

**THE PARLIAMENTARY ADVISORY
COUNCIL FOR TRANSPORT SAFETY
(A Company Limited by Guarantee)
DIRECTORS' AND TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

**Company No: 2366377
(England and Wales)**

Charity No: 1068607

THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY

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THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY

ADMINISTRATIVE INFORMATION

| | |
|-----------------------------------|--|
| DIRECTORS AND TRUSTEES | Anthony Ciaburro (Chairman) John Plowman Jonathan Crockett Julian Hill Daniel Campsall Teresa Ciano Muhammed Sadique Jennie Martin Ian Greenwood |
| SECRETARY & EXECUTIVE DIRECTOR | Jamie Hassall |
| COMPANY NUMBER | 2366377 (England and Wales) |
| CHARITY NUMBER | 1068607 |
| REGISTERED OFFICE | Albany House 94-98 Petty France London SW1H 9EA |
| WEB SITE | www.pacts.org.uk |
| INDEPENDENT EXAMINER | Barefoot Accounting Ltd Regent House Linlithgow West Lothian EH49 7HU |
| BANKERS | Cooperative Bank plc PO Box 250 Delf House South Way Skelmersdale WN8 6WT |

THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY

COMPANY NO: 2366377 (ENGLAND AND WALES)

DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024

The directors and trustees present their annual report and the independently examined financial statements for the year ended 31 March 2024 in respect of the Parliamentary Advisory Council for Transport Safety (PACTS).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011, the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (effective January 2019).

OUR PURPOSE AND ACTIVITIES

Objectives and Scope

The charitable objective of PACTS is 'To protect human life through the promotion of transport safety for the public benefit.'

The trustees have developed and refined their objectives over many years. In the second half of 2021, a thorough review of strategy was launched and completed in the second half of 2022. The strategy will be reviewed again in late 2024. This report presents the position at 31 March 2024.

Our vision is 'a transport system free from death and life-changing injury, in which all users feel safe' and the four strategic aims to achieve our vision are:

1. Proactively influence change.
2. Growing a valued and well supported Membership.
3. Securing strong parliamentary participation and engagement.
4. Identifying and researching the right subjects at the right time.

The trustees recognise that major policy issues, such as the economy and climate change, or crises such as Russia's invasion of Ukraine and knock-on effects such as fuel prices and inflation, tend to distract the government away from transport safety. PACTS seeks to engage in a range of public policy debates, including transport, health, and sustainability, adding the safety dimension, and always mindful of our charitable objective.

PACTS is unique in the fact it is multimodal and covers air, rail, and road transport, enabling it to access specialist advice across these fields to ensure best practise, experience, evidence, and knowledge is shared across these transport sectors. It is on the roads where most of this experience needs to be focused as this is where most transport-related deaths and serious injuries occur. Trustees believe this is where PACTS should focus its efforts and where it can have most impact. The trustees support the *Safe System* for road safety management, in accordance with international best practice.

The PACTS priorities for road safety, reflecting the *Safe System*, have been set out in various documents since 2015.

Trustees have confirmed PACTS' support for international road safety efforts, the UN 2020 Resolution on road safety and the 2nd Road Safety Decade of Action (2020-30).

The trustees have referred, where appropriate, to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. The trustees are satisfied that the priorities set, and the activities undertaken are in furtherance of the charitable objective and the public benefit.

Activities

The activities of the charity have remained broadly in line with previous years. As noted, PACTS focuses on road safety as this is where most improvement is needed but maintains an active interest in rail and air safety issues. PACTS promotes evidence-based solutions in transport safety. Having undertaken the review and release of the new vision and four supporting aims. The outward facing activities are:

- Proactively influence change – Our working parties provide world-leading knowledge and expertise for effective horizon scanning, identifying emerging issues and disruptive technologies.
- Securing strong parliamentary participation and engagement – Parliamentarians recognise PACTS as a leading, independent source of trusted, technical advice on transport safety. We continue to be asked to participate in consultations and TSC inquiries.
- Identifying and researching the right subjects at the right time – we aim to provide informed advice in response to opportunities presented by the Parliamentary agenda and wider transport safety issues.

Internal activity:

- Growing a valued and well supported Membership – subscriptions from memberships forms the backbone of the resource the charity requires to effectively undertake its activities. Work continues to identify potential new members and grow the membership.

