

LONDON BOROUGH OF HAMMERSMITH & FULHAM

Report to: Cabinet

Date: 12/05/2025

Subject: Local Electric Vehicle Infrastructure (LEVI) Procurement Strategy

Report of: Councillor Sharon Holder – Cabinet Member for Public Realm

Report author: Hinesh Mehta, Assistant Director of Climate Change and Transport

Responsible Director: Bram Kainth, Executive Director of Place

SUMMARY

The London Borough of Hammersmith and Fulham and five other local authorities (Ealing Council, Haringey Council, Brent Council, Hillingdon Council, and Harrow Council) have formed a partnership, known as the London Partnership 6, to secure Local Electric Vehicle Infrastructure (LEVI) funding from Office for Zero Emission Vehicles (OZEV).

The partnership aims to procure a service through a concession agreement via an open or such other tender process for the supply, installation, operation and maintenance of EV charge points in return for a revenue share at no capital cost to the Council. Each partner is expected to enter individual contracts with the selected provider(s) to ensure clear accountability.

This report requests the authority to proceed with procurement with the partnership.

RECOMMENDATIONS

1. To note that Exempt Appendix 1 is not for publication on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) as set out in paragraph 3 of Schedule 12A of the Local Government Act 1972.
2. To approve LBHF to be formally part of the London Partnership 6.
3. To delegate authority to the Executive Director of Place, to manage and approve the agreements associated with LBHF's position in the Partnership.
4. To approve the procurement of a concession contract for Electric Vehicle Charge Point (EVCP) services via an open or such other tendering process as the Executive Director of Place approves following a recommendation from the Assistant Director of Procurement and Commercial Services, led by the Lead Partner, in a collaborative procurement process.

5. To delegate authority to the Executive Director of Place, in consultation with the Executive Director of Finance and Corporate Services, to approve the procurement documents for market when they are finalised.

Wards Affected: All

| Our Values | Summary of how this report aligns to the H&F Corporate Plan and the H&F Values |
|---|--|
| Building shared prosperity | The delivery of further charge points through the LEVI bid would improve and maintain EV charging provision across the borough, thus supporting the Council in its strategic aim of achieving net zero carbon emissions by 2030. Transport emissions impact on quality of life and public health as well as create opportunities for work, education, leisure etc. |
| Creating a compassionate council | LBHF's LEVI bid focusses on improving the equitable distribution of EV charging points across the borough. Investment in a more equitable EV charging network is crucial to ensure all residents have fair access to accessible and affordable charging. |
| Doing things with local residents, not to them | Officers will ensure that residents are informed about decisions affecting Electric Vehicle Infrastructure (EVI) close to their homes. Where dedicated bays are introduced, a consultation as part of a traffic order will be undertaken. Direct requests for charge points will be assessed. |
| Being ruthlessly financially efficient | The collective procurement for multiple boroughs seeks to maximise value for money in the way in which additional electric vehicle charge points are secured to enhance provision for the borough. |
| Taking pride in H&F | The procurement evaluation will consider the project's environmental impact, including reviewing contractors' approach to energy consumption and charging tariffs. |
| Rising to the challenge of the climate and ecological emergency | The aim of this scheme is to support the transition from more polluting vehicles to electric vehicles whilst recognising that more sustainable modes will be prioritised. |

Financial Impact

A total OZEV grant of £7.44m has been awarded to the overall partnership (6 partner boroughs including LBHF), of which £1.2m will be allocated to each borough with the remaining £0.24m (3%) held back as a contingency. The grant will initially be awarded to the lead partner borough and distributed to boroughs on completion of pre agreed milestones (expected to be on approval of the Invitation to Tender for the installation and management contract). This funding would then be available for each borough to pay their respective operator(s).

In addition to this funding, all six partner boroughs were eligible to apply for capability funding from OZEV. LBHF has already received £234,019 from OZEV for this purpose, which is predominantly funding project management and support costs. Spend will be contained within the available funding.

The partnership seeks authority to undertake an open procurement process on behalf of LBHF that would see LBHF enter concession agreement(s) with Charge Point Operators for the installation, management and maintenance of these newly installed EV charge points across LBHF. As part of that agreement, the Operator would be required to provide match funding to fund the installation and mobilisation. This concession agreement would also provide an income stream to LBHF in the way of revenue share (based on a percentage of the usage income collected by the Operator).

