Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

Stage 1
Report checklist – responsibility of report owner

ITEM	**Yes / No**	**Date**
Councillor engagement / input from Chair prior to briefing	**Yes**	**27-05-25**
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	**Yes**	**23-07-25**
Relevant Group Head review	**Yes**	**24-07-25**
MAT+ review (to have been circulated **at least 5 working days before Stage 2**)	**Yes**	**12-08-25**
This item is on the Forward Plan for the relevant committee	**Yes**	**24-07-25**
	Reviewed by	
Risk comments	**L O'Neil**	**12-08-25**
Legal comments	**J Clare**	**19-08-25**
HR comments (if applicable)		

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

Stage 2
Report checklist – responsibility of report owner

ITEM	**Completed by**	**Date**
Monitoring Officer commentary – at least **5 working days before MAT**	**L Heron**	**03-09-25**
S151 Officer commentary – at least **5 working days before MAT**	**T Collier**	**24-9-25**
Confirm final report cleared by MAT		

Environment and Sustainability Committee

13th of November 2025.

Title	*GIF Bid Electric Vehicle (EV) Charge Points*
Purpose of the report	To make a decision
Report Author	*Timothy Snook, Sustainability and Flood Risk Officer*
Ward(s) Affected	*N/A*
Exempt	No
Exemption Reason	N/A
Corporate Priority	Resilience Environment Services
Recommendations	**Committee is asked to:** 1. *Approve the project to further develop the operational electric vehicle charge point infrastructure on the Council's operational buildings, the Depot, the Greeno Centre and Fordbridge Day Centre.* 2. *Approve the application of funding of £64,000 from the Green Initiatives Fund (GIF) for the project.* 3. *Recommend that Council approve amending the Capital Programme by bringing £64,000 forwards from the EV chargers provision from 2026-27 to 2025-26* 4. *Delegate authority to the Group Head of Commissioning and Transformation in consultation with the chair of the Environment and Sustainability Committee.to procure an electric vehicle charge point supplier to expand the existing operational charging network for the council and to award the contract* 5. *Delegate authority to the Group Head of Corporate Governance to enter into the necessary legal documentation*
Reason for Recommendation	The recommendation has been proposed as part of the Council's commitment to delivering sustainable transport in its Climate Change Strategy. Additionally, to ensure strong continued service delivery with the Council's existing and future fleet of electric vehicles.

1. Executive summary of the report *(expand detail in Key Issues section below)*

What is the situation	Why we want to do something
• The Council has increased the size of the Council's electrified fleet with two Spelride community minibuses and additional strategic commitments to continue to increase the number of electric vehicles in the fleet. • The Council requires additional and upgraded charge points at the Depot, Greeno and Fordbridge Community Centre. This will ensure the fleet maintains operational robustness. • An initial proposal to proceed with the Green Initiatives Fund bid was brought to the Climate Change Working Group (CCWG) and supported on 27/05/25	• The Council has expanded its electrified vehicle fleet in accordance with the Council's climate change commitments (key action 19 of the climate change action plan). • The Council needs further charge point provision to maintain operational robustness and to future-proof the Council's fleet for further acquisitions, and to reduce operational running costs of charging. • Further information can be found in the Green Initiatives Fund Bid in Appendix A.
This is what we want to do about it	**These are the next steps**
• Approve the funding request for £64,000 from the Green Initiatives Fund to enable expansion of the Council's electric vehicle charge point provision.	• Environment and Sustainability Committee to approve the Green Initiative Fund bid of £64,000, separate to the capital programme. The report will also be circulated with the BIG committee to have sight of as the project involves use of municipal assets. • Council to approve amending the Capital Programme by bringing £64,000 forwards from the EV chargers provision from 2026-27 to 2025-26 • Begin the procurement process to select the provider for the charge points at the Depot, Greeno and Fordbridge Community Centres.

2. Key issues

2.1 The current electric vehicle charging infrastructure located at the Council Depot, the Nursery and Knowle Green offices is operating at full capacity, there are currently 6 electric vehicle chargers servicing 9 electric vehicles. The recent addition of the two electric Spelride minibuses has meant that we are charging vehicles off-site which is more expensive at 80p/kWh versus the standard electricity tariff rate of 25p/kWh. Moreover, Neighbourhood Services are expecting delivery of a further 7 electric vans for grounds maintenance and law enforcement upon completion of their procurement.

