OFFICER DECISION RECORD (ODR2)

This form records an officer decision and is published in accordance with the Openness of Local Government Bodies Regulations 2014

Contract award for the Car Club through CCS Framework

Date of Decision	**22/10/2025**
Decision Taker (including Job Title)	Ralph Kemp – Head of Environmental & Neighbourhood Services
Specific Delegation	This record relates to an officer decision taken under: Specific delegation by Environment & Communities Committee 20th January 2022 2.1.4 Authorise the Head of Environmental Services to take all necessary actions to establish and procure an electric vehicle car club as a solution to reducing the carbon footprint of the Council's business travel and borough wide carbon emissions through public use of the car club. *ERP Approval* - EFRM29170
Brief Description of Decision	Cheshire East Council is re-commissioning an EV Car Club to be used by the council to increase its current car club scheme and affect the reduction in claims from business miles. The decision to direct award based on the CCS framework that [redacted] meets the criteria. The vehicles will be a mix of 3 EV & EV Van. The 2 electric cars will be based in Crewe and the current vehicle has reached capacity as will the electric van, whilst keeping the one electric car at Macclesfield Town Hall.
Reasons for the Decision and alternatives considered	The decision to award [redacted] has been reached as they provide the best value for money in accordance with Lot 5 in the Crown Commercial Services Framework. The Expenditure Review Panel has reviewed the business case and given approval for the procurement to go ahead.

	This supports a wider Transformation programme to reduce business miles claims.
Member consultation and interests declared	*Councillor Jefferay and Councillor Seddon (Chair and Vice Chair of Environment and Communities Committee)*
Significant Decision	**NO**
Legal Implications	I approve and endorse this ODR on the following basis: • It complies with the Council's constitution; • Is entered into further to the appropriate resolutions, authorities and delegations; • it is understood contract award will be via a CCS framework and therefore should be in compliance with the procurement act provisions. [redacted] - Lawyer Contracts & Procurement Team [redacted]@cheshireeast.gov.uk 23/10/25
Financial Implications	There is an existing Car Club which has been in place for several years. It was the subject of review, realignment and contraction. This decision would look to contract for a further 60 months for 4 vehicles with a rental cost of [redacted] per annum. The scheme would be funded from service recharges on a usage basis. The Car Club primarily exists to enable staff to use a pooled vehicle rather than their own car. Council policy is that vehicles in the car club fleet should be electric and that it is part of the Council's stated ambition to reduce business miles being undertaken in private vehicles in order to reduce mileage claims and carbon from business travel. Consequently, the Car Club does not save the Council money. It replaces one form of expenditure (business mileage claims) with the cost of leasing a vehicle and managing a car club booking system. The equivalent mileage cost is then recharged to the service users cost centre with the aim that the

	number of miles driven and charged will offset the cost of the vehicle. Currently there are two pool vehicles and one is located in Crewe and one in Macclesfield (moved from Sandbach when Westfield closed). The Crewe vehicle has been utilised to the extent that the equivalent mileage cost is greater than the cost of the vehicle. The vehicle in Macclesfield is in its first year of operation and has not yet reached the level of maturity or demand as the Crewe vehicle and is not recovering the cost of the vehicle across the services using it. It is proposed to expand the Car Club with a second car in Crewe and an electric van. It was suggested that the vehicle be moved from Macclesfield to Crewe but the service is keen for a vehicle to stay in that location and that the usage is forecast to increase year on year. The electric van will allow the ICT service to relinquish an under utilised leased van and may mean that a second service does not need to obtain its own van. The van therefore is replacing an existing cost and may enable the cost to be split across services according to their usage. Mileage and usage is not forecast to be high so there is potential to increase this and make the van more cost effective. The estimated total annual cost for the four proposed vehicles (including an estimate for electricity, lease cost, and insurance) is [redacted] which would to some extent be offset by equivalent business miles recharged to services. The estimated cost for 2025/26 with the two vehicles is [redacted]. The management of the car club is moving to the Environmental Business Support team [redacted] from the Carbon team but the carbon service have indicated that they will be prepared to underwrite the Car Club's operation from their budget [redacted] should there be a shortfall at year end between the expected costs and service recharges. It should be noted that the mileage being undertaken by the Car Club is not in itself reducing business miles. Journeys are still being undertaken

	and services are being recharged the business mileage equivalent cost. Genuine savings would only occur where journeys are not undertaken at all and a project is underway to examine how this can be achieved. [redacted], Principal Accountant, 31/10/2025
Confidential/Exempt Information	*CCS Framework costs are redacted due to confidentiality agreements.*
Background Papers	*N/A*

Signed [redacted] **...**

Dated ......31/10/2025...