

DEFRA LOCAL AUTHORITY AIR QUALITY GRANT 2012/13 PROGRESS REPORTING

Under the air quality grant terms and conditions, local authorities awarded grant are required to provide a progress report on the supported project(s) around November the year after the grant has been paid to the authority. Reports should be provided on an annual basis for the duration of the project, including a report produced upon completion of the project. The form set out below should be used to report progress in all cases. Please return completed form/s to the email address; air.quality@defra.gsi.gov.uk.

1. Local authority name, key contact details and project title/code.

Please provide the lead local authority name, contact details for the lead project contact and the title and reference number of the project.

Local Authority Name:	Leicester City Council
Project Manager / Key Contact:	[REDACTED]
	Environmental and Enforcement Services
Phone:	[REDACTED]
Email:	[REDACTED]
Project Title:	Leicester Low Emission Zone Business Case (‘LESTAir’)

2. Provide a brief description of the project.

Please provide a brief description of the project and its aims. Please include details of project partners and division of work. Refer to Section 2 of the Project Plan if no changes to initial plans have occurred (300 words or less).

The project goals remain substantially as set out in Section 2 of the Project Plan, forming Annex B of the DEFRA grant funding offer acceptance form (signed 17-10-2012):

To develop a business case for a Low Emission Zone with the following deliverables –

1. A Mobilisation Plan for internal and external stakeholders; and
2. A Road Map facilitating transfer of experience to other UK authorities etc.

The Project brief embodies following key characteristics –

Emphasis on identifying and implementing early actions to expedite compliance with the EU Air Quality Directive, as well as longer-term interventions;

Stakeholder engagement, in preference to regulatory solutions;

Identifying cost savings and external sources of funding for stakeholders.

Project Status	Y/N?
Is the project complete?	N

3. Please indicate which study area(s) / emissions source(s) are relevant to this project.

Study Area(s)	Y/N?	Emission Source	Y/N?	Pollutant	Y/N?
Low Emission Zones	Y	Cars	Y	NO ₂	Y
Emissions Abatement Technology	Y	HGVs	Y	PM ₁₀	Y
Remote Sensing	N	Buses	Y	Other	Y
Communication	Y	Trains	N		
Monitoring	Y	Biomass	N		
Modelling	Y	Other	N		
Behavioural Change	Y				
Fleet Improvement	Y				
Traffic Management	Y				
Other	N				

4. Progress to Date

Please provide a brief description of the work carried out to date (500 words or less), with reference to key milestones. This should include whether or not the project is proceeding in accordance with the estimated timescales in Sections 3 & 4 of the Project Plan. Where delays have occurred, an indication of revised project timescales should be provided.

The Work Packages (WP) refer to those detailed in the DEFRA Project Plan:

The project is currently on track, with regard to content and time scales.

WP 1:	(Up to 31-12-2012)	
	Initial Planning	Complete
WP 2:	(Up to 31-12-2012)	
	Strategic Context	
	Scoping	
	Identification of stakeholders	Complete
WP 3:	(Up to 30-09-2013)	
	Data collection	
	Internal/External Stakeholder consultation	
	Identification of options	
	Production of Long List of options	Substantially complete
WP 4:	(Up to 31-03-2014)	
	Data analysis	
	Option appraisal	
	Reporting	
	Mobilisation Plan	Initiated –
	Road Map	Appraisal / modelling methodology agreed
WP 5:	(Up to 31-03-14)	
	Project supervision/monitoring	See WP 1 – 4, above
WP 6:	(Begins 01-04-2014)	
	Implementation	Post-AQGS funding and receipt of project deliverable

5. Project Outputs

Please provide a summary of any initial or final observations / conclusions that can be drawn from the project, and in particular, details of any observed or estimated reductions in emissions and / or pollutant concentrations (500 words or less).

A complete list of project outputs (both completed and expected) should also be provided including the date of publication and location / source from which the outputs can be obtained. Electronic copies of any completed outputs should be submitted alongside this form.

Conclusions will be available on completion of WP 4

To date, a 'long list' of options has been produced (WP 3) and option appraisal / modelling is currently in hand (WP 4).

6. Problems faced

Please provide a brief description of any problems faced or anticipated that may or have affected project outcomes or the timescales for delivery (500 words or less).

No critical problems identified at time of writing.

7. Knowledge Transfer

Where possible, please provide an evaluation of the project against the plans for knowledge transfer detailed in Section 5 of the Project Plan (500 words or less)

Formal knowledge transfer is embodied in the planned project deliverables (see Section 4 above, WP 4) and these are scheduled to take place in due course.

Preliminary assessment is that the profile of air quality compliance has been substantially raised within LCC, (e.g. in the fields of Land Use Planning, Public Health, Procurement, Internal Travel/Transport policy and HR). A number of policy initiatives and guidance documents are under discussion with other Council disciplines.

A formal political mandate has been secured from the Executive for these developments.

8. Project Evaluation

Where possible, please provide an evaluation of the project against the success criteria detailed in Section 7 of the Project Plan (500 words or less)

Definitive evaluation is premature at this stage, since we are not scheduled at this point to have attained:

- Definition of interventions;
- Appraisal of options in terms of AQ impact and cost-benefits; and
- Mobilisation of stakeholders to implement options.

The project is within schedule (see Section 4 for details).

9. Financial Performance.

Please provide details of the anticipated project spend at this stage of the project, the actual project spend, and the reasons for any difference between these figures.

The current financial profile stands as follows:

1. DEFRA AQGS allocation under 2012/13 cycle:	£60,000
2. Committed under fixed price contract to Ricardo-AEA Consultants:	£52,000
3. Of item (2) invoiced and paid under agreed invoicing profile (WP 3 complete):	£10,400
4. Pre-consultancy invoiced and paid to Local Partnerships:	£ 4,000
5. Grant funds disbursed to date (3) + (4)	£14,400
6. Balance committed but unpaid[(2) – (3 +4):	£37,600
7. Balance of grant currently not committed, earmarked for extension studies: (1) – (2 + 4)	£ 4,000

Signature of Officer at the local authority



Name of local authority

Leicester City Council

Date

16th October 2013.