the District and City Councils to meet the capital infrastructure targets set out in the OEVIS, and provide EV charging distributed fairly across the county, prioritising rural areas where active and public transport options are not readily available. The scheme will support the development of BAU processes for long term EV charging infrastructure provision, and a long term partnership with a commercial EV chargepoint provider, who will invest in expanding the network after grant funding from central government has been spent. The assessment shows an overall positive climate impact across energy, sustainable transport, Procurement & Investment, People & Organisations, and a just transition. The programme has built in mitigations to counteract some of the negative impacts indicated by supporting the use of private (although cleaner) vehicles, including co-location with Transport Hubs, and inclusion of car club vehicles where possible.
Completed by	Elizabeth Bohun - Lead Technologist - ZEV & Energy
Climate action sign off by	Tammy Marret
Director sign off by	
Assessment date	45169



Detail of proposal

<p>Context / Background</p>	<p>In March 2021, Oxfordshire County Council, West Oxfordshire District Council, Cherwell District Council, South Oxfordshire District Council and Vale of White Horse District Council adopted the Oxfordshire EV Infrastructure Strategy (OEVIS), to set out Oxfordshire’s strategic policies and actions required to meet growing EV infrastructure demand, and support the shift to toward zero carbon transport.</p> <p>The strategy set policies and targets across a number of areas. The OXLEVI project will actively support delivery of;</p>
<p>Proposal</p>	<p>Delivery will focus on 4 key workstreams:</p> <ul style="list-style-type: none"> •‘Residential EV Hubs’ in Council controlled car parks in market towns, larger villages, and in Oxford. •‘EV Micro-Hubs’ at community buildings, primarily in rural areas of Oxfordshire. •‘Roadside EV Chargers’ on residential streets where no Residential EV Hub or EV Micro-Hub can be deployed within a 5-minute walk. •‘Park & Ride EV Hubs’ at OCC P&R sites • <p>h.</p> <p>Further details of each workstream are as follows:</p> <p>i.Residential EV Charging Hubs</p> <p>In market towns and urban locations larger ‘Residential EV Charging Hubs’ are required to provide more EVCP spaces where density of households without off-road parking is greater. The workstream will focus on delivering these hubs in; Tier 2 council off-road parking, and in OCC controlled Highway parking which has a ‘car park’ style layout, for example parking in market squares or similar areas. These provide primary overnight charging for local residents, as well as destination charging for businesses, visitors and commuters during the daytime.</p>
<p>Evidence / Intelligence</p>	<p>This proposal supports a reduction in annual carbon emissions from cars from 730k tonnes in 2022 to 51.5k in 2039, as the Oxfordshire (Car based) vehicle parc Transitions to ZEV. This data is based on an assumption that the total vehicle parc for Oxfordshire remains largely similar across this time period, and that annual mileage increases with an uplift factor of 1 applied. (National EV Insight & Strategy (NEVIS) Tool data, 2023).</p> <p>The proposal targets EV charging infrastructure into areas where lack of private off-road parking (and therefore home EV charging) is a barrier to ZEV adoption.Over 34% (111,000) of Oxfordshire households have to park their car on the street, and are therefore less likely to switch to a cleaner battery electric vehicle. Currently only 19% of these households are within 5 minutes walking distance (400m) of a public EV charger. In an Oxfordshire survey of 1,758 people in October 2021:</p> <ul style="list-style-type: none"> •19% of respondents had no off-street parking access •77% of these said this was a barrier to them owning an EV •67% of them said this was the biggest barrier <p>Oxfordshire currently has fewer than 500 EV chargepoints (sockets) of various speeds, the majority of which are in Oxford city. To support drivers without access to an off-road home EV charger, data from the NEVIS tool</p>

**Alternatives considered /
rejected**

Options appraisal attached.

