

Notice of Meeting

You are invited to attend a Meeting of the

**Economy & Infrastructure Policy Development
Committee**

At: Committee Room 5 - Guildhall, Swansea

On: Thursday, 20 September 2018

Time: 2.00 pm

Chair: Councillor Mandy Evans

Membership:

Councillors: P Downing, P R Hood-Williams, O G James, P K Jones, M A Langstone,
W G Lewis, P Lloyd, P M Matthews and T M White

Agenda

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|----------|---|---------------|
| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal & Prejudicial Interests.
www.swansea.gov.uk/disclosureofinterests | |
| 3 | Minutes:
To approve and sign the Minutes of the previous meeting(s) as a correct record. | 1 - 3 |
| 4 | Feedback from site visit to River Corridor on 20/08/18. | |
| 5 | Green Fleet. | 4 - 10 |
| 6 | Workplan 2018/2019. | 11 |

Next Meeting: Thursday, 18 October 2018 at 2.00 pm.



Huw Evans
Head of Democratic Services
Thursday, 13 September 2018

Contact: Democratic Services - Tel: 636923

Agenda Item 3



City and County of Swansea

Minutes of the **Economy & Infrastructure Policy Development Committee**

Committee Room 5 - Guildhall, Swansea

Thursday, 16 August 2018 at 2.00 pm

Present: Councillor V M Evans (Chair) Presided

Councillor(s)

P Downing
P K Jones
P M Matthews

Councillor(s)

P R Hood-Williams
M A Langstone

Councillor(s)

O G James
W G Lewis

Officer(s)

Matthew Joyce-Brown	Lawyer
Martin Nicholls	Director of Place
Samantha Woon	Democratic Services Officer

Apologies for Absence

Councillor(s): P Lloyd and T M White

19 Disclosures of Personal and Prejudicial Interest.

In accordance with the Code of Conduct adopted by the City and County of Swansea, no interests were declared.

20 Minutes:

Resolved that the Minutes of the Economy and Infrastructure Policy Delivery Committee held on 19 July, 2018, be approved as a correct record.

21 Green Fleet.

The Director of Place referred to the update he provided to Members in June 2018 and detailed the key issues of the draft policy which included:

- Determining the hierarchy of vehicles (developing a criteria /matrix e.g., lowest omission vehicles balanced against costs and practicality). Ensuring the Policy was 'live' in order to accommodate changing technological advances.
- Creation of a baseline for the fleet which included numbers and total omission of entire fleet with the aim of a 10-20% reduction.
- Adopting a corporate approach to the acquisition of all Council vehicles with procurement the sole responsibility of the fleet manager.

- Introduction of monitoring arrangements to ensure Members can hold Officers to account.
- Determination of the inclusion of 'grey' fleet (leased vehicles) and the impact on cost effective procurement.
- Employees Terms and Conditions may need modification in order to encourage behaviour change by paying a hire rate of expenses for employees using electric as opposed to diesel vehicles.
- Financial considerations would need to be within budgets available unless Cabinet/Council determined otherwise.

The Director of Place referred to various trials in existence in Wales, which had been successful in receiving grant funding. Members noted that the Innovation Officers within the Welsh Government had set aside £2m for vehicle changes.

In response to Member questions, the Director of Place stated that:

- Work was being undertaken to expand the availability of charging points to members of the public via the use of dedicated parking spaces.
- There was a potential for the installation of solar panels on Council premises, however, challenges exist with battery storage. Under the Council initiative of 'Homes as Power Stations' options were being considered. It was anticipated that over time the cost of solar panels would reduce in order for their installation of Council premises to be a viable option.
- The current recharge time for electric vehicles is 4 hours, the aim being to reduce this to 20 minutes.
- The over-riding ambition would be to ensure the Policy was flexible to allow for technological advances.
- There is a robust 'Home to Work Policy' for Council vehicles used by employees.
- Not underestimating the importance of the Clean Air Policy and the need for this to be integrated into the Green Fleet Policy, there is a timing issue. The Clean Air Policy links with the Transportation Policy and will take longer to develop. It is anticipated that the Green Fleet Policy can be developed by the end of 2018.
- Approximately 240 vehicles were replaced in the last 9 months. APSE (Association of Public Sector Excellence) will be undertaking a review as part of the commissioning process on the Council's fleet. The aim would be to reduce the contract term for leased vehicles to a 2-3 year term which would be cost effective for the Council. However, it was anticipated that this would take 4-5 years for the fleet to work through the system. Therefore, a staggered approach would be the best way forward.
- Trackers are installed on most vehicles and a robust reviewing system is operational.

