

# Cheltenham Borough Council

## Cabinet – 24 February 2026

### E-Bike and Battery Policy

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**Accountable member:**

Cabinet Member for Housing and Customer Services, Councillor Flo Clucas

**Accountable officer:**

Director of Housing - Customer and Community Services, Caroline Walker

**Ward(s) affected:**

All

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**Key Decision:** No

**Executive summary:**

The purpose of this policy sets out how Cheltenham Borough Council manages the safe use, storage and charging of electric bicycles (e-bikes) and their lithium-ion batteries within properties by Cheltenham Borough Council Housing Services, reducing fire risk and protecting tenants, staff, and property.

**Recommendations: That Cabinet:**

- 1. approves the E-Bike and Battery Policy.**
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#### 1. Implications

##### 1.1 Financial, Property and Asset implications

The introduction of this policy has no financial, property or asset implications.

**Signed off by:** Jon Whitlock, Head of Finance and Assets

[jon.whitlock@cheltenham.gov.uk](mailto:jon.whitlock@cheltenham.gov.uk).

## **1.2 Legal implications**

The introduction of this policy has no legal implications

**Signed off by:** Alison McKane, Interim Deputy Monitoring Officer

[alison.mckane@cheltenham.gov.uk](mailto:alison.mckane@cheltenham.gov.uk)

## **1.3 Environmental and climate change implications**

The introduction of this policy has no environmental or climate change implications

**Signed off by:** Maizy McCann, Climate Officer

[maizy.mccann@cheltenham.gov.uk](mailto:maizy.mccann@cheltenham.gov.uk)

## **1.4 Corporate Plan Priorities**

This report contributes to the following Corporate Plan Priorities:

- Quality homes, safe and strong communities

## **1.5 Equality, Diversity and Inclusion Implications**

Please see Appendix 2.

## **1.6 Performance management – monitoring and review**

Not applicable

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## **2 Background**

2.1 Cheltenham Borough Council Housing Services over the last 2 years have had 4 property fires that have been related to the charging of e-batteries in tenant's home. These fires have caused considerable damage to the property and the loss of tenant's belongings.

2.2 This new policy, alongside communications campaign will help tenants understand how to charge/store appliances and the potential risks to them and their homes.

## **3 Reasons for recommendations**

3.1 To provide clear guidance on the safe storage and charging of appliances and

the potential risks within tenants' homes.

#### **4 Alternative options considered**

Not applicable

#### **5 Consultation and feedback**

5.1 Tenant Panel were consulted on 16<sup>th</sup> January 2026, positive feedback received and no changes to the policy proposed by the panel

5.2 This policy was considered by the Cabinet Housing Committee on the 21 January 2026 and was recommended to Cabinet for approval.

#### **6 Key risks**

6.1 Please see Appendix 1.

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#### **Report author:**

Caroline Walker, Director of Housing - Customer and Community Services,  
[Caroline.Walker@cheltenham.gov.uk](mailto:Caroline.Walker@cheltenham.gov.uk)

#### **Appendices:**

- i. Risk Assessment
- ii. Equality Impact Assessment – Screening
- iii. E-bike and Battery Policy
- iv. Tenant Friendly Summary of E-bike and Battery Policy
- v. NFCC Fire Safety Guidance for E-bikes and E-scooters
- vi. UK Government Lithium-ion for Battery Safety Guidelines

#### **Background information:**

See attached policy

**Appendix 1: Risk Assessment**

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
CH4	Housing Properties Health & Safety - If we do not manage health and safety management of our housing properties, then we may be putting tenant at risk of serious injury or death.	Claire Hughes	5	3	15	Reduce	<ul style="list-style-type: none"> <li>- Clear health &amp; safety procedures in place with evidence these are followed.</li> <li>- Regular independent assurance that health and safety is being management effectively.</li> <li>- Effective oversight of health and safety performance by senior officers, Cabinet and Housing Cabinet committee.</li> </ul>	Claire Hughes	01/04/2026

## Appendix 2: Equality Impact Assessment (Screening)

### 1. Identify the policy, project, function or service change

#### a. Person responsible for this EqlA

Officer responsible: Justine Skitt	Service Area: Housing Services
Title: Tenancy Management Team Leader	Date of assessment: 30 <sup>th</sup> December 2025
Signature: <i>Justine Skitt</i>	

#### b. Is this a policy, function, strategy, service change or project?

Policy

If other, please specify:

#### c. Name of the policy, function, strategy, service change or project

E-bike and Battery Policy

Is this new or existing?

**New or proposed**

#### Please specify reason for change or development of policy, function, strategy, service change or project

The purpose of this policy sets out how Cheltenham Borough Council manages the safe use, storage and charging of electric bicycles (e-bikes) and their lithium-ion batteries within properties by Cheltenham Borough Council Housing Services, reducing fire risk and protecting tenants, staff, and property

#### d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:

To ensure that all residents use e-bike and battery correctly to reduce risk of self harm and property harm.

