

Decision type: Single Member Decision

Decision date: 5th November 2025

Decision maker: Councillor Anna Railton, Deputy Leader, and Cabinet Member for a Zero Carbon Oxford

Decision title: Award of Contract for: Local Electric Vehicle Infrastructure (LEVI) electric vehicle (EV) Chargepoint installations

Summary	
Decision being taken:	Award a concession contract to the winning supplier, to deliver Local Electric Vehicle (LEVI) funded electric vehicle infrastructure (EVI) in Oxford City Council car parks.
Key decision:	Yes Link to forward plan: Issue details - Local Electric Vehicle Infrastructure (LEVI) electric vehicle (EV) chargepoint installations Oxford City Council
Source of delegation:	<p>Constitution 4.6</p> <p>The Leader may delegate executive responsibilities to a single Cabinet Member with or without consultation with officers or other Cabinet Members.</p> <p>Cabinet Members do not have to use the delegated powers: they can ask the Leader to decide. The delegation can also be withdrawn by the Leader.</p> <p>Any decisions delegated to a single Cabinet Member shall only be taken having regard to a written report submitted to them by the relevant officer within the senior management structure including any advice from the Group Finance Director and the Director of Law, Governance and Strategy.</p> <p>If a Cabinet Member with delegated powers has a disclosable pecuniary interest in a matter for decision the Cabinet Member must declare the interest as required by the Members' Code of Conduct and not exercise the delegated function. The delegated function will instead be exercised by the Leader or another Cabinet Member authorised by the Leader.</p>

Key decision procedures and call in procedures will apply to any key decisions delegated to a single Cabinet Member.

Once a Cabinet Member has taken a delegated decision, the Council will produce a record of the decision.

Cabinet Member: Councillor Anna Railton, Deputy Leader, and Cabinet Member for a Zero Carbon Oxford

Corporate Priority: Pursue a zero carbon Oxford
Enable an inclusive economy
Support thriving communities

Policy Framework: **OxEVIS**

<https://www.oxford.gov.uk/downloads/file/1141/oxford-electric-vehicle-infrastructure-strategy>

Local Plan 2036 – Page 111, Section 7.36

Proposals for Zero Emission Vehicles will be supported by: • The introduction of a Zero Emission Zone; • Ensuring that new developments include adequate provision for charging infrastructure, including in public car parks;

The City Council facilitating the introduction of charging points in public places; and • Continuing to work with partners to support alternative fuel technologies

<https://www.oxford.gov.uk/local-plan/local-plan-2016-2036>

The Deputy Leader, and Cabinet Member for a Zero Carbon Oxford decides as follows:

1. **Award** a concession contract for the delivery of Local Electric Vehicle Infrastructure (LEVI) chargepoint installations for a period of 15 years to the winning supplier.

Appendix No.	Appendix Title	Exempt from Publication
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Appendix 1	Updated project risk register	No
Appendix 2	Supplier/winning bidder information. Award decision notice.	Yes This information is exempted from publication under Schedule 12A to the Local Government Act 1972 since it is: Information about someone's finances or business

Introduction and background

1. The Government's LEVI strategy seeks to implement charging infrastructure at scale, applying grant funding to identify sites that offer those people without a driveway, an option to charge an EV (electric vehicle).
2. 2 lots were tendered:
 - a. Lot 1 being for a concession contract with County Council to install and operate EV charging hubs and roadside/on-street chargers on the County estate and Highways (7 tenders were received and the successful bidder for Lot 1 is: Connected Kerb);
 - b. Lot 2 being for a concession contract with the winning supplier for: Cherwell District Council (CDC); West Oxfordshire District Council (WODC); South Oxfordshire District Council (SODC); Vale of White Horse District Council (VOWH) and Oxford City Council (Ox City) to install and operate EV charging hubs in their car parks. Each signing their own contract with the 1 winning supplier but having overriding contract terms/conditions as set out by County (the tenderer).
3. The City aspect of the Contract will be managed and monitored by the Project Manager within City Council, reporting to various Boards/Meetings within County Council.
4. There is a need for a sustainable off-street model, (grant funding will act as seed funding to enable underground infrastructure to be installed for lower power charging where in a commercial context this may not be viable). Note that the grant funding available to the City Council is a small percentage of the contract value.
5. The LEVI fund aligns well and will ensure that the City has infrastructure to manage current and future EV charging.
6. This concession contract provides some income back to the City Council which will be used to fund resource to manage the contracts and, where income allows, invest in other locations outside of LEVI where EVI is needed to support the public transition to EVs.
7. A collaborative open tender process, led by County Council, was undertaken with involvement from City Council at all stages and during evaluation. As there

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is no monetary value the Contract was evaluated on 100% quality covering: Solution; Delivery; Operation; Sustainability and Social Value and Commercial model.