Category	Impact criteria	Score (-3 to +3)	Description of impact	Actions or mitigations to reduce negative impacts	Action owner	Timeline and monitoring arrangements
Energy	Increases energy efficiency	1	Promotes adoption of BEVs, which are more energy efficient than hybrid or ICE vehicles		Paul Gambrell	Monitoring of outcomes/benefits via OXLEVI Strategic Programme Board ongoing to 2039
Energy	Promotes a switch to low-carbon or renewable energy	2	Procurement will seek a charge point operator which provides 100% renewable energy.		Paul Gambrell	Feb 2024 (Procurement) - Monitoring of BEV uptake ongoing to 2039
Energy	Promotes resilient, local, smart energy systems	1	Project will seek opportunities to utilise/link with on-site renewable generation where feasible.		Paul Gambrell	

Transport & Connectivity	Reduces need to travel and/or the need for private car ownership	-3	The proposal will have a degree of negative impact by enabling private car use as drivers switch to electric vehicles. However, it does support the use of cleaner private vehicles in rural areas where public/active transport are not readily accessible. The proposal will also have positive impacts in supporting the development of transport hubs by providing the EV infrastructure element of larger hubs, providing EV charging close to public transport links, and introduce new car club locations across Oxfordshire.	Ensure continued collaboration with Transport Hub delivery team to maximise opportunities to locate EV chargers at proposed transport Hub Sites. Ensure contracting with Charge Point Operator includes clause re Car Club access to EV chargers.	Paul Gambrell	Monitoring of outcomes/benefits via OXLEVI Strategic Programme Board ongoing to 2039
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Transport & Connectivity	Supports active travel	-1	Deployment of EV chargers in the highway could reduce accessibility of roads/pavements if not carefully managed. As such, the Council's OEVIS strategy prioritises use of off-road sites such as car parks wherever possible, and the project will implement this policy.	Where there is no option to avoid installing EV chargers in residential streets, the site selection process and design process will seek to assess and mitigate any impact on accessibility and active transport. Installations will follow inclusive mobility guidelines, and cycle routes will be protected. Co-location of EV charging with Transport hubs (where possible) will facilitate/highlight active travel choices for charging users.	Paul Gambrell	Monitoring of outcomes/benefits via OXLEVI Strategic Programme Board ongoing to 2039
Transport & Connectivity	Increases use of public transport	N/A	Supports private car use, although only for EVs			
Transport & Connectivity	Accelerates electrification of transport	3	Supports transition to EV for the 111,000 (34%) of Oxfordshire households without access to home EV charging. Promotes confidence in EV charging network for all types of EV drivers. Supports working drivers transition to EV.	Co-location of EV charging with Transport hubs (where possible) will facilitate/highlight public transport choices for charging users.	Paul Gambrell	Monitoring of outcomes/benefits via OXLEVI Strategic Programme Board ongoing to 2039
Buildings	Promotes net zero new builds and developments	N/A				
Buildings	Accelerates retrofitting of existing buildings	N/A				
Nature	Protects, restores or enhances biodiversity, landscape and ecosystems	N/A				
Nature	Develops blue and green infrastructure	N/A				
Nature	Improves access to nature and green spaces	N/A				
Waste & Consumption	Reduces overall consumption	N/A				
Waste & Consumption	Supports waste prevention and drive reuse and recycling	N/A				
Resilience & Adaptation	Increases resilience to flooding	N/A				
Resilience & Adaptation	Increases resilience to other extreme weather events (e.g., storms, cold snaps, heatwaves, droughts)	N/A				
Resilience & Adaptation	Increases resilience of council services, communities, energy systems, transport infrastructure and/or supply chains	N/A				

Procurement & Investment	Procurement practices prioritise low-carbon options, circular economy and sustainability	1	Our tenders will prioritise low carbon options in construction (i.e. honeycomb concrete, recycled materials etc.), renewable energy supplies to EV charge points, specifies durability of EV chargepoints and other materials to avoid waste.	Paul Gambrell	Monitoring of outcomes/benefits via OXLEVI Strategic Programme Board ongoing to 2039
Procurement & Investment	Investment being considered supports climate action/ is consistent with path to net zero	2	The grant investment from the treasury is aligned with environmental and social governance best practice. The investment is in line with the Council's climate and environmental policy, including the LTCP commitment to net zero transport by 2040	Paul Gambrell	Monitoring of outcomes/benefits via OXLEVI Strategic Programme Board ongoing to 2039
People & Organizations	Drives behavioural change to address the climate and ecological emergency	2	The proposal provides infrastructure to support behavioural change - EV charging infrastructure supports transition to cleaner vehicles, and car clubs support reduction in private car ownership	Paul Gambrell	Monitoring of outcomes/benefits via OXLEVI Strategic Programme Board ongoing to 2039
People & Organizations	Drives organizational and systemic change to address the climate and ecological emergency	1	Proposal provides opportunities for OCC and other fleet drivers to switch to electric vehicles by providing infrastructure which can be used for both private and business vehicle charging.	Paul Gambrell	Monitoring of outcomes/benefits via OXLEVI Strategic Programme Board ongoing to 2039
Just transition	Promotes green innovation and job creation	1	This large scale proposal is likely to result in additional 'green jobs' i.e. OCC staff to manage and deliver EV infrastructure in future deployment rounds, additional jobs at EV charging service providers and car clubs. Supports the production of green EV charging services.	Paul Gambrell	Monitoring of outcomes/benefits via OXLEVI Strategic Programme Board ongoing to 2039
Just transition	Promotes health and wellbeing	1	Improves Air Quality through increased Ev adoption and subsequent reduction in Nox emissions	Paul Gambrell	Monitoring of outcomes/benefits via OXLEVI Strategic Programme Board ongoing to 2040