Further financial implications can be found in the Exempt Appendix.

Kellie Gooch, Head of Finance (Place), 26 March 2025

Verified by James Newman, Assistant Director of Finance (Deputy S.151 Officer), 26 March 2025

Legal Implications

Procurement

This report recommends that the Cabinet approves the procurement of a service concession contract for the installation and provision of electric charge points in return for a revenue share with the approval of the details of the procurement documents and associated agreements necessary for the procurement to be delegated to the Executive Director of Place in consultation with the Executive Director of Finance and Corporate Services. The term of the contract will be 15 years. The estimated contract value (i.e. turnover for the duration of the contract) is above the threshold under the Procurement Act 2023. The procurement will be a collaborative procurement using a single stage tendering procedure without a restriction on who can submit tenders (otherwise known as an 'open procedure') with 5 other London boroughs (Ealing, Haringey, Brent, Hillingdon and Harrow). This means that the lead partner will conduct the procurement on behalf of the wider group. There are potentially 3 Lots made up of Lot 1 lamp columns, Lot 2 standard and fast charge points and Lot 3 rapid charge points). It is anticipated that the lead partner will publish a notice advertising the procurement on behalf of each borough in the partnership and will award the contract to the successful provider. The Council will enter into an access agreement with the lead partner and an individual contract with the successful provider. There will also be an inter-authority agreement governing the partnership and procurement process in which the partnership indemnifies the lead partner for liabilities arising from the procurement.

Since the lead partners' Contract Standing Orders will be used, LBHF must obtain a waiver of its CSOs.

This report covers only the procurement up to award. Approval of the decision to award must be taken by Cabinet.

OZEV Grant Funding

In respect of the recommendation to approve receipt of grant funding to support the procurement, the Council's Financial Regulations give the Director of Finance authority subject to reporting to Cabinet in Corporate Revenue of Capital Monitoring reports and subject to the funding not increasing the council's approved net budget (F17).

As the recommendations include a Key Decision (see Article 12 of the Constitution) and the report must be submitted to Committee Services for publication on the Council's website. The appropriate decision maker is the Cabinet.

Glen Egan Assistant Director Legal Services 25 March 2025

Background Papers Used in Preparing This Report

None.

DETAILED ANALYSIS

Background

LEVI Partnership Project

1. The likely government ban on the sale of new petrol and diesel vehicles by 2030 is expected to significantly increase the demand for EVs and the corresponding need for EVI. In response, the Office for Zero Emission Vehicles (OZEV) invited councils to seek funding from the LEVI fund, recognising the necessity for additional investment in on-street charge points.
2. London Borough of Hammersmith and Fulham and five other local authorities (Ealing Council, Haringey Council, Brent Council, Hillingdon Council, and Harrow Council) have formed a partnership, known as the London Partnership 6, to secure Local Electric Vehicle Infrastructure (LEVI) funding from Office for Zero Emission Vehicles (OZEV).
3. A total OZEV grant of £7.44m has been awarded to the overall partnership (6 partner boroughs including LBHF), of which £1.2m will be allocated to each borough. This public funding is expected to stimulate the market and incentivise private sector participation.
4. The partnership anticipates a public-private arrangement, grounded in the need to attract substantial private investment while ensuring sufficient public LEVI funding addresses the respective boroughs' specific challenges.
5. It is expected that the private sector will contribute to match all project costs including but not limited to the supply, installation, maintenance operation and periodic upgrades of charging points to ensure the infrastructure remains reliable and up to date.

6. Partnership 6 agreed that their preferred route to market is through a procurement process published to the market using an open procedure under the Procurement Act 2023 and Procurement Regulations 2024.
7. The Partnership will sign an Inter-Authority Agreement between all partners of the partnership to mitigate the risks involved with procuring as a Partnership.
8. The lead partner will undertake a Collaborative Procurement, in line with their Contract Standing Order terms, with each lot specifying the minimum number of charge points allocated to each borough.
9. The tender is expected to be split into lots based on the type and speed of the EV Charge points.
10. The lead partner will undertake a Collaborative Procurement, in line with their Contract Standing Order terms, with each lot specifying the minimum number of charge points required by each borough.
11. The duration of contact is expected to be 15 years with an option for extension.
12. The proposed contract will be awarded to the most economically advantageous Tender based on a combination of price and quality. Tenderers for each contract will be evaluated thoroughly through criteria that is still to be outlined by the Partnership. This will likely include a ratio on the weighting of quality and price. Each tender will also be evaluated on their Social Value commitments.
13. OZEV is required to distribute funding until financial year end, end of March 2025.