In 2023/24, flexible arrangements for most PACTS events were put in place, including hybrid options for conferences and Board meetings, while other meetings remained online to facilitate increased attendance. PACTS continued to provide the secretariat to the All-Party Parliamentary Group (APPG) for Transport Safety, now with 24 members. The APPG is co-chaired by MPs Sir Peter Bottomley, Fabian Hamilton, Baroness Jones, and Baroness Randerson. Following the new rules introduced for APPGs in 2023, the structure of the group was reviewed and reformed. PACTS receives no income for this role and the APPG has none.

PACTS also provided briefings to MPs, peers and the Shadow ministers on transport safety matters, to support Parliamentary debates, questions, EDMs and constituency matters. PACTS led a campaign to persuade the British Government to adopt the same (or better) vehicle safety regulations as those applied in the EU from July 2022. This was a high campaign priority for trustees. The second briefing note on this topic 'Still unvaccinated' was well received. The UK government however remains non-committal. PACTS will continue this campaign in 2024/25 until it has been adopted. Our capacity in this area was considerably enhanced by the appointment of a Road Safety Advocacy Officer, funded by The Road Safety Trust, and in November 2023 funding was extended for an additional two years.

As well as advising and supporting parliamentarians, PACTS seeks to influence Government to improve transport safety. PACTS submitted responses to 16 government and Transport Select Committee's consultations including: Welsh Government Road Safety Strategy, Driver Certificate of Professional Competence changes, DVLA consultation on driver licensing for people with medical conditions, Home Office consultation on NDORS, the Justice Committee's CfE on coroner service, Home Office NDORS and Home Office Type Approval of Road Traffic Law Enforcement Devices.

PACTS hosted a parliamentary reception in December 2023 for Project EDWARD, where the Road Safety Minister gave the opening address and was attended by numerous MPs and Lords.

PACTS has excellent communication channels with the DfT on transport safety matters. PACTS is a member of the DfT's Road Safety Delivery Group, and its Motorists Forum (which last met on the 13th November 2023). PACTS has close dialogue with DfT officials, meeting monthly to discuss the development of a new national road safety strategy, and other matters.

PACTS has maintained or developed important relationships with other official transport bodies and private sector stakeholders important to transport safety, including Office of Rail and Road, DVSA, RSSB, Transport Focus, MIB, WHO, and National Highways. PACTS is a steering group member of the DfT-funded road collision investigation project, run by the RAC Foundation. PACTS is represented on the Office of Rail and Road's Railway Industry Health and Safety Advisory Committee, and on the RoSPA National Road Safety Committee and several other bodies.

On a strategic basis, PACTS also participates in local safety bodies, including Transport for London's Vision Zero Stakeholder Group and the Vision Zero South West Partnership. All of this reflects the contribution that the charity

seeks to make to improving transport safety and the recognition of its capability to contribute on a wide range of issues.

PACTS attended several roundtable events, including Automated Vehicles hosted by the SoS, a road safety event with the shadow Roads minister hosted ROSPA, and a Speed Management event co-hosted by PACTS and the CIHT.

PACTS will continue these activities in the year ahead and look to develop new strategic partnerships.

PACTS relies considerably on the technical expertise in its five working parties. These typically meet three times during the year. These are:

- Road Environment
- Road User Behaviour
- Vehicle Design
- Rail Safety, and
- Aviation Safety, where PACTS relies on the advice of the Air Safety Group.

These groups provide a wealth of expertise and a depth of knowledge on which PACTS trustees and staff can draw in developing new thinking about transport safety, research projects, responding to government consultations and select committee inquiries, and in identifying examples of good practice to promote. Membership of the working parties is by invitation from PACTS, and it is generally a mutually beneficial arrangement. Many PACTS members see the working parties as a significant benefit of PACTS membership. The trustees are grateful to all who participate and particularly to the Chairs, Professor David Crundall, Richard Cuerden, Kate Fuller and Carolyn Griffiths who continued in their roles. All working parties have vice-chairs to assist. The trustees are also grateful to Nick Clutton, Air Safety Group Chair for providing the link to PACTS.

There was an additional working party on Work Related Road Safety that had its last meeting in May 2021, work this year has been undertaken to set up a new forum and this will start up next financial year.

The PRC continues to integrate the agendas of the working parties with the strategic objectives and activities of PACTS.

PACTS does not have volunteers, in the usual meaning of the word for the charity-sector. However, a great number of people contribute considerable time and expertise at no cost to PACTS – particularly through the working parties – and enable PACTS to be credible and effective across a wide range of transport safety matters. The trustees are very grateful to all those people.