Just transition

Reduces poverty and inequality

2 The proposal prioritises the delivery of EV infrastructure in rural areas where access to services deprivation is higher, and seeks to ensure lower and medium income areas are supported with adequate EV charging access, and low cost access to BEVs through car clubs. The proposal also takes into account the needs of disabled drivers through provision of EV infrastructure in line with government guidelines and provision of disabled parking places with EV charging.

Paul
Gambrell

Monitoring of
outcomes/benefits via
OXLEVI Strategic
Programme Board
ongoing to 2039

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Annex 3 – Key Risks to the OXLEVI programme

Ref no.	Risk	Description	Likelihood	Impact	Mitigating Action
R.01	Insufficient capacity in DNO network or Prohibitive POC / substation upgrade costs	Requirement for additional private investment/council investment or delay to delivery caused by: Unexpected/unknown complexities in DNO connection requirements. Lack of prior information regarding capacity at sites. Poor DNO records, Insufficient budget planned for DNO works.	Medium	Medium	All shortlisted sites reviewed for local substation capacity and distance from sites, and local LV network presence. Flexibility built into procurement to adjust site locations if costs are prohibitive. Reserve sites identified in case of requirement to adjust locations Reduction in project scope
R.02	Capital Budget overrun	Inadequate budgeting or financial forecasting or unexpected costs mean planned programme cannot be delivered within budget envelope.	Medium	Medium	Budget and financial forecasting based on industry estimates, and actual costs from recent projects, with allowance for high level of inflation. Stop/Go decision points built into project governance at point of contract award and full Business case SCB decision (after feasibility studies completed), and at each delivery phase gate. Site selection process to be flexible to allow financially infeasible sites to be replaced with feasible sites if costs are higher than expected. Potential to reduce scope of project workstreams or seek additional investment from commercial partners.
R.03	Income from EVCP insufficient to cover ongoing council revenue costs	Council income share from EVCP is insufficient due to: <ul style="list-style-type: none"> Inability to secure required income share 	Low	Medium	Rigorous council revenue cost projections. Council income projections based on central

		<p>offer in procurement.</p> <ul style="list-style-type: none"> • EVCP usage is lower than expected. • Inadequate revenue cost projections • Energy price increases reduce profit margins 			<p>government data – to be assessed by commercial partner during procurement. Monitor energy price trends. Stop/Go decision points built into project governance at point of contract award and full Business case SCB decision after feasibility studies completed. Flexibility in contracting to allow for EVCP tariff increases if necessary. Consider inclusion of minimum income level clause for councils in contracting.</p>
R.04	Lack of council staff resource for delivery	<p>Project is dependent on a wide range of inhouse expertise across multiple organisations and multiple departments to cover diverse work packages. Council teams working on EV are small.</p>	Medium	Medium	<p>LEVI project capability funding of c£500k is available to support staff resourcing in Phase 1. Council income from EVCP may be used to support delivery resourcing for future delivery phases. Rigorous assessment and projection of staff resourcing requirements. Councils pooling staff resource for delivery.</p>
R.05	Lack of market capacity to respond to tender/deliver	<p>Potentially half of all England's Tier 1 Councils will be looking to put out a major tender for EV infrastructure at a similar time, which poses significant risks for the market and for Councils competing for the best suppliers, and may mean that suppliers are underresourced to deliver the resulting large contracts, impacting on</p>	Medium	Medium	<p>Oxfordshire Councils intend to go to tender up to one month ahead of the OZEV proposal deadline and therefore potentially earlier than other local authorities. All sites in Oxfordshire will be in one joint tender exercise with</p>

		speed and quality of delivery			District Councils and should therefore be an appealing portfolio. Oxfordshire also has the highest EV uptake in the UK.
R.06	Lack of uptake of community micro-hubs scheme	A lack of uptake of the grant scheme for rural and deprived communities might lead to geographical gaps in provision, and some communities being disadvantaged in the transition to EV. And/or a need to deploy more on-street/roadside chargers in certain areas in order to meet need, which is more expensive and less preferable in terms of the OEVIS hierarchy of solutions.	Medium	Medium	A significant amount of research has been carried out with parish councils and village hall associations, as well as with other UK councils who have delivered community/rural schemes. A decision to fully fund with LEVI grant the installation of the chargers and potentially up to 3 years of software and maintenance contracts should mean the offer is very appealing to target stakeholders.