Contract

8. Procurement was undertaken by Oxfordshire County Council with Oxford City officers as part of the evaluation team. A procurement report was prepared by the County procurement officer and shared with the City procurement manager.
9. Oxford City Council will directly contract with the chosen on-street LEVI supplier who will also directly contract each of the other DCs, for the avoidance of doubt this means the region will have 5 identical concession contracts; one for each DC and 1 for City.
10. The grant funded installations must be completed within 30 months of the start of the Contract, requiring significant co-ordination between key stakeholders. Budget has been set aside for project management within the EV team and to fund resource for lease compilation in Property Services.
11. Grid connections may be difficult, depending upon the site selected. Progress has been made with the distribution network operator (DNO) who are now compiling a mapped list of areas showing any constraints and are working closely with suppliers.
12. The risk register has been updated and can be found at Appendix 1.

Reasons for the Decision

13. To support our carbon action plan and ensure that all residents without a driveway have the option, upon purchasing an electric vehicle, to charge their vehicle locally/within a reasonable distance from their home.

Alternative Options considered

14. Allow others (main corporates) to install EV chargepoints around the City. This gives the Council no control over the locations and could leave Oxford City with a lack of EV chargepoints, being detrimental to residents and visitors alike.
15. Do not award the Contract to the winning supplier, which could have 2 effects, A. City goes out to tender to award their own contract without any LEVI funding available to installers or B. City withdraw entirely from installing EV chargers, which may leave residents and visitors with no EV chargepoints locations in the City.

Equalities Impact

16. Following County Council equality policy, as outlined in the OCC Including Everyone 2025-2029 Equalities, Diversity and Inclusion framework, listed in the background documents below.

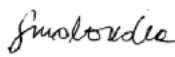
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17. The Contract covers all 9 protected characteristics and adheres to, with due consideration, the equality of treatment towards service users, residents, employees, partners, council suppliers and Contractors (main and sub).

Carbon & Environmental considerations

18. Supports carbon reduction by the switch to EVs and closely aligns with air quality initiatives.
19. The carbon and environmental benefits have been measured over the past few years, during which we have had EV chargers installed (at a smaller scale) and show that there have been major changes to carbon emissions.

Implications of making the decision

Financial implications	<p>The items set out in this report require no financial input from the City Council.</p> <p>Grant will be distributed by the Oxfordshire County Council directly to the suppliers on confirmation chargepoints have been installed, commissioned and passed all checks as defined in the City Council checklist.</p> <p>The concession model will bring in revenue through bay fees and a 7.5% share of profit from the Concessionaire. This will be small amounts at the outset but as utilisation grows this income will increase.</p> <p>The income will be used for EV contract management and the provision of additional EV charging infrastructure and enabling works such as energy generation/storage for other non-LEVI areas.</p>	<p>Completed by: Barbara Smolonska  Senior Management Accountant</p> <p>Date: 11/09/2025</p>
Legal implications	<p>A concession contract is a type of contract where the risk and reward rest with the supplier. In this instance the Council has procured a supplier who, except for a small grant, will at their own cost and risk install Electrical Vehicle Charging infrastructure at</p>	<p>Completed by: Joanna Williams</p> <p>Date: 23/09/25</p>

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	<p>identified sites within the City Council's boundary.</p> <p>Any income received from use of the charge points when installed will be retained by the supplier except for a percentage which it will pay to the Council.</p> <p>Due to the value to the supplier of the concession contract and the date when it was advertised the contract needed to be procured in compliance with the Concession Contracts Regulations 2016. The procurement process has been led by the County Council who during the tender process responded to bidder queries, determined changes to documents and moderated bid scores.</p> <p>The City Council can only award the contract to the highest scored bidder.</p> <p>Due to the value of the contract the decision to award is a key decision and reserved to Cabinet under part 4.4 of the constitution.</p> <p>The Leader is empowered to delegate executive responsibilities to a single Cabinet member under part 4.6 of the Constitution. Such a delegation was made by the Leader to Councillor Anna Railton on the 27th August 2025.</p>	
Other Implications: Procurement	<p>This procurement was conducted under the Public Contract Regulations 2015, more specifically the Concession Contract Regulations 2016 and will be managed under that regime for the full Contract term.</p> <p>Oxfordshire County Council undertook the tender, working with its partners across the District and City Council.</p> <p>All the Councils constitutional rules and the Public Contract Regulations have been adhered to.</p>	<p>Completed by: Annette Osborne</p> <p>Strategic Procurement Manager</p> <p>Date: 01/10/2025</p>
Member declared interests	<p>I have checked the Members Registers of Interests, and none of them have a</p>	<p>Completed by: Jonathan Malton</p>