The Chair thanked the Director of Place for his informative report.

Resolved that:

- The draft Green Fleet Policy be considered at the meetings scheduled for September and October.

- The Director of Place email Members directly with updates and details of numbers of green cars prior to the meeting.

22 Transportation Strategy.

The Director of Place stated that the Council was seeking to adopt a regional approach in terms of the Transportation Strategy. The Local Transport Plan expires in 2020. The Welsh Government have provided a grant to begin the process and work is ongoing on the draft strategy. The Welsh Government have made £700k available for the next phase which encompasses the commissioning of a designated individual who will lead on the Regional Transportation Policy.

South West Wales Metro covers bordering local authorities and deals with opportunities for investment over the next 50 years. It fits into the City Deal and looks short, medium and long term. Research is being undertaken to ascertain travelling trends and how local transport meets demand. There are logical locations for local and regional hubs which include train/bus and where these are aligned to other regions' needs.

A second piece of work had been commissioned by the Welsh Government on the strategic rail network which would be undertaken by Professor Barry, Cardiff University.

The Director of Place stated that some of the projects were associated with the City Deal, others aligned to boundary. Carmarthenshire Council co-ordinate the joint committee on behalf of the region and it was anticipated that should the Committee wish to speak to Carmarthen Council Officers, there would be no problem.

The Director of Place reported that the Active Travel Scheme was integral to developing provision for cyclists.

23 Workplan 2017/2018.

Resolved that the revisions to the work plan 2018 – 2019 be agreed as follows:

20/09/18	1. Wind Street Pedestriansiation – Feedback from Consultation on 14/09/18. 2. Feedback from site visit to River Corridor. 3. Green Fleet.
18/10/18	1. Green Fleet. 2. Co-operative Housing.
15/11/18	1. Homes as Power Stations (Cabinet Member for Homes and Energy to attend).

The meeting ended at 2.55 pm

Chair



City & County of Swansea

Green Fleet Policy

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1. Introduction

- 1.1 The purpose of this policy is to ensure that the acquisition, use and management of the City and County of Swansea's corporate vehicle fleet consistently and continuously seeks to contribute to the Council's Corporate Plan commitments with regard to the Well-Being of Future Generations (Wales) Act 2015.
- 1.2 As road transport operations have been proven to significantly contribute to air quality health related issues, particularly Carbon Dioxide (CO₂), Oxides of Nitrogen (NO_x), Nitrogen Dioxide (NO₂) and Particulate Matter (PM_s), the Council is committed to actively reduce the impact of its activities on the environment in line with its sustainable delivery and wellbeing objectives.
- 1.3 The City and County of Swansea operates a large fleet of approximately 750 vehicles, ranging from small pool cars to heavy goods vehicles, with the majority of the journeys being undertaken in and around urban areas. This provides the Council with a clear opportunity to directly influence the adoption of low carbon and ultra low emission vehicles within the region. *(A number of employees also use their own private vehicles on Council business & tbc in or out of scope).*
- 1.4 The Council has already undertaken numerous initiatives to develop more sustainable forms of fleet operations including adoption of fully electric small vans, implementing fleet vehicle electric chargepoints, adoption of bio diesel fuel stocks, driver behaviour monitoring and training, the broader use of telematics and route optimisation software, promotion of clean air roadshows, as well as reducing fleet numbers.
- 1.5 It is recognised however that as a large fleet operator, the Council has a leading role to play in continually respond to the challenges of transport generated pollutants, and can contribute further by adopting a Green Fleet Policy.