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Divisions Affected – All

**CABINET MEMBER FOR
CLIMATE CHANGE DELIVERY & ENVIRONMENT
12 October 2023**

**The Management of Household Waste Recycling Centres in
Oxfordshire – Contract Extension**

Report by Corporate Director Environment & Place

Recommendation

1. The Cabinet Member is RECOMMENDED to
 - a) Approve that the current Contract for: The Management of Household Waste Recycling Centres in Oxfordshire be extended for the full period of 3 years; and
 - b) Delegate to the Corporate Director of Environment Place, in consultation with the Section 151 Officer and Cabinet Portfolio Holder, finalisation of the contract 3- year extension and the contract amendments, as detailed in Annex 1, to alleviate some of the current contract challenges to deliver service contract improvements.

Executive Summary

2. The provision of the Household Waste Recycling Centre (HWRC) services is a statutory function, providing locations across Oxfordshire for residents to dispose of their bulky and other household generated wastes. At present the County Council provides 7 such facilities, and these facilities handle around 40-50k tonnes per annum or 15% of the total household waste handled in the County.
3. The current management contract for the HWRC's was awarded to Geoffrey Thompson (trading as W&S Recycling) and commenced 1st October 2017 for a period of 7 years with the initial contract term ending 30th September 2024, with the option for the Council to extend the contract period for up to 3 years in aggregate on 6 months prior notice. The decision to extend is at the sole discretion of the County Council.
4. The annual value of the contract is above the Key Decision threshold and therefore any decision to exercise the option to extend is a Key Decision.

Exempt Information

5. Commercially sensitive information regarding the Contract and the Council's options for modification of the Contract to deliver service improvements alongside the extension of the contract.
6. The public should therefore be excluded during consideration of Annex 1 because its discussion in public would be likely to lead to the disclosure to members of the public present of information in the following category prescribed by Part I of Schedule 12A to the Local Government Act 1972 (as amended):

“3 Information relating to the financial or business affairs of any particular person (including the authority holding that information; and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that disclosure would distort the proper process of free negotiations between the Authority with another party for the purposes described and would prejudice the position of the Authority in those negotiations and other negotiations of a similar nature in future, to the detriment of the Councils ability properly to discharge its fiduciary and other duties as a public authority.”

Background

7. The current contractor has operated at least one of the HWRC's in Oxfordshire in some capacity for 20 years. He is one of the largest sole traders in the country.
8. The Contract performs comparatively well nationally, with around 70% of all municipal wastes received recycled. Customer satisfaction levels have also remained high throughout the term of the contract to date.
9. Under the current contract significant financial and operational risks are borne by the contractor. This has sheltered the Council for the duration of this Contract. This includes a cap on inflation of 2% and with legislative change risk sitting with the contractor.
10. In the current economic climate there are clear advantages to extending this Contract with the protections it offers the Council.
11. However, contractual and operational risks and issues also need to be considered and understood and the incumbent contractor has verbally raised concerns around any contract extension. These are referenced and discussed in Annex 1 which is exempt, along with other confidential key aspects for consideration.

Conclusion

12. As the current contract is performing comparatively well and offers the Council clear financial benefits and, after considering other strategic options, it is recommended that the current contract be extended for the full 3 year period. Also, that officers work with the contractor to explore and deliver on legal and contractual changes that become necessary either before or during the extension period to deliver service improvements, where feasible to do so.
13. Extending the contract for the full 3 years at this juncture provides certainty and the ability for strategic planning and decisions for both parties.
14. In tandem with this proposal, earlier than normal soft market testing will be undertaken to best inform the new contract options, and ensure that the tender documents are drafted ready to be used when needed, appropriate resource and funding will be needed to facilitate this approach.
15. In pursuing this recommendation legal, procurement and financial colleagues will be engaged and consulted throughout.

