

 West Mercia POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Employee Electric Vehicle Usage/ Charging Policy
REFERENCE NUMBER	WMP194
Version	1.0

POLICY OWNERSHIP	
DIRECTORATE	COMMERCIAL SERVICES
BUSINESS AREA	FINANCE

INITIAL IMPLEMENTATION DATE	May 2022
NEXT REVIEW DATE:	May 2025
RISK RATING	LOW
EQUALITY ANALYSIS	LOW

West Mercia Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy.
Please e-mail policiesandprocedure@westmercia.police.uk

1.0 POLICY OUTLINE

This policy informs police staff, police officers, volunteers and OPCC employees of the arrangements concerning the reimbursement, usage and charging of electric vehicles, whether that is a force owned electric vehicle provided to employees as part of their employment package or whether it is a personal vehicle used for business use.

2.0 ELECTRIC VEHICLE CHARGING POINTS

West Mercia Police and Crime Commissioner has invested in the installation of 7 charging points within West Mercia Police's estates. These are located at Hindlip, Defford, Hereford, Kidderminster, Telford, Worcester and Shrewsbury.

At this moment in time, charging points across West Mercia's estate are limited, therefore only police vehicles are allowed to use these facilities. The OPCC is actively investing in further charging points across the West Mercia estates to enable increasing access for all employees.

Employees are also not permitted to use any electrical socket within West Mercia's estate to facilitate the charging of their vehicle unless it is an official electrical vehicle charging point.

The cost of using charging points available to staff and officers to charge their personal vehicles are still to be agreed.

3.0 FORCE VEHICLES PROVIDED AS PART OF EMPLOYMENT PACKAGE

Electric vehicles provided to employees as part of their employment package are permitted to charge their vehicles at a West Mercia charging point along with their home address. At the point of receiving a force electric vehicle, you will be provided with suitable charging equipment as part of your package to enable you to charge the vehicle at home. The fleet manager will where possible purchase a brightly coloured charging cable to reduce any risk of tripping over the cable.

As employees provided with a vehicle are able to charge their vehicle at a West Mercia premises they will not be entitled to claim business mileage nor claim for charging the vehicle at the home address.

Employees are not expected to record their mileage each month with a pure electric vehicle, however should the employee be provided with a hybrid vehicle they will need to continue logging mileage, separating out business and personal mileage to enable suitable evidence to support reimbursement / charge.

Employees must ensure that when charging the vehicle at a West Mercia premises that cables must not run across footpaths, causing a potential trip hazard for members of staff and the public.

4.0 PERSONAL VEHICLES UNDERTAKING BUSINESS MILEAGE

Employees using their personal electric vehicle for business use are entitled to reclaim business mileage at a rate of 45p per mile. This rate takes into account 2 factors, firstly, an element of reimbursement for fuel cost incurred by the employee which is £0.04p per mile (same as HMRC Advisory rate for electric vehicles) and secondly an amount designed to cover wear and tear incurred on the vehicle undertaking business use.

5.0 CONSULTATION

<i>Business Lead/ Chief Officer Consulted</i>	<i>Date Consulted</i>
Mike Kaine/ Richard Muirhead	January 2022/March 2022

6.0 DOCUMENT HISTORY

The history and rationale for change to policy will be recorded using the below chart:

Date	Author / Reviewer	Amendment(s) & Rationale	Date of Approval / Adoption
Jan 2022	Jamie Barker	New Policy	JNCC Exec Board 10/05/2022

7.0 ASSESSMENT AND ANALYSIS

The Equality Analysis (EA), Health & Safety Assessment (HAS) and Risk Assessment (RA) associated with this document are available on request.

8.0 MONITORING / EVALUATION

The monitoring and review of this policy is the responsibility of the policy owner.

9.0 DATA PROTECTION IMPACT ASSESSMENT

- Is a DPIA required? – No DPIA required as per Audit, Risk and Compliance 21/02/2022