

Appendix One

Zero Emissions Network Project – Issuance of Grants

Background

Tower Hamlets is declared an Air Quality Management Area under the UK Air Quality Strategy as we are exceeding targets for two human health related pollutants (Nitrogen Dioxide and Particulate Matter). We therefore have a duty to produce an Air Quality Action Plan which details measures on how we are working towards achieving the objectives. In response to this statutory requirement we are implementing a number of projects in the borough to reduce air pollution and greenhouse gases.

One of the projects we are implementing is a business engagement programme in Spitalfields & Banglatown, Weavers and Whitechapel areas, called Zero Emissions Network (ZEN). The aim of the project is to reduce pollution from business operations by offering businesses services and advice on low emission technology. Phase 1 of this project (June 2014 – March 2016) was an extension of an existing project from Hackney into Tower Hamlets and Islington as identified by a requirement for collaborative working to address trans-boundary air pollution. In April 2016, the project secured further funding in the second round of MAQF to continue into Phase 2 (April 2016 - March 2019).

Project Aim

The aim of the project is to create a business network with the aim of improving air quality in Shoreditch by changing businesses behaviour. This is to be achieved by creating a business network with a strong local identity, encouraging the up-take of lower emission energy and travel options through provision of high quality information, direct engagement, business surveys, enhanced infrastructure, and trials and incentives of low emission technology.

In Phase 1 (June 2014 – March 2016) the project was an extension of an existing initiative launched by London Borough of Hackney. Hackney, Tower Hamlets and Islington made a joint bid to the London Mayor's Air Quality Fund to extend the project into Tower Hamlets and Islington which was successful.

In Phase 2, (April 2016 – March 2019) the project will receive £300,000 over three years from the Greater London Authority. The money will be spent as the project plan dictates (approximately £100,000 per borough). The funding allocation to Tower Hamlets has been used to continue the role of a Zero Emissions Network Officer employed under LBTH terms and conditions.

Project Management

The role of the ZEN officer is to work within the jurisdiction of Tower Hamlets solely and recruit businesses in our borough to the ZEN services and offers. The ZEN officer is based at Hackney Council offices with the other ZEN team members to facilitate the collaboration and daily project delivery. This was deemed most efficient to deliver the project by reaching businesses over the geographical areas of the three Boroughs, which border each other.

Hackney Council is the lead borough and we have a Service Level Agreement with Hackney as per requirement of the grant funding terms and conditions. The Service Level Agreement outlines the inter-borough arrangements and roles and responsibilities. A project board has been established, on which LBTH has representation by Environmental Health. The board meets regularly for progress reporting purposes and risk mitigation. Daily delivery of ZEN is project managed by a Principal Transport Planner within the Transportation Section of London Borough of Hackney and delivered by the Senior ZEN Project Officer and 2 ZEN Officers, one of which is LBTH.

Funding

Tower Hamlets has received funding from the Greater London Authority via the London Mayor's Air Quality Fund to the value of £100,000 which we match-funded as required by the terms and conditions. The match funding has come from the following internal sources:

- Section 106 Funding for sustainable travel
- Local Implementation Plan
- DEFRA Air Quality Funding

Match funding will be used for incentives, trials, infrastructure improvements and other costs. All internal match funding has obtained legal and procurement authorisations. This includes Planning Contributions Overview Panel for the Section 106 funding and the Record for Corporate Directors Actions will be progressed for monies to be spent over the life span of the project.