Corporate Policies and Priorities

16. The HWRC service contributes to corporate policies and priorities as follows:
 - (a) Put action to address the climate emergency at the heart of our work – our network of 7 HWRC's take around 15% of the total waste arisings handled by Oxfordshire Councils and we have a recycling rate >70% across all sites which compares well nationally and is assisting with transition towards a circular economy and reduce carbon emissions. However, it should be noted that when a new contract is awarded, we will be seeking to achieve further environmental and climate performance improvements. This will include the inclusion of Social Value.
 - (b) Prioritise the health and wellbeing of residents – the provision of safe, legal and environmentally sustainable ways of disposing of multiple waste streams and materials no longer wanted. The HWRC service was considered an essential service during the Covid pandemic.
 - (c) Working with local businesses and partners for environmental, economic and social benefit – our HWRC are used by our district partners to deposit certain waste streams and our network is also used by a number of charities as a way to dispose of donated materials to them. In addition, our Redbridge facility offers a trade waste service for local SME's and we contract with several local businesses to help manage waste accepted at HWRCs. However, any redesign of the site is likely to see the trade service reduced or significantly curtailed, in favour of better designed and future proofed site for residents.
17. The Council through its Local Transport and Connectivity Plan (LTCP) has an aim to reduce car journeys. The waste management team attempt to support this policy by signposting alternative routes for disposing of resident's waste through the likes of the Waste Wizard tool and other initiatives and signposting

the comprehensive kerbside services provided by our waste collection partners. However, the nature of much of the waste residents bring to our HWRC's and their locations in many incidences been some way from communities means the service is less aligned with LTCP policy, and options to mitigate this are considered very limited and/or unaffordable or impractical.

Financial Implications

18. Significant financial issues and risks exist around the retendering of this contract in the short or longer term.
19. There are number of reasons for these anticipated financial issues and costs:
 - The current contract caps inflationary contract increases to 2% per annum.
 - Under the current contract legislative and other risks are borne by the contractor. This has meant they have absorbed costs including:
 - above inflation increases in the minimum wage, and these increases are expected to continue.
 - the significant change in excise duty on red diesel
 - the increase in diesel, and electricity costs.
 - the impacts of various recent national and international/global issues, which have increased costs and challenged both labour and recycle markets; and
 - volatile and changing recycle markets, including wood, rubble etc
 - The Government's policy changes on DIY charging and waste containing Persistent Organic Pollutant's (POP's).
 - The market appetite for risk within contracts lies with the contractor. It is thought highly unlikely that suppliers will accept the same risk share methodology as included in the current contact. It is considered likely that suppliers would want to share recycling market risks with the Council.
 - The addition of Social Value to contracts
20. Some of these risks and issues will need to be discussed with and negotiated with the incumbent contractor where changes are inevitable during the proposed contract extension period. For example the Government's intention to significantly curtail charges for DIY and anticipated further changes in materials containing Persistent Organic Pollutants.

Comments checked by: Philipp Skiffins – Assistant Finance Business Partner

Legal Implications

21. Under the existing contract for management of the Household Waste Recycling Centres, the Council has a unilateral right to extend the initial Contract period up to 36 months (in aggregate). Notice of the exercise of the option to extend must be given at least 6 months in advance. The initial Contract period ends on the 30 September 2024 and therefore notice, exercising the option to extend, must be given no later than the 30 March

2024.

22. The Council's option to extend the Contract is not subject to any preconditions.

Comments checked by: Bede Murtagh – Contracts Solicitor

Staff Implications

23. The network of HWRC's will continue to be monitored and managed by the Council's Waste Management team assisted by Property and Environment and Place Directorate colleagues. No additional staff resources are anticipated for this element. However, the waste team is a small compact team which lacks the capacity for major projects. Therefore, additional resource and/or consultancy support will be required working alongside colleagues in Procurement and Legal to plan for and retender this contract which is likely through the proposed contract extension.
24. If the recommendation is not accepted there will be significant implications for staff to procure a new contract to secure business continuity.

Equality & Inclusion Implications

25. The HWRC service and contract is long established, extending the current contract is not anticipated to adversely change any equality and inclusion implications. Where possible any issues that do arise these will be mitigated and officers will always continue to explore and improve improvements in this area.

Sustainability Implications

26. The HWRC service whether extended or reprocured contributes to corporate policies and priorities. The extension to the contract is on the existing terms with no further implications for sustainability. Officers will continue to seek further improvements in environmental performance throughout any contract extension, in particular for local reuse.