- 1.6 This policy establishes the appropriate scope, aims, strategies, targets and responsibilities for the consistent 'greening' of the corporate vehicle fleet.

2. Policy Statement and Scope

- 2.1 This policy shall apply to all corporate vehicles operated by the City and County of Swansea, whether owned, leased or short term rental (spot hired).
- 2.2 The primary aims of this policy are to continuously reduce the environmental impact of the Council's fleet operations in terms of air quality and to strive towards achieving an optimised, sustainable low carbon 'Green' vehicle fleet.
- 2.3 The policy establishes key strategies in support of these aims, as outlined below :
- i. Vehicle Specification and Selection
 - ii. Fuels and Supporting Technologies
 - iii. Vehicle Use
 - iv. Annual Targets for Green Fleet
- 2.4 Green Fleet targets will be established under this policy, alongside cyclical review, governance and reporting mechanisms to monitor progress.
- 2.5 All Directorates and Services within the Council must be able to demonstrate compliance with this policy and shall be subject to monitoring and review.

3. Green Fleet Strategies

- 3.1 The Council will adopt the following strategies in pursuance of the Policy aims.

Vehicle Specification and Selection

- 3.2 The specification and selection of the corporate vehicle fleet will consistently seek to acquire the best possible solution for the user service. This routinely involves challenging the design, layout, additional requirements and adoption of better technologies as part of the specification process.
- 3.3 However, the establishing of the appropriate vehicle type, whilst taking into account its operational needs, shall ensure that the specification maximises the opportunities to continuously improve environmental performance.
- 3.4 Wherever viable, the greenest possible option shall be recommended. (This is a policy commitment that we would have to adhere to, after giving consideration to any attendant cost implication).
- 3.5 Key 'Green' fleet criteria to be considered in the vehicle specification and evaluated in the selection processes (where available and applicable) are listed

below. These criteria can be reflected in the appropriate procurement criteria when each contract is being tendered)

- 3.5.1. vehicle fuel type (see Fuel and Supporting Technologies)
 - 3.5.2. the current tailpipe emission standard for all vehicles.
 - 3.5.3. a maximum carbon dioxide (CO₂) threshold
 - 3.5.4 a maximum Oxides of Nitrogen (NOX) threshold
 - 3.5.5. a minimum miles per gallon (mpg) or range requirement
 - 3.5.6. vehicle design weights and payload capability (where applicable)
 - 3.5.7. noise (where applicable)
 - 3.5.8. value for money in terms of whole life costing (where applicable)
- 3.6 These key criteria will be determined by the Council when agreeing and specifying new vehicle replacements as part of its corporate fleet renewal programme. Their application will depend on the class of vehicle being acquired due to the size and complex range of the fleet profile and the need to ensure the selected vehicle is fit for purpose.
- 3.7 Notwithstanding this, the Council will establish an incrementally decreasing, maximum CO₂ and NOX thresholds for the acquisition of passenger cars and maximum CO₂ thresholds for N1 light commercial vehicles. These thresholds will be determined on a cyclical 3 year basis by the Council to maximise environmental improvements in its predominant vehicle types.
- 3.8 The corporate fleet renewal programme currently renews the majority of vehicles over a 3 to 5 year maximum cycle. This cycle allows the Council to maintain a relatively new asset profile and provides a regular opportunity to take advantage of developing market technologies to improve environmental performance. (A small number of owned fleet vehicles may be renewed on longer cycles, due to asset working life advantages or funding requirements.)
- 3.9 All vehicle renewal requirements shall be broadly advertised in full compliance with the Corporate Procedure Rules (CPRs), allowing vehicle suppliers an opportunity to offer the best possible solutions to the Council.
- 3.10 Where the Council seeks to acquire vehicles on short term rental (spot hire), the same key 'Green' fleet criteria shall be applied to the procurement process.

Fuels and Supporting Technologies

- 3.11 The Council recognises the need to minimise the use of fossil based fuels in its fleet operations and to reduce their impact. It also acknowledges the UK Government's intention to ban the sale of new 'conventional' diesel and petrol

cars and vans from 2040, and seeks to support the transition to low carbon alternatives as soon as viably possible.

