

**Use of College EV charging facilities****Purpose**

1. The College has a responsibility to ensure that its staff and students are treated fairly and that its employees are provided with those benefits agreed as part of their terms of employment. The College also has a responsibility to ensure that individual staff or staff groups are not in receipt of other benefits and to ensure that any benefits are subject to appropriate tax and paye deductions as required by law. It is therefore necessary and appropriate to charge users of Electric Vehicle (EV) charging points for the power used and for the use of this facility.
2. At present the College has an EV charging point based at London Road which does not have the facility to take payment at the point of use. Other EV charging points may be installed from time to time as the College deems this appropriate and affordable.

**Who may access College EV charging points**

3. Any EV charging points which may be installed from time to time that have the facility to take payment directly at the point of use may be used by any user of the campus or member of the public using the College's sports facilities on payment of the appropriate tariff in force at that time.
4. Any College owned vehicle may be charged from an EV charging point. Where possible College vehicles should be charged from an EV point that does not have the facility to take payment directly at the point of use. Designated staff shall have access to an EV charging point key to enable College Vehicles to be charged.
5. The College shall make available to its staff the ability to charge their vehicles from those EV charging points which do not have the facility to take payment directly at the point of use. This facility shall be made available by signing out the relevant key to the EV charging point to the member of staff.
6. EV Charging point keys shall be signed out from the relevant campus reception. The EV charging point key must be returned to that reception once the individual member of staff has completed their use of the charging point.

**Charging for access to EV charging points**

7. The amount of any charges in respect of EV charging points which do not have the facility to take payment directly at the point of use shall be set by the Executive Director of Finance. The amount charged may be changed at no less than one month's notice by publishing the revised monthly charge on the College's Intranet "InfoPoint". At the point of approval of this procedure the charge is £5 per day, or part there-of.
8. The amount charged shall be set at a flat daily rate, and this shall be charged by Reception at the point of issue of the EV charging point key. The individual who has signed out the key shall be charged the flat daily rate for each day that EV charging point key is not returned by 09:30am up until the point at which the key is declared lost. In the event that the individual loses the EV charging point key, a key replacement fee of £25 shall be payable in addition to any late return charges.

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9. Where EV charging points have the facility to take payment directly at the point of use the tariff for use and power consumed shall be set by the Executive Director of Finance and displayed on, or adjacent to, the charging point.

**Unauthorised use of EV charging points without the ability to take payment at the point of use**

10. Any Vehicles found to be using an EV charging point without the ability to take payment at the point of use which are not authorised to do so may be clamped so that the owner and charging key can be recovered from the user. Unauthorised use of, or enabling unauthorised use of such an EV charging point is considered to be a serious matter equivalent to theft and hence potential gross misconduct.