

## **DRAFT Leadership Group Minutes**

### **LEZ Leadership Group Meeting 13**

**15 December 2021**

**Via MS TEAMS**



#### **Attendees:**

(GD) Graeme Dey – Minister for Transport

(KH) Kate Higgins – Special Advisor to the First Minister

(EM) Emma Miller – Private Secretary to Minister for Transport

#### **Aberdeen**

(SM) Cllr Sandra MacDonald

(WH) Will Hekelaar

#### **Dundee**

(MF) Cllr Mark Flynn

(TS) Tom Stirling

#### **Edinburgh**

(LM) Cllr Lesley Macinnes

(GK) George King

(RW) Ruth White

#### **Glasgow**

(AR) Cllr Anna Richardson

(GS) Gavin Slater

#### **SEPA**

(JM) Janice Milne

#### **Transport Scotland**

(SL) Stewart Leggett

(TM) Trevor McIlhatton

(VM) Vincent McNally

(DKA) David Keltie-Armstrong

(JM) Jacqueline MacKenzie

#### **BIG Partnership (Item 4 only)**

(AG) Anna Gormley

(RM) Rebecca Miles

#### **Apologies:**

(MM) Ms McAllan – Minister for Environment and Land Reform

(LS) Cllr Lynne Short – Dundee

(CM) Carol McRae – Public Health Scotland

| Subject  | Discussion and actions   |
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| <p><b>Welcome and review of previous actions</b></p>   | <ul style="list-style-type: none"> <li>• SL – Welcomed everyone to the meeting.</li> <li>• Previous minute reviewed.</li> <li>• <b>ACTION</b> – correct meeting number at top of minutes – the previous meeting was Meeting 12</li> </ul> <p><b>Actions from 8 September 2021 meeting</b></p> <ul style="list-style-type: none"> <li>• <b>ACTION</b> – GD requested TS revisit the communications strategy and formalise the national communications plan. TS to lead and to consult on timing at a local level with LA partners and support LAs to deliver in a joined-up, consistent way. Reaffirmed importance of championing health benefits locally and nationally.</li> <li>• <b>OUTCOME</b> – Ongoing – the national campaign continues. TS are working with The Big Partnership to provide LEZ information and awareness in each city and providing success stories around LEZ to show the benefits being delivered. A communications strategy has been produced, this is continually under revision – a presentation of the current strategy is item 4 on today’s agenda</li> <li>• <b>ACTION</b> – GD noted funding concerns raised and, not wishing to set expectations, will work with partners to find a reasonable solution that works. Also noting that public finances are tight therefore there is a need to continue to work together.<br/> <b>OUTCOME</b> – Ongoing: Transport Scotland confirmed that capital funding could be rolled over to next year and grant offer letters would be reissued to reflect this. Transport Scotland has ongoing dialogue with LAs re further information.<br/> To note, further detail and substantiation is required from LAs on the level of future resource funding being requested.</li> </ul> |
| <p><b>2. LEZ National Progress and Risk Update</b></p> | <ul style="list-style-type: none"> <li>• TM – provided an update on national progress and risks:</li> </ul> <p><b>Progress</b></p> <ul style="list-style-type: none"> <li>• Since the last meeting all four cities have undertaken consultations. Will cover in more detail at item 3.</li> <li>• LA Guidance on LEZs was published in October 2021.</li> <li>• Signage – consultation complete and designs have received legal approval. Planning is underway for installation on the trunk road network, discussions with LAs are underway to finalise design.</li> <li>• Blue Badge exemption system has been discussed with LAs and a way forward agreed (i.e. a website interface hosted</li> </ul>   |

on the LEZ website, and a call centre). Discussions with DfT are ongoing regarding the technicalities for data sharing and regarding access to the vehicle emissions checker system. Stakeholder workshop held with disability groups earlier this month and issues identified are being addressed. Website delivery partners are progressing with works.

- Section 104 agreement with UKG is on track. Draft order has been agreed and sent to Office of Advocate General in November. Data Protection IA is in progress.
- VCA enforcement system assessment protocols are being finalised and will allow Scottish Ministers to approve any LEZ enforcement systems.
- Engagement continues with DVLA/DEFRA on data sharing and a data sharing submission has been made. A progress update is due later this month.

### **Risk Update**

#### Examination of schemes

- Potential requirement for examination of schemes could hold up programme. Recognise that Dundee need to rerun objection period and Edinburgh to return to committee in the new year (covered in next item)

#### Schemes not submitted to Ministers on time

- Mitigation to be provided through LAs keep Transport Scotland updated during drafting phase and flagging any potential issues where TS may be able to provide early assistance or advice.

#### Committee refuse or delay LEZ approval

- Aberdeen and Glasgow are on track, Dundee need to re-run their formal objection period, and Edinburgh are required to return to committee in January.
- Main risk remains delay in submission of scheme for approval.
- This risk is being mitigated through ongoing continual dialogue and engagement with local authorities and the option for pre-assessing submission drafts.
- SM asked how the Blue Badge process will work.
- TM – we are engaged with a website builder and work has started now. We are currently working with stakeholders and LAs on the way forward and will address concerns raised during consultation with relevant disability groups.
- **ACTION** Transport Scotland to update the Leadership Group on progress and arrange a demonstration of the Blue Badge exemption website once available.