The trustees are glad to report that PACTS continues to undertake and promote innovative and timely research. In May 2023, PACTS published the RST funded report, *Lustre: Lower Urban Speed Limits in Europe*. A report was also published by the RUBWP on online driver training in June 2023 and in January 2024, a follow-up report on e-scooter safety was also published, entitled *Comparing police and hospital e-scooter casualty datasets*.

We maintain pressure on the Government to adopt new vehicle safety regulations (General Safety and Pedestrian Safety Regulations) and to publish a new road safety strategy. PACTS has a constructive relationship with DfT and its officials and keeps the pressure on regarding the need for the regulations that PACTS has proposed. As part of this, PACTS is leading a coalition of road safety organisations to develop a road safety manifesto that the wider road safety community can sign up to. This will continue in 2024/25 in the run up to the general election.

Funds are still held for the Mobile Evidential Breath Testing Instruments (MEBTI) competition run by PACTS which DfT funded. It reached its third and final stage and two companies have submitted devices to Dstl for testing. However, technical challenges remain and the date at which a new generation of evidential breath test instruments are likely to be available to UK police has not been confirmed.

PACTS has offered a programme with a mix of in-person, hybrid, and online events:

- July 2023 – A joint Road Safety Working Party meeting was held at Loughborough University London
- September 2023 – The Vehicle Design Working Party meeting was held online
- September 2023 – The Road User Behaviour Working Party meeting was held online
- September 2023 – The Road Environment Working Party meeting was held online

- September 2023 – The Rail Safety Working Party meeting was held online
- November 2023 – The 31st Westminster Lecture on Transport Safety was held in-person
- November 2023 – Conference – ‘Tackling Speed: Why we can’t delay’ was held online.
- January 2024 – The Vehicle Design Working Party meeting was held online.
- January 2024 – The Road Environment Working Party meeting was held online.
- January 2024 – The Rail Safety Working Party meeting was held online.
- January 2024 – The Road User Behaviour Working Party meeting was held online.
- March 2024 – Conference – ‘Driving Change: Safe System Strategies for Eliminating Work-Related Road Deaths’ was held in hybrid format at the Royal Automobile Club in London.

PACTS continues to be respected and sought out by the media. Social media is increasingly important, and PACTS now has over 1,700 LinkedIn followers (a growth of over 50% in the past year) and over 5,000 followers on X (formerly Twitter). PACTS newsletters are sent on a monthly basis via HubSpot to a subscriber list of over 1,000 recipients. PACTS continues to promote its work through its own YouTube channel.

Attendance at PACTS conferences, working parties and other events is a measure of achievement and the year must be considered another success.

PACTS has continued to support international road safety matters, where this can be achieved with minimal impact on resources and remains a Board member of the European Transport Safety Committee (ETSC). PACTS President, Barry Sheerman MP, chairs the Independent Committee on Road Safety International (ICORSI) providing links and sharing best practice internationally.

PACTS and many PACTS members again made significant contributions to ETSC to raise transport safety standards at European and international levels. The charity was represented on the ETSC Board of Directors by Barry Sheerman (or the Executive Director in his absence); and Professor Richard Allsop who, until his recent death, was a PACTS Special Adviser, and a co-opted member. Heather Ward, a former PACTS Road Environment Chair, continued as co-chair of the Performance Information Network (PIN) programme. While PACTS plays an active and constructive part in ETSC, it does not have the same incentive to engage in matters relating to the EU or European Commission, as consultations may be limited to EU Member States and EU directives are not applicable to Great Britain. A recent example being a proposal to require all EU Member States to introduce an accompanied driving scheme for 17-year-old lorry drivers, a concerning step in the wrong direction for road safety.

Future Activities

During the year ahead PACTS will undertake a range of activities to further its objectives.

In 2024/25 PACTS will have a focus on the upcoming election to help inform a new government on the need to take transport safety seriously and by doing so making the most of the other benefits such as active travel, reductions in transport related greenhouse gases and the impact on the health service. PACTS has funding to help promote the safe system and best practice across a range of sectors. It is expected the MEBTI project will conclude next financial year. Several research projects for 2024/25 are being considered and funding sources such as DfT, RST, etc. are being looked at.