2.2 At present, the system does not have the capacity to support more vehicles without affecting operational efficiency. With no EV charge points located at any other Council sites other than the Depot, the Nursery and Knowle Green offices. Therefore, it is necessary to expand our charging infrastructure.

2.3 This project will expand and improve the Council's electric vehicle charging network. The focus is on adding more charge points at Council owned sites and installing 22-kilowatt AC fast chargers. These upgrades will reduce charging times and help the Council manage a growing electric fleet more effectively.

2.4 More charging points will make it easier for fleet vehicles to access charging throughout the day. This will help avoid delays and keep operations running smoothly. Additionally, this will carry financial benefits as opposed to commercially available charge points.

2.5 Expanding the use of electric vehicles supports the Council's commitment to reducing carbon emissions and promoting sustainable transport.

2.6 The primary option for these charge points will be 22-kilowatt AC fast chargers (dependent upon capacity), which allow quicker turnaround times compared to standard 7-kilowatt chargers.

2.7 The initial feasibility study undertaken by JoJu indicated that Fordbridge and the Depot both had sufficient power capacity to accommodate the project. As Greeno was a late addition to the scope, this will be conducted during tender stage.

2.8 The improved infrastructure will allow more vehicles to be charged during normal working hours, making better use of fleet time and reducing overnight charging needs.

2.9 <u>Project Objectives:</u>

- Install electric vehicle charge points at Council sites where electrified fleet vehicles are based or regularly operate.
- Ensure that all installations meet the latest safety, regulatory, and technical standards.
- Build enough charging capacity to support current needs and allow for future growth of the electric fleet.

3. Options appraisal and proposal

3.1 The current provider for our existing electric vehicle charge point software has provided a quote for the expansion of the Council's charge points within the Depot and Fordbridge day centre. This quote indicated that the project cost is above the procurement threshold. Therefore, the project will need to undergo a procurement process. This quote is broken down in the financial comments

section of this report and is for a total of £36,508.89. Officers have increased the project scope upon further understanding operational requirements to include Greeno day centre, this estimated price is broken down in the financial comments section.

3.2 **Option 1: Approve £64,000 from the Green Initiatives Fund and supplementary capital expenditure to the 25/26 programme to install additional EV charge points, approve the commencement of the procurement process and provide delegated authority to the Group Head for Commissioning and Transformation to award the tender. (Preferred Option)**

3.3 This option enables the project to proceed in full and addresses both the strategic and operational need.

3.4 Pros:

(a) Supports the transition to a fully electric Council fleet, contributing directly to the net zero 2030 target.

(b) Resolves the current shortfall in charging infrastructure, which is limiting service delivery.

(c) Aligns fully with the Council's Climate Change Strategy and Corporate Plan.

(d) Enables better fleet management across departments and improves operational resilience.

(e) Provides a tangible and visible example of local climate action and leadership.

3.5 Cons:

(a) Involves a one-off spend of £64,000 from the Green Initiatives Fund.

(b) Reduces the remaining balance of GIF, estimated at £431,846 to £367,846 available for other environmental projects in the short term.

3.6 This option delivers a full and immediate solution to a clearly identified need. It supports core Council policies, improves operational capacity and contributes meaningfully to climate goals. The investment is proportionate to the benefits and fits the purpose of the funding source.

3.7 **Option 2: Do not fund the project at this stage**

3.8 Choosing not to proceed would retain the funds for future use but leave the current issues unresolved.

3.9 Pros:

(a) Preserves the Green Initiatives Fund for other or future projects.

(b) Avoids immediate expenditure.

3.10 Cons:

(a) Leaves the Council unable to expand its EV fleet due to infrastructure constraints and leaves the existing fleet vulnerable to charging at commercial rates on petrol station forecourts. Commercial rates are around 200% higher than depot charging.

(b) Prolongs the use of fossil fuel vehicles, increasing operational emissions.

(c) Undermines delivery of the Climate Change Strategy and weakens the Council's position to reach net zero

(d) Risks reputational damage from inaction on a clearly defined and time-sensitive issue.

3.11 While financially cautious in the short term, it fails to address urgent infrastructure needs and weakens the Council's ability to act on its climate commitments. The longer-term environmental and service impacts outweigh the temporary financial savings.