Background of EV Charge points in LBHF

14. From 2019 to date, the Council has installed 2,593 publicly available electric vehicle charging devices at all speeds. There are 2,509 existing low/standard power charge points (>8kw), 76 fast charge points (8-50kw), 8 rapid car parking charge points (50kw>).

Site Selection

15. Historically, charge points have been installed in more commercially attractive areas to CPOs.
16. LBHF identified that while the current network of EV charge points in the borough is expansive and one of the largest in the UK, the distribution of accessible and affordable EV charging is inconsistent. As such, LBHF's bid centred on targeting locations that would improve the equity of distribution and access of EV charging points across the borough – implementing charge points in housing estates, disabled bays and taxi ranks.
17. The locations of the charge points will be identified via a gap analysis to ensure that the new charge points are installed in areas with no or minimum provision, focusing on areas that are less commercially attractive to CPOs.

18. Potential conflicts with existing sites will be considered such as kerbside conflict, sustainable travel projects, parking stress and existing EV charge point infrastructure.

Procurement Route Analysis of Options

19. The Council has the following procurement options to consider for the LEVI grant.

Option 1 – Undertake an open procurement process through the Lead Partner– Recommended Option

20. This option involves the Council continuing its participation in Partnership 6 to procure Electric Vehicle Infrastructure (EVI) services, while the lead partner undertakes an open procurement process ensuring compliance with procurement regulations.
21. This approach will enable LBHF to enhance the equitable distribution of charge points across the borough, improving to EV charge points. It will also contribute to reducing carbon emissions, supporting the Council's environmental goals, and generating increased revenue through the use of EV charge points.

Option 2 – Procure using an existing Framework for the LEVI grant through the Lead Partner– Option Not Recommended

22. The option to procure using an existing framework for the LEVI grant was explored at the start of Partnership 6's collaboration during which LBHF acted as the lead borough. However, LBHF received legal advice against undertaking a procurement using an existing framework or via the Pan-London Dynamic Purchasing System (DPS) as these would not be the most appropriate or most compliant routes to market. Since this decision, the Partnership have worked towards undertaking an open procurement process.

Option 3 – Do nothing approach: Withdraw from the LEVI procurement – Option Not Recommended

23. Withdrawing from the LEVI partnership would have significant negative consequences for the future expansion and equitable distribution of the Council's EV charge point network. It would hinder the Council's ability to improve access to EV charge points, failing to align with the Council's commitment to 'Building Shared Prosperity.'

Reasons for proceeding with the LEVI Procurement as Part of Partnership 6

24. The LEVI bid would improve EV charging provision across the borough, thus supporting the Council in its strategic aim of achieving net zero carbon emissions by 2030.
25. By continuing its involvement in Partnership 6, the Council will benefit from collaborative procurement, enabling a cost-effective delivery of EV

infrastructure, expanding the EV charge point network and reinforcing equitable access to EV infrastructure in the borough.

26. Withdrawing from the LEVI partnership would result in a missed opportunity to install EV charge points at no direct cost to the Council, vital for achieving the Council's environmental and sustainability objectives, including reducing carbon emissions and supporting the transition to cleaner transport options.
27. The formalisation of procurement, contract, and other arrangement terms during the collaborative procurement exercise require sign-off from each partners' EV programme officers. Consequently, it is vital to delegate authority to the Executive Directors of Place and of Finance and Corporate Services, to agree the terms of each process
28. The Council's receipt of capability funding and the recent recruitment of a dedicated transport planner to focus on EV planning and delivery outweighs the argument for withdrawing from the LEVI partnership to free up some officer capacity. These resources ensure that LBHF is well-positioned to meet the demands of the LEVI project without undue strain on existing staff capacity.