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| <p><b>3. City specific progress</b></p> | <p><b>Aberdeen (Sandra MacDonald)</b></p> <ul style="list-style-type: none"> <li>• Following completion of objection period minor changes to boundary have been recommended, this is with committee convenor to review. No change to effectiveness of LEZ.</li> <li>• Draft scheme will be sent to TS over Christmas, prior to formal submission to Ministers.</li> <li>• Very successful in getting BEAR funding for buses, produced a LEZ feature on transport day for COP26</li> <li>• City Centre Masterplan – pedestrianisation of Union St, high level decision has been made, with aim of improving air quality and traffic flow noting that some traffic flows around that area are yet to be determined.</li> <li>• Listening exercise has been key to getting this far.</li> </ul> <p><b>Dundee (Mark Flynn)</b></p> <ul style="list-style-type: none"> <li>• Scheme passed at committee, however due to an admin error in notification of objection period there is a need to rerun objection period</li> <li>• This will result in a delay of around 5 weeks – proposals will be submitted to 21 February committee</li> <li>• Despite delay, degree of confidence that all is on track for end of May introduction</li> <li>• Procurement of infrastructure has presented some challenges</li> <li>• Discussion held around restart of objection period: Chamber of Commerce not included in objection notification period, this being the main reason for need to rerun. New objection period will close on 15 January</li> <li>• GD queried whether Dundee were anticipating any major issues from the rerun, MF advised they were not.</li> </ul> <p><b>Glasgow (Anna Richardson)</b></p> <ul style="list-style-type: none"> <li>• Consultation reported to committee – scheme published and in objection period throughout January (longer period due to holidays)</li> <li>• Expects submission of scheme to Ministers in March.</li> <li>• Progressing with targeted communications in 2022.</li> <li>• Procurement of infrastructure and signage is on track</li> <li>• Non-compliant taxis are a known issue and engagement is ongoing, including the promotion of retrofitting.</li> <li>• Events and engagement held with taxi operators – retrofitting is available – will continue to promote. Taxi and private hire forum has been set up</li> <li>• GD – taxi concerns issue for other cities?</li> <li>• All – no similar issues. Edinburgh – EV uptake has been good</li> </ul> <p><b>Edinburgh (Lesley McInnes)</b></p> |
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|                                     | <ul style="list-style-type: none"> <li>• Updated proposals will return to committee in January – with a strong degree of confidence they will get through. (Post-meeting note: following rerun of objection period Edinburgh’s scheme passed committee on 27 January).</li> <li>• Assuming successful at next committee, confident scheme can get back on track for introduction in May.</li> <li>• LM extended thanks to SEPA for modelling work and to VM for support and assistance in addressing the concerns raised at committee.</li> <li>• GD – echo thanks to those involved</li> </ul>   |
| <p><b>4. LEZ Communications</b></p> | <ul style="list-style-type: none"> <li>• VM – gave a summary of the national campaign and context</li> <li>• TS and LAs continue to meet regularly via the Communications Group</li> <li>• COP26 and city comms has driven an interest in LEZ in the media</li> <li>• All are keen for human interest stories throughout 2022 and to highlight benefits of LEZs.</li> </ul> <p><i>(Anna Gormley and Rebecca Miles from The BIG Partnership (TS’ Communications consultant) were invited to join this part of the meeting to give a presentation on LEZ National Communications Activity)</i></p> <p>GD – urged caution around Space for People parallels. Public transport messaging should read-across on bigger picture and strike a balance: how LEZs interact with other policies needs to be clear – LEZs are only one part of a much greater jigsaw.</p> <ul style="list-style-type: none"> <li>• MF queried whether LAs could get details on LEZ support grant uptake?</li> <li>• <b>ACTION</b> – TS to share a breakdown of BEAR/taxi grant/support fund by city.</li> <li>• SM queried how LAs could plug into the national strategy to support comms? Recognised there are resource issues in comms teams at LA level and that good support is being provided via TS. Queried whether there were FAQs on national website?</li> <li>• AG confirmed there were and these would evolve over time.</li> <li>• GD requested that LAs be given opportunity to feed into website content and FAQs based on their public engagement feedback and local issues. AG advised that content could be supplied as a word doc for review /comment. <b>ACTION</b> - TS to circulate word version for LA review/comment.</li> <li>• GD – comms resource is key to delivering LEZs. Keen to get on the front foot and be less reactive. Recognise this is not easy but needs a coordinated local and national approach.</li> </ul> |