- 3.12 The Council currently uses a 5% 'biodiesel' mix for the majority of its fleet and operates 40 fully electric small vans.
- 3.13 The Council monitors all vehicle fuels drawn from its bunkered stocks and fuel management information reports are (to be) provided to user sections outlining all transactions, as well as providing fuel economy details for each vehicle.
- 3.14 The Council will conduct regular audits of the fuel economy figures and highlight areas of apparent concern to the user sections for corrective action. This will assist in determining inefficient driving behaviours and vehicle types, as well as ensuring data is valid and appropriate for Green fleet monitoring purposes.
- 3.15 The emergence of alternative fuel and drivetrain options to the standard internal combustion engine (both diesel and petrol), has provided a greater choice of potentially viable and more sustainable solutions when specifying and selecting new vehicles.
- 3.16 These options include (but are not limited to) biofuels, hybrid drivetrains, plug in full electric, liquid petroleum gas (LPG) and hydrogen fuel cells.
- 3.17 The Council shall actively consider these options when specifying new vehicles and take into account the benefits of each against existing fuel type choices for the vehicle class. This will include,
 - 3.17.1. Real world tailpipe emissions in terms of Carbon Dioxide (CO₂), Oxides of Nitrogen (NO_x), Nitrogen Dioxide (NO₂) and Particulate Matter (PMs).
 - 3.17.2. Real world fuel economy and costs
 - 3.17.3. Whole life cost implications (including supporting infrastructure)
 - 3.17.4. Fuel availability and security of supply
 - 3.17.5. Service, maintenance and repair implications
 - 3.17.6. A robust and appropriate trial of the option, undertaken by user services, to establish performance, viability and feedback.
- 3.18 Where the Council establishes a clear opportunity to specify alternatives to diesel or petrol, a full business case shall be provided by Fleet Management for approval.
- 3.19 Similarly, where supporting technologies are identified that aid the environmental performance of the fleet, the Council will consider these options in the same manner as alternative fuel and drivetrain options.

- 3.20 The Council will actively seek to promote viable opportunities for green fleet alternatives on a 'Demonstrate and Deploy' basis, and collaborate with stakeholders and strategic partners in leading on the changes required for the adoption of greener fleet choices.

Vehicle Use

- 3.21 The Council's fleet currently undertakes approximately 8 million miles per annum, mainly within the County boundaries. A key strategy in reducing the environmental impact of a fleet operation, is to modify vehicle use patterns and rationalise the extent of the fleet miles travelled through mileage and demand management approaches. ([link here to Corporate review of staff travel](#))
- 3.22 The Council fleet is fitted with telematics devices to aid the efficient use of vehicle assets. Certain classes of vehicles also utilise route planning software to maximise efficiencies.
- 3.23 The detail available from these systems will be regularly and periodically monitored by the Council to establish trends in use, and particularly where an asset is being under-utilised or inappropriately used.
- 3.24 The Council will conduct an annual review of fleet mileages and utilisation, to determine the efficiency of their vehicle operations.
- 3.25 Vehicle weights will be regularly checked by the Council to ensure legal payloads are not exceeded, as they impact on environmental performance and safety. Issues will be reported to user sections for subsequent corrective action.
- 3.26 Council vehicle drivers also have a large part to play in the operation of a 'Green' fleet. Driving styles and behaviours impact significantly on the vehicles' fuel economy and the pollutants discharged.
- 3.27 Vehicle telematics will be used to identify instances of excessive engine idling, speeding, hard acceleration and harsh braking. These unnecessary behaviours contribute to additional environmental impacts and will be reported to user sections for subsequent corrective action.
- 3.28 Driver training and awareness will be promoted to improve (ECO) driving styles, particularly where the need for corrective action has been clearly identified.
- 3.29 Driver behaviour monitoring devices (that provide real time dash board mounted indicators of green driving performance) with speed limiting and idling reduction technologies will also be considered to assist drivers .
- 3.30 The Council will ensure that its vehicle fleet is regularly serviced and maintained (including tyre pressures) to optimise performance.
- 3.31 The Council's vehicle maintenance providers will be required to ensure that any by-products or waste generated, is disposed of by a fully accredited waste carrier.