Reasons for Recommendations

29. Procuring EV charge point services as part of the Partnership 6 will leverage economies of scale, deliver value for money, and enable LBHF to expand and improve the equitable distribution of its EV charge point network.
30. The delegated authority to the Executive Director of Place to manage and approve the agreements associated with the LEVI project is essential to meet the necessary timeframe limitations of the LEVI project since the procurement documents are being finalised by the partnership.
31. The procurement of a concession contract via an open tendering process would achieve the most beneficial results by allowing the Council to receive a broad range of bids offered by EVCPOs, whilst also ensuring compliance with the relevant procurement regulations.
32. The delegation of authority to the Executive Director of Place, in consultation with the Executive Director of Finance and Corporate Services, to approve the procurement documents for market when they have been finalised, will permit the Council to meet OZEV's release of funds deadline by end of March 2025. As a collaborative procurement exercise, the agreement of the terms requires significant input and management from each partner's officers.

Timetable

33. The Table 2 provides the estimated Procurement timeline for the LEVI Grant:

Table 2 – Estimated Procurement Timeline

| | Action | Date |
|-----|--|-----------------------------|
| 1. | Key Decision Entry (Strategy) | Wednesday, 11 December 2024 |
| 2. | Contracts Assurance Board (CAB) (Strategy) | Wednesday, 22 January 2025 |
| 3. | Political Cabinet | April 2025 |
| 4. | Cabinet Sign off (Strategy) | May 2025 |
| 5. | Preliminary Market Engagement | March/April 2025 |
| 6. | Tender Notice | May 2025 |
| 7. | Closing Date for Clarifications | June 2025 |
| 8. | Closing Date for Submissions | June 2025 |
| 9. | Evaluation of Submissions | July 2025 |
| 10. | Moderation | July 2025 |
| 11. | Award Recommendation Report | August 2025 |
| 12. | SLT/Cabinet Member (Award) | September 2025 |
| 13. | Contracts Assurance Board (CAB) (Award) | September 2025 |
| 14. | Key Decision Entry (Award) | September 2025 |
| 15. | Assessment Summaries | September 2025 |
| 16. | Contract Award Notice | September 2025 |
| 17. | Standstill Period Ends | September 2025 |
| 18. | Contract Engrossment | October 2025 |
| 19. | Contract Detail Notice | October 2025 |
| 20. | Contract Mobilisation and Implementation | October 2025 |
| 21. | Contract Commencement Date | November 2025 |

Risk Management

34. Table 3 outlines the key risks associated with successful procurement of the LEVI contracts, along with their corresponding mitigation strategies.

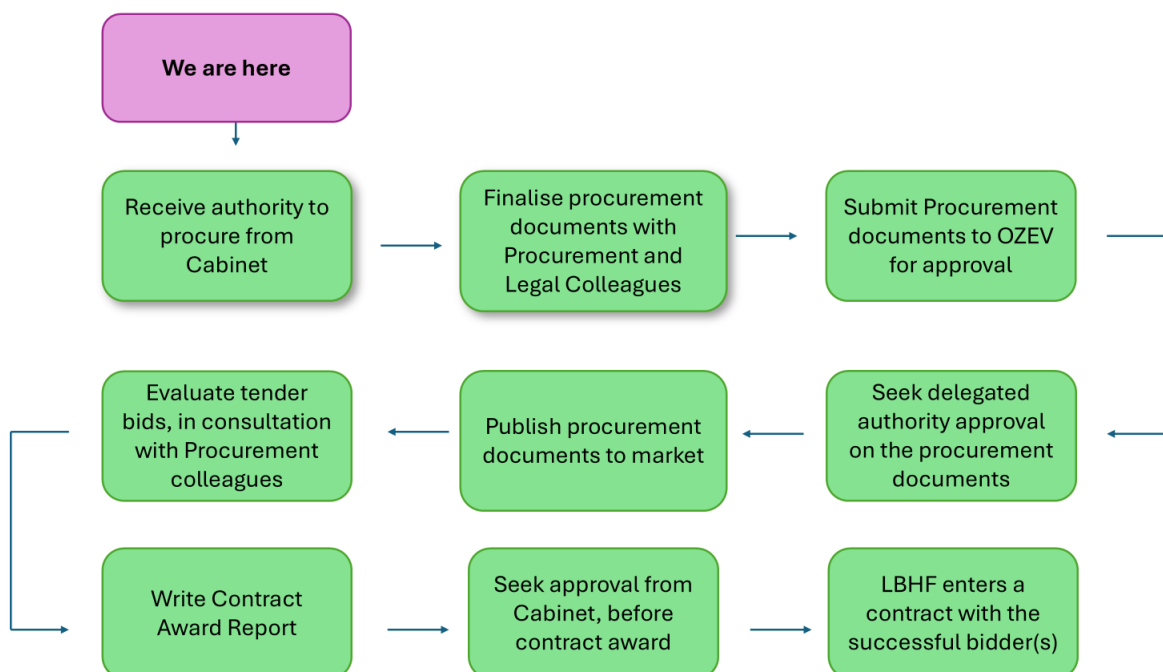
Table 3 - Key risks and Mitigation Strategies