Risk Management

27. Concerns have been raised by the contractor around any contract extension as detailed in Annex 1 (exempt information).
28. This extension is an opportunity to review the risks known and unknown to operational activity and performance for example uncertainty around waste policy and legislation including a change in Government.
29. A Risk Register will be maintained throughout this process and all appropriate steps taken to mitigate all risks highlighted.

Consultations

30. No specific consultations have been undertaken for this Key Decision. However, a recent public consultation for the HWRC strategy 27th March to 8th May 2023, showed strong support for the strategy approach of maintaining, operating, replacement and enhancement the current network of 7 sites.
31. In addition, a recent Customer Satisfaction survey across all seven HWRC's, showed very high customer satisfaction levels >90% across all sites and across multiple assessments of the service.

Annexes: Annex 1 Exempt information
 Annex 2 Equality Impact Assessment
 Annex 3 Climate Impact Assessment

Bill Cotton
Corporate Director for Environment and Place

Contact Officer: Steve Burdis
 Joint Acting Group Manager (Waste Management)
 07741 607829 steve.burdis@oxfordshire.gov.uk

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Oxfordshire County Council
Equalities Impact Assessment

EXTENSION OF THE CONTRACT FOR: THE MANAGEMENT OF
HOUSEHOLD WASTE RECYCLING CENTRES IN OXFORDSHIRE
SEPTEMBER 2023

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Section 1: Summary details

Directorate and Service Area	Environment and Place, Environment and Circular Economy, Waste Management
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Key Decision for extension of the contract for: The Management of Household Waste Recycling Centres in Oxfordshire
Is this a new or existing function or policy?	Existing function
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	<p>The key decision is to extend the existing contract for the management of the recycling centres on current terms and conditions. The recommendation is to extend the contract, and doing so will mean no changes on site for residents and therefore there will be no impact on protected groups.</p> <p>The current service is a 7 day a week service open to all residents to dispose of their own household waste. It is not considered to overtly discriminate or unfairly disadvantage any individuals or groups within the community. Due to the historic location of the facilities and strict health and safety requirements on site banning pedestrian access, those residents without access a vehicle maybe disadvantaged. However, where practical, mitigation steps are taken as part of the service, to alleviate this through accepting bicycles with or without a trailer, hire vehicles and permitting residents to arrive by Taxi. In the future any new tender/contract will further seek to enhance these mitigations.</p> <p>The current contract does actively promote reuse of materials, though at present the vast majority of the benefit of this is provided out of county. Through negotiations as part of the contract extension officers will continue to seek ways to further enhance reuse, and in county availability and benefits of reuse where financially viable. In the future any new tender/contract will actively seek to improve the current position and additional social value benefits will also form a core part of the tender evaluation and service.</p>
Completed By	Steve Burdis

Authorised By	
Date of Assessment	September 2023

Section 2: Detail of proposal

<p>Context / Background</p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>The provision of the HWRC service is a statutory function, providing locations across Oxfordshire for residents to dispose of their bulky and other household generated wastes. The HWRC network has a critical role in enabling Oxfordshire residents to produce less waste and recycle more and is vital to embracing the circular economy through repair, upcycling and reuse over the next 20 years.</p> <p>The current management contract for the HWRC's was awarded and commenced 1st October 2017 for a period of 7 years with this main term ending 30th September 2024, with the option for the Council to extend the Contract Period for up to 3 years in aggregate.</p> <p>The decision to extend is at the sole discretion of the County Council. The annual value of the contract, which is waste tonnage dependent, is around £3.5m to £4m per annum. Therefore, the option to extend triggers the Key Decision protocol. The Key Decision is principally around whether to exercise the option under the contract to extend the current contract period or retender the services.</p> <p>No significant changes are planned with a contract extension, though further environmental enhancements to the service will be explored and pursued where practical and feasible to do so.</p>
<p>Proposals</p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>The provision of the HWRC service is a statutory function which is provided under the Contract. The current contracts initial contract period ends on the 30th September 2024. At this juncture the Council can either relet the contract or at its sole discretion extend the Contract period for up to a maximum of 3 years in aggregate.</p> <p>The contract value is such that either extending or reletting is Key Decision which triggers the need for a report and this EIA.</p>