3.32 The Council shall consider vehicle parts supply options that clearly demonstrate good environmental practice in terms of recycled or remanufactured goods.

4. Green Fleet Targets, Monitoring and Governance

4.1 The Council will set out annual targets for the Green Fleet Policy over a cyclical **3 year** programme (**each target level tba**). These targets will focus on a continuous percentile improvement in the following key areas,

- 4.1.1. Size of fleet (decreasing)
- 4.1.2. Litres of diesel and petrol used by fleet (decreasing)
- 4.1.3. Total number of miles undertaken by fleet (decreasing)
- 4.1.4. Total amount of Carbon Dioxide (CO₂) emitted by fleet (decreasing)
- 4.1.5. Extent of low carbon/alternatively fuelled vehicles in fleet classes (increasing)
- 4.1.6. Extent of low carbon supporting technologies adopted on fleet (increasing)
- 4.1.7. Summary of trials, initiatives, driver interventions and collaborative exercises arising from the Green Fleet strategies.

4.2 All Directorates and Services within the Council must be able to demonstrate compliance with this policy and cyclical monitoring shall be undertaken by Fleet Management.

4.3 The Head of Highways and Transportation will be responsible for the promotion of this policy across the Council and shall provide an annual report on the Green Fleet Targets.

4.4 Heads of Service and line managers will be responsible for ensuring the adoption of the strategies and any related actions arising from this policy.

4.5 Fleet Management will be responsible for providing technical advice, operational guidelines, fleet reviews and practical support to user services. Fleet Management will also be responsible for ensuring vehicle acquisition decisions reflect the policy and to continue to investigate new ways to 'Green' the fleet.

4.6 Governance of the Green Fleet Policy shall be the responsibility of the respective Cabinet member and Director of Place, who shall establish the appropriate mechanisms on behalf of the Council.

4.7 This policy will be reviewed by the Council every 3 years unless:

- New legislation is published or existing is updated.
- New guidance is published or existing guidance is updated.
- Research, monitoring or auditing suggests that a review may be required.



Vehicle Class	Quantity
4X4	8
CAR	33
COMPACT SWEEPER	8
ELECTRIC CAR	1
HEAVY PANEL VAN	2
HGV	66
LARGE PANEL VAN	12
MEDIUM ADAPTED MINIBUS	44
MEDIUM LUTON TRUCK	2
MEDIUM MINIBUS	24
MEDIUM PANEL VAN	171
MEDIUM TIPPER	42
MEDIUM TRUCK	27
PICK UP	11
SMALL ADAPTED MINIBUS	10
SMALL ADAPTED VAN	1
SMALL ELECTRIC VAN	40
SMALL LUTON VAN	6
SMALL MINIBUS	3
SMALL TIPPER	75
SMALL VAN	101
SPECIALIST	10
TRACTOR	11
Grand Total	<u>711</u>

Agenda Item 6



Economy & Infrastructure PDC - Work Plan for 2018-2019

Meeting Date	Agenda items and Format
21/06/18	1. Work Plan Discussion.
19/07/18	1. River Corridor – work shop terms of reference. (Director of Place) 2. Wind Street Pedestrianisation. (City Centre Manager)
16/08/18	1. Green Fleet. 2. Transportation Strategy
20/09/18	1. Feedback from site visit to River Corridor. 2. Green Fleet.
18/10/18	1. Green Fleet. 2. Co-operative Housing. 3. Wind Street Pedestrianisation – Feedback from Consultation on 14/09/18. (City Centre Manager to attend)
15/11/18	1. Homes as Power Stations (Cabinet Member for Homes and Energy to attend). 2. Co-operative Housing. (Head of Property Services to attend).
13/12/18	
17/01/19	
21/02/19	
21/03/19	
18/04/19	End of Year Report.
To be scheduled	1. Transportation Strategy Workshop – Martin Nicholls to confirm a date with Stuart Davies.