| Risks | Mitigations |
|---|--|
| Noncompliance with Governance | <p>The Transport Team will work closely with the Legal, Procurement and Commercial team to ensure the procurement is undertaken compliantly.</p> <p>The procurement documents will be approved by the legal, finance and procurement teams before the tender is published. This will be followed by a key decision report submitted to Bram Kainth, the Executive Director for Place for his approval of the procurement decisions.</p> <p>A Contract Award Report would subsequently be prepared once the procurement activity has concluded.</p> |
| Risks associated with Contract Management | <p>Each partner is expected to enter individual contracts with the selected provider(s) to ensure clear accountability. Individual contracts between each local authority and the CPO will minimise contract management risks.</p> |

| | |
|---|--|
| Risks associated with long term contracts | Exit strategies will be developed in the Specification to address asset issues such as asset ownership, asset's end of life implications, innovation and upgrade requirements. |
| Challenge from a CPO on the partnership's procurement process | Officers will conduct a compliant procurement process that will ensure that each tenderer has a fair opportunity to bid on the lot(s) to deliver EV charge points in H&F. |
| Procurement as partnership | Officers are involved in the development of the procurement documents and regularly attend partnership meetings to participate in decision making and maximise procurement results for the Council. |
| Availability of staff resources | The Principal Transport Planner (EV) post that was recruited with LEVI Capability Funding will act as a dedicated project manager to oversee the procurement, implementation, ensure compliance and success of the LEVI project. |
| Capacity and capability of charge point operators | The Partnership will conduct a pre-market engagement to ensure the CPO's capabilities align with the Partnerships requirements. |
| Member Engagement | Officers will engage with the members, share information and benefits of the scheme, demonstrate how the project aligns with the corporate objectives and delivers value for residents. |

35. Image 1 below shows the processes that will be followed to ensure compliance with the Council's governance.

Image 1 – Visualised Internal Governance Route



Market Analysis, Local Economy and Social Value

36. It is hard to stipulate on the likely market size of EVs in future as it's an emerging technology in a market that is already developing newer technologies (hydrogen-powered vehicles). However, the likely UK Government ban on the sale of new petrol and diesel vehicles by 2030 or 2035 will significantly increase the demand for EVs.
37. Transport Strategy team considered three potential trajectories for EV market growth and recommends that H&F should plan around a high growth trajectory, where the modelling predicts a rapid shift towards EVs with approximately:
 - 28% of vehicles (cars and LCVs) being electric by 2026
 - 55% of vehicles (cars and LCVs) being electric by 2030
 - 86% of vehicles (cars and LCVs) being electric by 2035
38. Predicting EV growth continues to be challenging due to various factors, including Government policies, technological advancements, funding availability and consumer preferences. However, even in a low growth trajectory whereby there is a gradual increase in EV usage, NEVIS predict that 69% of vehicles (cars and LCVs) will be electric by 2035.
39. A local supply chain is unlikely to be available to the Council due to the size of the operations that the CPO would need to undertake. However, this will be explored as an option for the Council to utilise.
40. His Majesty's Revenue and Customs (HMRC) has advised other local authorities that Value Added Tax (VAT) should be added to the invoices of EVCPOs on the income generated at EV charge points. Therefore, the Council will seek to ensure that the successful bidder(s) pay VAT on income generated at EV charge points, in line with HMRC guidance. Considering that 84% of households in LBHF do not have access to off-street parking and the impending government ban on the sale of new Internal Combustible Engine (ICE) vehicles, officers do not expect that the change in the VAT arrangement will significantly impact the usage of EV charge points.