	<p>An extension would lead to minimal service changes, but it is proposed that further enhancements would be introduced. These would have positive environmental impacts and will continue to be explored and pursued where practical and feasible to do so.</p> <p>Retendering of the contract at the end of the recommended extension of the contract period, will offer further opportunities to reframe the Contract with the aim of improving environmental performance and social value will also be introduced as a core component. This is likely to further enhance areas of consideration under an EIA.</p>
<p>Evidence / Intelligence</p> <p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	<p>The proposal is to continue with the current service arrangements and there will be no impact on the protected characteristics or other groups considered in this assessment as no change is proposed.</p>
<p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>The report references other options considered, but on balance a contract extension of 3 years has been recommended when the HWRC initial contract period ends on the 30th September 2024. Notice of the Council's decision to extend must be made prior to 30 March 2024, as 6 months' prior notice of the exercise of the option to extend is required to be given to the Contractor under the Contract.</p>

Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Armed Forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Areas of deprivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Wider Impacts

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other Council Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Social Value ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

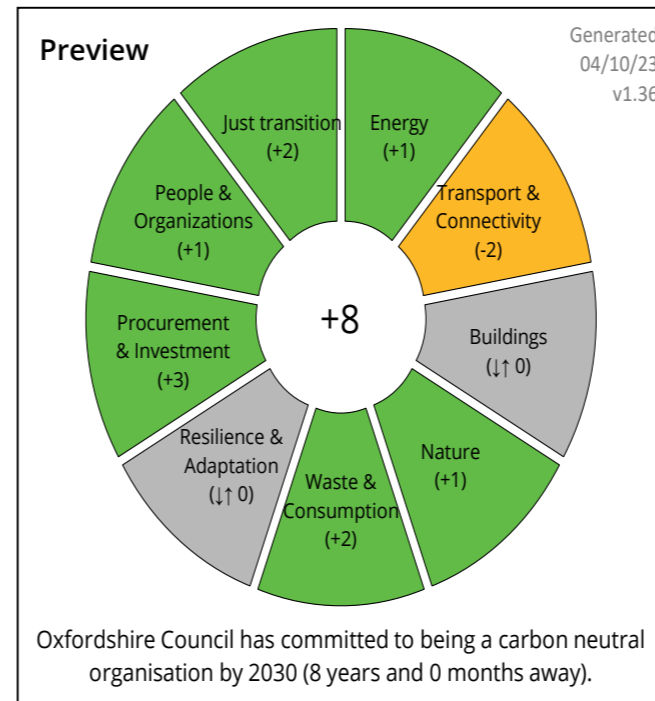
Review Date	At time of retender or significant change in existing policies and procedures governing the operations of the HWRC service.
Person Responsible for Review	Steve Burdis
Authorised By	Teresa Kirkham

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Climate Impact Assessment

Summary

Directorate and Service Area	Environment and Circular Economy, Environment and Place - Waste Management
What is being assessed	Key Decision for extension of the Contract for: The Management of Household Waste Recycling Centres in Oxfordshire
Is this a new or existing function or policy?	Long term existing and statutory service to provide Household Waste Recycling Centres.
Summary of assessment	<p>This is for a contract extension of an existing 7 year contract to provide the management of Household Waste Recycling Centres in Oxfordshire</p> <p>Primarily the service will remain the same, though officers will attempt to negotiate contract improvements where feasible to do so throughout the term of the extension.</p>
Completed by	Steve Burdis - Joint Acting Group Manager (Waste Management)
Climate action sign off by	Teresa Kirkham
Director sign off by	Rachel Wieman
Assessment date	45170



Detail of proposal

<p>Context / Background</p>	<p>Current long standing contract initial contract period ends on the 30th September 2024. The Council intends to extend this contract by the maximum period of 3 years.</p> <p>In doing so it accepts contract and legal changes are unavoidable and will negotiate on the terms and conditions for those, these will include steps where feasible to improve current environmental and local performance.</p>
<p>Proposal</p>	<p>The principal proposal is the extension of a long standing existing contract for a further period of 3 years. The primary reasons supporting this are strong financial incentives to do so, current risks and uncertainties around service delivery and relatively good environmentally performing contract to date.</p> <p>However, further environmental performance enhancement will be sought as part of the contract extension process.</p>
<p>Evidence / Intelligence</p>	<p>The waste management team, manage and monitor this contract closely with performance data going back years, which is compared against national peers.</p> <p>We remain one of the best performing local authorities in the country for recycling and this service plays a key part in that performance. 15% of the total waste arisings managed in Oxfordshire originates through these sites and 70% of the those wastes are recycled which performs very well nationally. This very much supports our climate commitments.</p> <p>Customer satisfaction surveys show satisfaction levels >90%.</p>
<p>Alternatives considered / rejected</p>	<p>We could have retendered this contract which would have opened up the opportunity to include Social Value as a key component and further enhance environmental performance. However, value for money in the current climate was also a key factor, so the recommendation is to extend but also continue to explore further environmental performance improvements where feasible and practical to do so.</p>