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|                                     | <ul style="list-style-type: none"> <li>• LM – A coordinated approach is very much appreciated and recognises the need for a shift from reactive to proactive comms and to schedule messaging to ensure all are joined-up would be helpful. <b>ACTION</b> TS to share national Comms Forward Planning to assist with local alignment</li> <li>• AR – “Get Ready” messaging in Glasgow has been difficult despite ongoing for several years. Stresses the need for consistency at local and national level.</li> <li>• GD – Keen to see comms to promote funding messaging, in particular smaller operators, (reference to BEAR 4)</li> <li>• SM – misinformation about LEZs needs addressed. National messaging is important to reinforce what’s happening at a city level.</li> <li>• AG – 60km radius of LEZs are targeted with social/outdoor comms. Myths will be addressed in next phase of the national campaign.</li> <li>• GD – <b>ACTION</b> RTPs to be plugged into comms activity.</li> <li>• GD – <b>ACTION</b> Small local papers need sight of news releases and key campaign pushes with local quotes from LAs.</li> <li>• SM – Shetland ferry is one example of where we could be missing a group due to LEZ proximity to Aberdeen Harbour.</li> <li>• VM – confirmed BIG, Transport Scotland and LA comms experts meet regularly to discuss approach.</li> </ul> |
| <p><b>5. LEZ Funding update</b></p> | <ul style="list-style-type: none"> <li>• Feedback from LAs advised that not all capital spends were on track, and they would be unlikely to be in a position to invoice for the full amount of grant funding that had been awarded this FY.</li> <li>• TM provided comfort that capital grant award letters were currently being redrafted to allow for capital budget roll-over</li> <li>• TM confirmed total funding (resource and capital) to LAs so far of £7.7m – includes public transport provision, modelling and communications. In addition, funding has also provided to neighbouring LAs (a further £2m capital funding)</li> <li>• TM advised that BEAR funding would continue this FY (with £6.2m to be allocated this FY) – with 379 buses due to be fitted in this round – a press release is taking place this week.</li> <li>• £12.4m awarded in previous BEAR rounds (1-3). Currently over 1,000 buses/coaches have been retrofitted to date. Following some issues in BEAR3, performance of retrofit kit is now in the main working as expected.</li> <li>• Support Fund - £1.7m in grants awarded last year, over £2.5m this year. Expect funding ask to increase as deadlines get closer. Milestone of destruction of over 1,000 high polluting vehicles recently reached.</li> </ul>  |

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|                                    | <ul style="list-style-type: none"> <li>• Interest in funding remains and confident that it's going to the right people.</li> <li>• Ongoing LA costs – the four cities have submitted revised indicative costs for ongoing maintenance of LEZs, however further substantiation is required. Discussions with DVLA ongoing re future operation and maintenance costs.</li> <li>• LA projections for ongoing costs are between £200-400k per year. LAs advised they will also incur future infrastructure costs – i.e. camera replacement will be required in around 5 years' time.</li> <li>• GD – <b>ACTION</b> LA colleagues to be provided opportunity to comment on BEAR4 press release and provide a comment. The group agreed that a local comment could be helpful for future communications.</li> <li>• TM – Confirmed that in relation to delay in procurement of camera systems that capital funding could be rolled into next fiscal year.</li> <li>• <b>POST MEETING NOTE:</b> Press release on BEAR 4 was released during the meeting. <b>ACTION</b> Transport Scotland to progress a follow-up piece with LA input.</li> </ul> |
| <b>6. Summary and way forward</b>  | <ul style="list-style-type: none"> <li>• GD – expressed appreciation to all for efforts so far and advised it would be crucial that we keep lines of communication open as we go into a very critical and busy period.</li> </ul>  |
| <b>7. AOB/Date of next meeting</b> | Next meeting will be held on 9 March 2022  |

### Actions from this meeting:

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| M13-A1 | Correct meeting number at top of minutes – the previous meeting was Meeting 12   |
| M13-A2 | TS to update the Leadership Group on progress and arrange a presentation of the Blue Badge exemption website and how it will work.   |
| M13-A3 | TS will share a breakdown of BEAR/taxi grant/support fund by city.   |
| M13-A4 | TS to provide word version of national website (including FAQs) to LAs who will review and provide comment based on their public engagement feedback and local issues.         |
| M13-A5 | TS to share national Comms Forward Planning to assist with local alignment   |
| M13-A6 | RTPs to be plugged into comms activity- TS to arrange  |
| M13-A7 | TS to arrange for local newspapers to have sight of news releases and key campaign pushes with local quotes from LAs.  |
| M13-A8 | Transport Scot to give colleagues in LAs a heads-up re BEAR and allow comment and provide quote for press release. A local comment could be helpful for future communications. |

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| M13-A9 | <b>POST MEETING NOTE:</b> Press release on BEAR 4 was released during the meeting. ACTION TS to progress a follow-up piece with LA input. |
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Ongoing actions from meeting 12

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| M12-A1 | TS to revisit the communications strategy and formalise the national communications plan. TS to lead and to consult on timing at a local level with LA partners and support LAs to deliver in a joined-up, consistent way. Reaffirmed importance of championing health benefits locally and nationally |
| M12-A2 | Scottish Government will work with partners to find a reasonable future funding solution that works.   |
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