

# Private Electric Vehicle Charging Policy

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## Introduction and Key Principles

- 1 This Electric Vehicle Charging Policy (EVCP) sets out how electric and plug-in hybrid vehicles should be recharged whilst on-site, owned by the employee.
- 2 The policy is part of Enfield Council's Sustainability Strategy, to minimise the impact that the organisation's activities will have on the environment.
- 3 The charging points at all Council buildings complements the Council's broader EV charging strategy, aimed at improving accessibility to charging points as the number of EV (electric vehicles and (plug-in hybrid electric vehicles) PHEV vehicles in the Borough grows.
- 4 This policy has been implemented to ensure the equity between EV/PHEV users and non-EV/PHEV users.

## Aims and Objectives

This policy aims to:

- Provide a consistent approach to recharging electric vehicles (EVs), including plug-in hybrid electric vehicles (PHEVs).
- Clarify users' responsibilities for the safe and efficient use of the charging points.
- Establish a clear workplace policy that governs charging point access, security, usage and other issues associated with EV / PHEV charging.
- Ensure the Council's liability in relation to the provision and use of EV / PHEV charging.

## Definitions

In this policy, 'electric vehicle' includes both pure electric and plug-in hybrid vehicles.

### **Electric Vehicle (EV)**

A vehicle powered only by electricity. The vehicle is charged by an external power source.

### **Plug-In Hybrid Electric Vehicle (PHEV)**

A vehicle which combines a battery, electric drive motor and an internal combustion engine (ICE) and the ability to charge the battery from an external power source. The vehicle can be driven by the ICE, by the electric drive motor, or both together.

### **BP**

British Petroleum (BP) is the company that provides the staff charging points at our Council facilities.

## Installation and use of charging points

- 1 The Civic Centre has 16 BP Pulse charging points located within the Ground Floor car park.
- 2 The charging points are for use by Enfield Council staff permit holders charging their own vehicle and Council fleet vehicles only. Charging by the public is not permitted.
- 3 Dedicated EV charging bays have been provided (16 in total) and are clearly marked with signage and lining.
- 4 The EV charging bays are to be used only when a vehicle is on charge (as denoted by the vehicle being connected to the charging point and the green light being illuminated).
- 5 Once the user has stopped the charge it should be moved to an alternative parking location.
- 6 The EV charging bays are not to be used by non-electric vehicles. Access to the bays must not be impeded and should be provided 24/7.
  - Authorisation for the use of charging points by staff for private use will be made by the Facilities Management Team and Helpdesk. Prior to using the charging points for the first time, the user will need to visit the FM Helpdesk on the Ground Floor of the Civic Centre and request use of the charging bays, The FM officer will then take the name and vehicle registration of the employee and issue them with a Keycard Fob. The Employee will then be able to start using the BP charging units immediately. Employees will be required to fill in a Direct Debit form and send back to [gaya.amuwitagama@enfield.gov.uk](mailto:gaya.amuwitagama@enfield.gov.uk) to be set up on the charging system. Employees will be charged monthly based on their usage; these charges will be taken at the beginning of each Month via Direct Debit from Individual user accounts.
  - Enfield Council reserves the right to rescind permission to use the charging points if it is the opinion of Facilities Management that an individual is misusing the authorisation.

## Costs & Payments for Charging

- 1 Authorised private EV / PHEV users will pay for the energy consumed when charging; payment will be made via Direct Debit payments and the user is charged Monthly. Private users will be charged at a rate of 30p per kWh; The rate is at the discretion of the Council and will be regularly reviewed.
- 2 Should you misplace or lose your Fob then please contact the FM Helpdesk [fmhub@enfield.gov.uk](mailto:fmhub@enfield.gov.uk) who will be able to issue you with a replacement.

## Responsibility for Electric Vehicles

1. Private vehicles are the responsibility of the owners/lease holder No responsibility can be taken by Enfield Council for damage to the vehicle that is caused by a fault in the charging system or the vehicle itself, while recharging.
2. The user is responsible for providing a suitable charging cable
3. This policy must be read in conjunction with the Salary Sacrifice Lease Car Policy by all staff who have accessed this scheme. (When this is launched)

## Communication of the Policy

1. This policy will be made available to all staff on the intranet system. Staff will be made aware of the launch of the Electric Vehicle Charging Point Policy and any subsequent amendments through appropriate internal communications.

## Monitoring & Compliance

- 1 This policy will be reviewed annually and updated when required to reflect changing policies and legislation. In particular, the following will be monitored:
  - Use of charging points – times, costs.
  - Use of charging points by private electric vehicles.