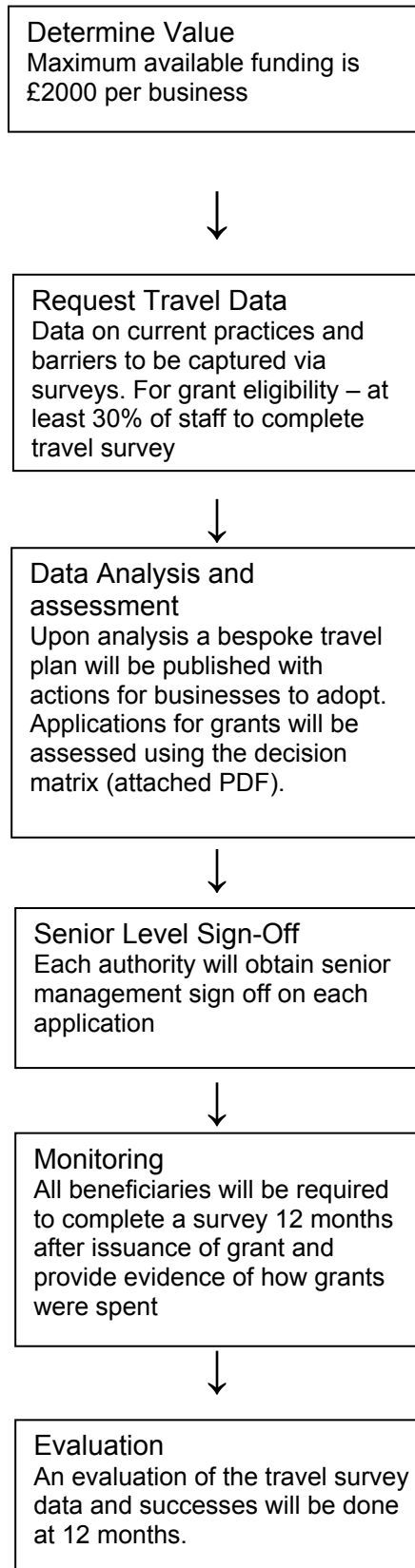
Financial reporting is undertaken to external and internal project sponsors as required.

Grants

The ZEN Travel grant enables businesses to apply for funding to help them implement sustainable travel initiatives for their staff and visitors. The grant applications are welcome from all ZEN members, regardless of business size. A basic search of Companies House will be undertaken as part of a due diligence.

All grant funding will be considered by the project board and will only be presented for approval by the Council once it has been signed-off by the project board.

The decision making process for the issue of travel grants is as follows:



Terms and Conditions for Grant Issuance

Grant applications will be assessed as follows:

- A response rate of 30% from the staff employed within the business will need to complete a travel survey before a grant application can be considered
- Applicants are required to demonstrate a % change in modal shift to sustainable forms of travel. A percentage change of 5 -10% would be acceptable. We will monitor this via the year end assessment on the grant use. Applicants are also encouraged to match fund grants issue by the ZEN project and the grant will be paid in advanced.
- Applicants are required to provide one quotation for works to be carried out
- They will need to give an undertaking and indicate on their application form details of other measures to be implemented that is tailored to them as part of the service the ZEN project offers

The level of funding will be assessed based on the below criteria:

1. The reasons why the workplace has applied for the grant
 - a. Initiatives to reduce emissions by reducing reliance on car
 - b. potential shift towards more sustainable transport
 - c. supporting and encouraging staff to use sustainable transport
2. The completeness of the application i.e. is further information needed to be able to assess the application as attached;
3. The size of the organisation, will be considered in order to prioritise applications in case of over subscription. Ideally targeting those that may not have carried out this work without a financial incentive and also has an impact on air quality.
4. Whether the workplace received a ZEN Sustainable Transport Grant previously;
5. Whether the workplace are providing match funding;
6. Additional measures the workplaces are undertaking to support sustainable travel

Successful applicants will be required to complete a grant agreement.

Previous grants awarded by Hackney during the initial phases of the project have gone towards for example cycle maintenance, campaign rewards and electric car charging points.

Grant Applications

In Phase 1 of the project, Tower Hamlets successfully awarded circa £18,000 in grants to ZEN member businesses. In Phase 2, it is anticipated that there will be vast interest in the grant scheme as business membership to the ZEN expands between April 2016 – March 2019.