Category	Impact criteria	Score (-3 to +3)	Description of impact	Actions or mitigations to reduce negative impacts	Action owner	Timeline and monitoring arrangements
Energy	Increases energy efficiency	1	Increased recycling can positively increase energy savings compared to using raw materials. In addition residual not recyclable waste is sent for Energy Recovery at our in county Ardley facility.		Steve Burdis/Team and contractors	Ongoing
Energy	Promotes a switch to low-carbon or renewable energy	N/A				
Energy	Promotes resilient, local, smart energy systems	N/A				
Transport & Connectivity	Reduces need to travel and/or the need for private car ownership		All our HWRC's are located in areas where vehicle transportation is required. Equally many items delivered are bulky and could not be transported by other means.	We actively promote alternative routes through our Waste Wizard App, we also permit Bicycles with trailers, hire vehicles and taxi's as alternatives to private car ownership.	Rachel Burns/Steve Burdis	Ongoing
Transport & Connectivity	Supports active travel	N/A				
Transport & Connectivity	Increases use of public transport	-1	Nearly all sites are located away from primary public transport routes. Equally many materials delivered to these sites, would not be suitable for public transport examples a bed, wardrobe or 3 piece suite.			
Transport & Connectivity	Accelerates electrification of transport	N/A				
Buildings	Promotes net zero new builds and developments	N/A				
Buildings	Accelerates retrofitting of existing buildings	N/A				
Nature	Protects, restores or enhances biodiversity, landscape and ecosystems	1	A number of our sites now have wild flower beds on site			
Nature	Develops blue and green infrastructure	N/A				
Nature	Improves access to nature and green spaces	N/A				
Waste & Consumption	Reduces overall consumption	1	Around 2-3% of all wastes received at our sites are reused. Albeit at present reused out of county.	Aim is to improve reuse and have more within the County will be looked at with contract extension.	Steve Burdis/Rachel Burns	Ongoing but part of extension negotiations
Waste & Consumption	Supports waste prevention and drive reuse and recycling	N/A				
Resilience & Adaptation	Increases resilience to flooding	N/A				
Resilience & Adaptation	Increases resilience to other extreme weather events (e.g., storms, cold snaps, heatwaves, droughts)	N/A				
Resilience & Adaptation	Increases resilience of council services, communities, energy systems, transport infrastructure and/or supply chains	N/A				

Procurement & Investment	Procurement practices prioritise low-carbon options, circular economy and sustainability		1	Recyclign and reuse is high and relates directly to the Circular Economy. Officers work with contractors to improve this.	Steve Burdis	Ongoing & addressed further on next procurement
Procurement & Investment	Investment being considered supports climate action/ is consistent with path to net zero		1	Any negotiations linked to the contract extension will aim to improve already high environmental performance through the sites supporting climate action.	Steve Burdis	Ongoing & addressed in any negotiations
People & Organizations	Drives behavioural change to address the climate and ecological emergency		1	The sites offer multiple opportunities for residents to recycle or reuse both mainstream and niche items. Officers will continue to explore other options to make further environmental improvements during the term of the contract extension.	Steve Burdis	Ongoing
People & Organizations	Drives organizational and systemic change to address the climate and ecological emergency	N/A		Not within the organisation other than most employees are also residents and therefore potential site users		
Just transition	Promotes green innovation and job creation		1	Sites employ local people and have links with the probabtion service for community service all connected with promoting recycling. The sites offer recycling for niche items, and officers always looking to add to this, specialist colelction points for Vapes are planned later this year as an example.	Steve Burdis/Co ntractors/ Waste Team	Ongoing
Just transition	Promotes health and wellbeing	N/A				
Just transition	Reduces poverty and inequality		1	This achieved through reuse and resale of items brought to site. However, regrettably at present much of this occurs out of county.	Officers will continue to explore opportunities for a more integrated in county solution on reuse. Steve Burdis/Rachel Burns	Ongoing