3.12 **Option 3: Fund a smaller version of the project**

3.13 This would involve allocating a reduced budget from the Green Initiatives Fund to deliver a more limited scheme. This would include works to expand EV charging at the Depot only.

3.14 Pros:

(a) Reduces the upfront cost from the Green Initiatives Fund, totalling around £17,500.

(b) Demonstrates a fiscally cautious approach while partially addressing the issue.

3.15 Cons:

3.16 A reduced scheme may not fully meet the operational requirement of keeping the electrified Spelride bus in places like the Fordbridge and Greeno day centres, which are already resorting to using commercial charge points.

(a) Risk of inefficient infrastructure that will need upgrading again soon.

(b) Potentially higher long-term costs due to additional works in future phases.

3.17 While it reduces initial spend, it does not offer a lasting solution and could result in higher overall costs. It may also cause disruption to the charging infrastructure if further work is needed shortly after the initial phase.

4. Risk implications

4.1 There are several risks associated with the delivery of this project, covering operational, financial, strategic, and reputational areas. These are outlined below along with how they will be managed.

4.2 <u>Operational Risks</u>

4.3 The most immediate risk is that if the project is delayed or not delivered, the Council will be unable to expand its electric vehicle fleet as per the commitments made in the climate change strategy, key action 19. The current charging infrastructure is already at full capacity, and this constraint is beginning to affect service planning for departments that rely on EVs. There is also a risk that without dedicated infrastructure, staff would need to utilise their work time to charge using a commercial charger for charging Council vehicles.

4.4 Mitigation: Installing additional charge points at the Council's depot will directly resolve this issue. The infrastructure will be future proofed to support further fleet growth and ensure safe, reliable charging in line with operational needs.

4.5 Financial Risks

4.6 There is a risk that the total cost of the installation could exceed the £64,000 allocation, either due to unforeseen site conditions, changes in specification, or increases in contractor costs.

4.7 Mitigation: A detailed cost estimate will be secured before any funding is committed, and the procurement process will include competitive quotes. If needed, a small contingency can be held within the Green Initiatives Fund. Ongoing maintenance costs will also be planned for through the existing method of funding charge point maintenance, utilising funds generated by the income from the Knowle Green charge points.

4.8 Strategic Risks

4.9 Delaying this project would undermine the Council's progress towards its Climate Change Strategy objectives, including the goal of becoming a net zero authority by 2030. It could also result in missed opportunities to decarbonise other service areas as fleet replacement programmes continue.

4.10 Mitigation: Proceeding with this project now ensures alignment with wider fleet transition planning and helps maintain momentum on the Council's climate programme.

4.11 Legal and Compliance Risks

4.12 Without the appropriate infrastructure in place, there is a risk that electric vehicles are not operated or charged safely, using 3-pin cables fed through windows, for example. This could lead to issues with health and safety compliance.

4.13 Mitigation: The installation will follow current safety standards and best practice for workplace charging. The site will be managed under existing depot risk assessments, which will be updated as part of the project.

4.14 Reputational Risks

4.15 As the public and local stakeholders become more aware of the Council's climate commitments, visible inaction or delay could be criticised. The expansion of the EV fleet is also a positive story that supports public trust in the Council's commitment to environmental responsibility.

4.16 Mitigation: Delivering this project in a timely and well communicated way will help demonstrate progress and reinforce the Council's leadership role in addressing climate change. The Council may, however, be criticised of incurring further expenditure while under statutory direction to reduce debt.

5. Financial implications

5.1 The total unallocated GIF fund is currently estimated at £508,946 funding the proposal from this source would therefore reduce the GIF balance to approximately £444k as at 31 March. As paragraph 5.13 below estimates taking into account other anticipated draws on funding from the GIF the balance on the Fund to fall to £259k by 31 March 2028, if the requested £64k is financed from the Fund.

5.2 The total quoted capital cost by the existing charge point software supplier JoJu for the supply and installation of electric vehicle charge points at two initial Council sites, the White House Depot and Fordbridge Community Centre, is approximately £37,000. This includes the installation of two 22kW Autel MaxiChargers at each location, provided by the Council's existing supplier. Officers have since understood that the Greeno centre is also an area of high charge point requirement. Therefore, using these quotes as a guide indicates that its installation cost would be similar to that of the Fordbridge site.