Objectives:

To ensure residents understand their responsibility when storing/charging of

	e-bikes and batteries
Outcomes:	Cheltenham Borough Council tenants to understand their rights as a tenant.
Benefits:	To reduce the potential risk to person or property.

<b>e. What are the expected impacts?</b>	
Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	<b>No</b>
Do you expect the impacts to be positive or negative?	<b>No impact expected</b>
Please provide an explanation for your answer:	
Policy will provide details to all residents of their responsibility when using/storing/charging e-bike and batteries	

**If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**

<b>f. Identify next steps as appropriate</b>	
Stage Two required	<b>Yes</b>
Owner of Stage Two assessment	<b>Justine Skitt</b>
Completion date for Stage Two assessment	<b>30<sup>th</sup> December 2025</b>

# STAGE 2 – Full Equality Impact Assessment

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## 2. Engagement and consultation

The best approach to find out if a policy etc, is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those equality groups.

<b>a. Research and evidence</b>	
List below any data, consultations (previous, relevant, or future planned), or any relevant research, studies or analysis that you have considered to assess the policy, function, strategy, service change or project for its relevance to equality.	
Best Practice	

<b>b. Consultation</b>	
Has any consultation be conducted?	<b>Yes</b>
Describe the consultation or engagement you have conducted or are intending to conduct.	
Describe who was consulted, what the outcome of the activity was and how these results have influenced the development of the strategy, policy, project, service change or budget option.	
If no consultation or engagement is planned, please explain why.	
Consultation with tenant panel and Cabinet Housing Committee	

## 3. Assessment

### a. Assessment of impacts

For each characteristic, please indicate the type of impact (positive – contributes to promoting equality or improving relations within an equality group, neutral – no impact, negative – could disadvantage them).

Please use the description of impact box to explain how you justify the impact and include any data and evidence that you have collected from surveys, performance data or complaints to support your proposed changes

Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
<b>AGE</b>	Older people (60+)	Neutral		
	Younger People (16-25)	Neutral		
	Children (0-16)	Neutral		
<b>DISABILITY</b>  A definition of disability under the Equality Act 2010 is available <a href="#">here</a> .  <i>See also carer responsibilities under other considerations.</i>	Physical disability	Neutral		
	Sensory Impairment (sight, hearing)	Neutral		
	Mental health	Neutral		
	Learning Disability	Neutral		
<b>GENDER REASSIGNMENT</b>		Neutral		
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	Women	Neutral		
	Men	Neutral		
	Lesbians	Neutral		
	Gay Men	Neutral		

<b>PREGNANCY &amp; MATERNITY</b>	Women	Neutral		
<b>RACE*</b>  Further information on the breakdown below each of these headings, is available <a href="#">here</a> .  For example Asian, includes Chinese, Pakistani and Indian etc	White	Neutral		
	Mixed or multiple ethnic groups	Neutral		
	Asian	Neutral		
	African	Neutral		
	Caribbean or Black	Neutral		
		Neutral		
<b>RELIGION &amp; BELIEF**</b>  A list of religions used in the census is available <a href="#">here</a>	See note	Neutral		
<b>SEX (GENDER)</b>	Men	Neutral		
	Women	Neutral		
	Trans Men	Neutral		
	Trans Women	Neutral		
<b>SEXUAL ORIENTATION</b>	Heterosexual	Neutral		
	Lesbian	Neutral		

	Gay	Neutral		
	Bisexual/Pansexual	Neutral		
<b>Other considerations</b>				
<b>Socio-economic factors</b>  (income, education, employment, community safety & social support)		Neutral		
<b>Rurality</b>  i.e. access to services; transport; education; employment; broadband		Neutral		
<b>Other (e.g. caring responsibilities)</b>		Neutral		

\* To keep the form concise, race has not been included as an exhaustive list, please augment the list above where appropriate to reflect the complexity of other racial identities.

\*\* There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions in the census is available [here](#)

#### 4. Outcomes, Action and Public Reporting

a. Please list the actions identified through the evidence and the mitigating action to be taken.

Action	Target completion date	Lead Officer

b. Public reporting

All completed EqIA's are required to be publicly available on the Council's website once they have been signed off. EqIA's are also published with the papers for committee and full council decisions.

Please send completed EqIA's to [email address]

#### 5. Monitoring outcomes, evaluation and review

The Equalities Impact Assessment is not an end in itself but the start of a continuous monitoring and review process. The relevant Service or Lead Officer responsible for the delivery of the policy, function or service change is also responsible for monitoring and reviewing the EqIA and any actions that may be taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from Corporate Policy and Governance will be available to provide support and guidance, please email xxxx if you have any questions.

#### 6. Change log

Name	Date	Version	Change