Equality Implications

41. A completed EQIA is attached in the Appendix, Appendix item 1, that presents that the LEVI bid raises one key/relevant equalities issue, detailed below.
42. The addition of EV charge points to the streetscape will likely have adverse impacts on disabled people, particularly those with mobility issues or visual impairment, because it will increase the amount of street furniture in LBHF. To minimise this, the Council will work with EV charge point operators who will install the charge points on a site-by-site basis to minimise the impact to disabled people in the borough and to not impact all pedestrian desire lines. There will be particular scrutiny of how and where EV charge points will be installed around disabled bays as to not impact the mobility of disabled people, and their access to their vehicles. This will likely involve the construction of on-carriageway solutions (buildouts) at disabled bays as to maintain the amount of street furniture around disabled parking bays.

Risk Management Implications

43. In addition to the risks described above there is financial risk that funding from Office for Zero Emission Vehicles (OZEV) is not forthcoming.
It is recommended that a strategy is prepared to define how LBH&F will proceed in this case including abandonment of the strategy, identify external funding sources or if self-funding options.
44. There is a reputational risk that the rollout of charge points will impact residents, particularly disabled residents leading to dissatisfaction and negative reporting in local press. It is recommended that engagement with residents is made paramount throughout the project which adheres to the value of 'Doings things with residents not to them'.
45. There is an organisational risk that LBH&F will not have full sight or control of the project, and that communications and response is slow or unwieldy.
It is recommended that a governance structure is put in place giving LBH&F full oversight of the project within the borough with a robust communication plan.

Jules Binney, Risk and Assurance Manager, 25th March 2025

Climate and Ecological Emergency Implications

46. Undertaking a procurement for 300+ EV charge points in the borough would significantly promote the uptake of EVs in LBHF, broadening the network of electric vehicle infrastructure for those who live, work, and study in the borough.
47. The LEVI grant would improve the equity of the distribution of EV charge points, improving access to those historically underserved to transition from Internal Combustible Engine (ICE) vehicles (i.e., petrol and diesel vehicles) to EVs. This is supported because EVs reduce motorists' reliance on the use of fossil fuels and have cleaner exhaust emissions than ICE. The transition to EVs is a key part of the Council's aim to reach Net Zero by 2030.
48. Each tender will be considered in how they are responding to the climate emergency and from what energy source they plan to power the EV charge points.
49. While the LEVI grant aims to promote the transition from ICE vehicles to EVs, the Transport Team will continue to prioritise more sustainable modes such as active travel and public transport.
50. Coordination between officers and teams at the Council will be required to ensure that none of the proposed sites conflict with other projects/programmes that will deliver more sustainable outcomes.

Verified by Hinesh Mehta, Assistant Director Climate Change, 25th March 2025

Local Economy and Social Value Implications

51. It is a requirement that all contracts let by the council with a value above £100,000 propose and commit to social value contributions that are additional to the core services required under the contract
52. It is recommended that the commissioner works closely with the Social Value team to ensure that any contributions proposed by contractors are deliverable and supported by an appropriate delivery plan or method statement.

Implications verified by Oliur Rahman, Head of Employment and Skills, 25th March 2025

Procurement Implications

53. It is recommended the service delivery team work with the Procurement and Commercial team to ensure the procurement is undertaken compliantly and in accordance with the Procurement Act 2023. As this is a collaborative procurement, the lead borough's CSOs will take precedence, regarding the procedure.

Kiera May, Category Specialist – Procurement and Commercial, 25th March 2025

Digital Services Implications

54. **IT Implications:** No direct IT implications are considered to arise from this report as it seeks approval to procure EV charge points. There is a supplier provided externally hosted platform that is provided that will be accessed by LBHF staff. Should this not be the case, for example, by requiring new systems to be procured or existing systems- including corporate data and technology infrastructure- to be modified, Digital services should be consulted.
55. **IM Implications:** A Data Privacy Impact Assessment (DPIA) and a (Cloud) Supplier Security Questionnaire(s) will need to be completed to ensure all potential data protection risks arising from this proposal are properly assessed with mitigating actions agreed and implemented. The supplier will be expected to have a Data Protection policy in place and all staff will be expected to have received Data Protection training.

Implications completed by: Vincen Arivannoor, Strategic Relationship Manager, Digital services, 25th March 2025

LIST OF APPENDICES

Exempt Appendix 1 – Financial implications, Estimated Number of Charge Points to be Procured via the LEVI Bid, and Outline of LEVI Capability Funding
Appendix 2 – Completed Equality Impact Assessment (EQIA)
Appendix 3 – LEVI grant funding allocation letter