5.3 Below is a breakdown of the quote received by our existing ChargePoint operator, JoJu. The Greeno quote has been created using assumptions from fordbridge, as time constrains meant we were unable to get the contractor back on site:

Location	Description	Unit Cost	Total Cost
Fordbridge Centre	Supply & install two Autel Autel Maxi Charger AC 22KW	£9,000.00	£21,000.00
White House Depot	Supply & install two Autel Autel Maxi Charger AC 22KW	£8,000.00	£16,000.00
Greeno Centre	Supply & install two Autel Autel Maxi Charger AC 22KW	~£11,000.00	~£21,000.00
Total			**~£58,000.00**

5.4 A small but necessary ongoing cost of £35 per charger, per month will apply to cover software licensing and remote monitoring for which a separate contract will be required. With four units installed initially, this equates to £140 per month, or £1,680 annually, which will need to be covered through operational budgets. A growth bid will need to be submitted for EV charge point running costs in the next financial year.

5.5 The current EV charge point software licences are covered by the revenue generated from the sale of electricity to staff at the Knowle Green EV charge points. This is a limited income stream and will not cover the costs of additional EV charge points.

5.6 To support potential minor variations in installation, site preparation in wiring the correct infrastructure or future expansion, a total of £64,000 is being requested from the Green Initiatives Fund. This includes approximately 10% contingency and offers flexibility to:

(a) Cover any unforeseen costs during installation.

(b) Begin preparatory or design work for future charge point installation at additional Council sites.

(c) Potentially fund a third location if favourable quotes or installation conditions allow.

5.7 This approach ensures the funding is used efficiently and supports the longer-term aim of expanding electric vehicle use across Council services. It also aligns with the wider ambition to reduce fleet emissions and ensure infrastructure is in place to support future vehicle replacements.

5.8 Additionally, charging the Council's fleet using its own charge points is significantly more cost-effective than relying on commercial rapid chargers. The electricity used on-site is charged at the Council's commercial electricity rate, which is around 25 pence per kilowatt hour.

5.9 Whilst currently, only 2 of the Council's vehicles rely on commercial charge points, any further expansion would mean more vehicles would rely upon them.

5.10 Conversely, commercial rapid chargers usually cost between 70 and 85 pence per kilowatt hour. Some also include additional charges such as connection fees, overstay penalties, or subscription costs. Although they offer faster charging, the higher cost per use makes them an expensive option for regular fleet charging. As the number of electric vehicles grows, the cost difference becomes more significant, and using commercial chargers regularly would lead to much higher ongoing costs.

5.11 The table below breaks down the cost implications of the Council's fleet utilising the two nearest commercially available chargers to the Council's depot. This was created using actual charging data from the entire existing fleet since July 2024.

Charging Location	Price/kWh	Connection Fee	Total Fleet Price	Price Difference	Percentage Increase
Depot/Council	£ 0.25	£ -	£ 4,204.83		
Shell Recharge	£ 0.79	£ 0.35	£ 13,585.11	£ 9,380.28	223%
BP Pulse	£ 0.85	£ -	£ 14,296.42	£ 10,091.59	240%

5.12 As seen in the table above, there are revenue implications in the range of £9 to £10k per annum of not acting now and waiting for the growth bid. This is due to the cost of using commercial charging points being over 200% more.

5.13 Below is a table outlining the current commitments to the green initiatives fund and the balance after the allocation of this proposal. Highlighted in red is the proposed option 1. This table shows the impact of this project upon the total.

Green Initiatives Fund;		**£**
Balance B.F		***508,946***
Climate Change Post	-	50,900
2526 Q1 Variance	-	22,800
Option 1 - EV Chargers	-	64,000
Hydromix red heat transfer fluid - Greeno	-	5,550
Future;		
Climate Change Post 26/27	-	52,427
Climate Change Post 27/28	-	54,000
Expected Closing Balance 27/28	**259,269**	

5.14 There is Capital Programme provision for EV charging infrastructure allocated within the 2026/27 Capital Programme. This will come too late for the current

issues at hand of council EVs that require infrastructure in the coming months.

6. Legal comments

6.1 The appointment of an electric vehicle charge point supplier must meet the requirements of the Best Value Duty under the provisions of the Local Government Act 1999 and comply with the Council's Contract Standing Orders

6.2 Legal Services are to be consulted in respect of any contract, planning and property issues. Due diligence should be undertaken to check whether or not there is sufficient electricity supply and capacity and/or title issues at the identified locations which may impact the proposed infrastructure expansion. Legal Services are to be consulted on any draft contract accompanying the invitation to tender documentation.