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	conflict of interest with the companies listed.	Date: Email 30/09/25 @ 11:07
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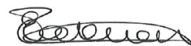
Background Documents
List of the background documents with a link to them.
<p>Zero Carbon Roadmap and Action Plan</p> <p>https://www.oxford.gov.uk/downloads/file/7685/zero-carbon-oxford-partnership-roadmap-and-action-plan-summary</p> <p>Local Plan 2016-2036 https://www.oxford.gov.uk/info/20067/planning-policy/1311/oxford-local-plan-2016-2036</p> <p>GULO delegated authority https://mycouncil.oxford.gov.uk/mglIssueHistoryHome.aspx?Ild=12911</p> <p>OxEVIS https://www.oxford.gov.uk/downloads/file/1141/oxford-electric-vehicle-infrastructure-strategy</p> <p>OCC Including Everyone 2025-2029 Equalities, Diversity and Inclusion framework https://www.oxfordshire.gov.uk/sites/default/files/file/plans-performance-policy/OCCIncludingeveryone.pdf</p> <p>All background papers must be listed in accordance with the Local Government (Access to Information) Act and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. This includes, any material which discloses facts or matters on which the report or an important part of it is based and which have been relied on in the preparation of the report. Each document must be listed and a copy of each document made available to members and the public on request, (or they should be directed where to find it if it is already published on the Council's website). All confidential, exempt, copyrighted and published works are EXCLUDED from this requirement.</p> <p>All confidential, exempt, copyrighted and published works are EXCLUDED from this requirement.</p>

Report author	Sue Briscoe
Job title	Net Zero Transition Project Manager


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Service area or department	Environmental Sustainability
Email contact	Sbriscoe@oxford.gov.uk

Consultee checklist

Consultees	Name and job title	Date
Senior officer e.g. the relevant service manager / Director where the decision maker is the Chief Executive or a Deputy Chief Executive.	Clive Tritton, Interim Director, Regeneration, Economy and Sustainability	Date: 16/10/2025 Signature: 
Group Finance Director Where required by the Constitution or conditions of the delegation	Nigel Kennedy Group Finance Director	Date: 04/11/2025  Signature:
Director of Law, Governance and Strategy Where required by the Constitution or conditions of the delegation	Emma Jackman – Director of Law Governance and Strategy	Date: 30/10/2025 Signature: 

Decision Maker Approval

Name and job title	Date
Councillor Anna Railton, Deputy Leader, and Cabinet Member for a Zero Carbon Oxford	Date: 05/11/2025 Signature: 

This form must be completed and sent to Committee and Member Services **on the date that the decision maker signs it. This must be only done once all consultees have given their approval. The decision shall be effective from the date of publication; therefore, it is important that you send to Committee and Member**

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Services as soon as it is completed and dated by the decision maker. Please note that it is not effective until it is published and the call-in period has passed.

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NOTES

The law¹ requires the Council to record executive and non-executive decisions taken by officers under delegated powers and to publish them on the Council's website.

These requirements apply to decisions that would have been taken by Council or the Cabinet if delegated powers had not been given to an officer:

- under an express delegation granted at a meeting of Cabinet, Council or a Committee.
- in accordance with Part 4.4 of the Constitution as follows:
 - Awarding a contract where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
 - Acquiring or disposing of freeholds or leaseholds granting new leaseholds (excluding assignments and rent reviews) where authority has been specifically delegated to officers by Cabinet or a Cabinet Member (regardless of value)
 - Making a regulatory order which affects a number of people, for example a Public Space Protection Order or a Parking Place Order
 - Where the effect of a decision is to grant a licence or permission or it affects the rights of citizens
 - Discharging any other express delegation from Cabinet or a Cabinet Member a committee or Council.

These requirements **do not** apply to:

- planning and licencing matters where there are established arrangements for recording decisions: or
- decisions which are purely administrative or operational in nature

All other officer decisions should be recorded on an officer decision form but do not need to be published. They must though be stored so as to ensure that they are not lost should an officer leave the authority.

Exempt or Confidential information

Information relating to a delegated officer or single member decision does not have to be made public if it is exempt or confidential. Summary information from this decision sheet (excluding all exempt or confidential information) will be published on the Council's website.

¹ the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 (Regulation 13(4)) and The Openness of Local Government Bodies Regulations 2014/2095 (Regulation 7)

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Key or Non Key Decision

A key decision is an executive decision which is likely to:

- Have a significant effect on people living or working in a least two wards or
- Involve spending, income, or saving a significant amount – whether an amount is significant depends on the Council's total budget for the service involved. For this Council 'significant' in budgetary terms is:
 - Expenditure, income, or savings of £750,000 or greater in the context of the medium term financial strategy,
 - Acquiring or disposing of freeholds with a consideration over £500,000 in the context of the medium-term financial strategy except for disposals pursuant to right to buy legislation
 - Acquiring or disposing of leaseholds where either the rental value is in excess of £250,000 per annum and/or the premium is £750,000 except for statutory lease renewals under Part 2 of the Landlord and Tenant Act 1954 and disposals pursuant to right to buy legislation and disposals pursuant to right to buy legislation.
 - Acquiring or disposing of easements with a value over £750,000 and/or rental value over £250,000 each year

A key decision can only be taken and recorded here if notice of it has been published on the Forward Plan for at least 28 clear days. Key decisions taken by officers may be “called in” by any four councillors or the Chair of the Scrutiny Committee within two days of the notice of decision being published. ^[OBJ]

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