6.3 All local authorities must have due regard to any Air Quality Strategy adopted by the government when exercising functions of a public nature that could affect the quality of air.

6.4 To support local authorities the government has introduced the OZEV Depot Fleet Charging Grant. In order to access the available capital grant funding under the scheme various conditions would need to be met.

Corporate implications

7. S151 Officer comments

7.1 As the report flags the current lack of additional EV charging infrastructure sufficient to meet the needs of the Council's fleet is costing the Council an estimated £9k to £10k per annum- implementing the infrastructure would ease pressures on the Revenue Budget. Given this cost impact and the operational impacts of not being able to charge vehicles on Council premises, and the desire to progress our Climate Charge Strategy commitments,Applying the Green Initiatives Fund to finance would leave a projected balance, taking into account other commitments, of £259k by end of 2027-28. , Given that the Council would not meet the criteria for external grant funding, I am supportive of funding from GIF. This will require the Capital Programme to be amended to bring forward to 2025-26 £64,000 of the current provision of £500,000 in the Capital Programme for 2026-27

8. Monitoring Officer comments

8.1 The Monitoring Officer confirms that the relevant legal implications have been taken into account.

9. Procurement comments

Any procurement exercise will be undertaken in accordance with the Procurement Act 2023 and the Council's Contract Standing Orders. The Council's procurement team is to assist with the procurement process

10. Equality and Diversity

10.1 The proposal is not expected to have any negative impact on equality or diversity, as it relates to operational infrastructure used by Council staff. Installation will follow accessibility guidance to ensure safe and inclusive use by all employees, including those with mobility needs.

Should the Council expand EV infrastructure to public-facing sites in future, accessibility and inclusion will be built into the design and delivery, and an Equality Impact Assessment would be carried out as required.

11. Sustainability/Climate Change Implications

11.1 This proposal will directly contribute to the Council's net zero 2030 target by further enabling the continued transition to electric vehicles within the fleet. The existing charging infrastructure is already at capacity, and without additional provision, the Council is unable to effectively replace further diesel vehicles. Installing new charge points will allow more services to operate using low-emission vehicles, reducing the Council's overall carbon footprint and supporting cleaner, more sustainable operations.

11.2 Investing in this infrastructure now puts the Council in a stronger position to meet upcoming changes in environmental legislation and avoids the risk of falling behind on key climate commitments.

12. Other considerations

12.1 No public consultation is required.

12.2 Planning: under The Town and Country Planning (General Permitted Development) (England) Order 2015, Class D ensures that permitted development comprises of "The installation, alteration or replacement, within an area lawfully used for off-street parking, of an electrical outlet mounted on a wall for recharging electric vehicles." This is specific to wall mounted charge points, so any other style will require planning advice before installation.

12.3 Assets: the assets team sees no issue with the development of EV charge points within the carparks of the Depot, Fordbridge and Greeno day centres. Each location manager will be in consultation with the project team to ensure minimal disruption.

13. Timetable for implementation

13.1 The project will begin following formal approval. The indicative timetable below sets out the key stages on a week-by-week basis:

Activity	***Timeline (post-approval)***
Project approval and initiation	*Week 1*
Procurement process begins	*Weeks 1 to 12*
Final site checks and contractor scheduling	*Weeks 10 to 13*
Installation of charge points	*Weeks 14 to 16*
System testing and commissioning	*Weeks 17 to 18*

Chargers in full operational use	*Week 19 onwards*

13.2 This schedule allows for a three-month procurement window and ensures a phased, manageable rollout of the infrastructure once suppliers are confirmed. Adjustments can be made depending on procurement outcomes or site-specific considerations.

14. Contact

14.1 Tim Snook, Sustainability and Flood Risk Officer (t.snook@spelthorne.gov.uk)

Please submit any material questions to the Committee Chair and Officer Contact by two days in advance of the meeting.

Background papers: There are none*.*

Appendices:

Appendix A – Green Initiatives Fund Bid

Footnote: This document contains content generated by Artificial Intelligence (AI). AI generated content has been reviewed by the author for accuracy and edited/revised where necessary. The author takes responsibility for this content.