PACTS will seek to promote uptake of its research recommendations – on seatbelts, roads policing, drink and drug driving, e-scooters etc. We look forward to the publication of the Road Safety Strategic Framework by the UK government. PACTS will support this where it meets the Safe System approach but not be afraid to criticise deficiencies. Trustees will support further campaigning by PACTS, in partnership, to persuade the UK government to raise vehicle safety regulations in line with best practice.

DfT have agreed to support PACTS conferences in 2024/25 and it is hoped that National Highways will support us again this year. The Direct Line Group continue to support PACTS to undertake vital work. Other funders will be sought, and a programme of conferences and events developed, including Council of Members and working party meetings.

FINANCIAL REVIEW

The charitable company's total income for the year was 10% more than in the previous year. Total expenditure was 1.4% more than the previous year. PACTS had a profit of £1,048 compared to a deficit of £19,003 in the previous year and had funds paid early for future work. Consequently, our total reserves increased from £113,932 to £133,984 which remains above our set reserves level and have a slight cushion for future years. The unrestricted reserves increased from £113,932 to £114,981 and restricted reserves increased from zero to £19,003.

Investment Powers

Under the Memorandum and Articles of Association the charity has the power to make any investment which the trustees see fit. No investments have, however, been made during the year.

Funds Available and Reserves Policy

Trustees seek to have a robust and varied income stream for the charity with funds being raised through members' subscriptions, sponsorship of events, delegate fees at events and funding for specific projects. This has meant that the charity has not had to rely too heavily on any single source of income, thereby giving the charity greater flexibility to face uncertain times. PACTS received a substantial strategic partnership grant from the Safer Roads Foundation that allowed the Road Safety Advocacy Officer post to be created. This has had a hugely positive affect on the impact PACTS has. In November 2023 the funding was extended for another two years. This is a critical post within the PACTS family for the coming year to ensure engagement with potential new MPs in the run up to the election.

Post-Covid era and UK economic performance has reshaped the way we engage with members and the wider audiences via conferences and other events, and this has had an impact on our historic funding model. While this has reduced our income in some areas it has also reduced the running costs, limiting any negative financial impact. Support from National Highways, DfT and commercial sponsors and reduced conference costs allowed the events to contribute to staff and overhead costs and the impact on PACTS' net income was small.

Economic conditions remain challenging for many organisations: inflation has remained high and many costs such as energy bills and materials also remain high. Public sector finances are still heavily constrained and private sector members look very carefully at the value of their support. Trustees are ambitious for PACTS and recognise that staff resources need to be maintained, and preferably increased, to meet the objectives. Having a physical office in the Westminster area is still considered important for staff, efficiency, visitors, and the identity of PACTS. The move from our own office to sharing with Transport Focus has worked well and has reduced running costs, and a review of future office requirements is being undertaken as the current agreement ends in November 2024. Expenditure on IT systems etc are at the right level to meet operational needs and costs cannot be reduced without affecting activity levels. Attracting grants and sponsorship for specific research is feasible but generating adequate income to cover core charitable functions is a greater challenge. In this regard, The Road Safety Trust grant for an Advocacy Officer is extremely helpful.

Through the Management and Finance Committee (MFC), the trustees have emphasised the need to maintain income and to balance the books. The level of churn in membership was small and new members joined. The total number of members has grown to 145, with new members attracted from several sectors, including medical, local government (Jersey) and software/technology. In financial terms, the loss of a single corporate member, which usually occurs for reasons beyond the control of PACTS, far outweighs the income from a few other members.

The MFC decided in February 2024 to raise membership subscriptions by 5% for 2024/25. This has been accepted by members without objection. The three-year membership deal with 20% discount is now a routine offer and many members have again taken this option. It secures income and reduces administration in future years. It is also an indication of the commitment that members have to PACTS.

National Highways, the DfT and the RAC Foundation contributed sponsorship to PACTS' Spring conference. The Road Safety Trust provided grants for research and the Advocacy Officer. The trustees are grateful to these major funders.

The trustees have continued to review the reserves policy and agreed that its overall aim remains appropriate for the risks facing the organisation.

Since 2016/17 the trustees have adopted a reserves target of four months expenditure as a medium to long-term target. In 2016/17 this was £80,000. They noted that the charity had successfully operated with a much smaller reserve for several years and that the reputation of the charity is such that its immediate future is not at stake. They also noted the guidance of the Charities Commission not to maintain excessive reserves. In recent years a surplus, above the target, was achieved. Expenditure varies from year to year but the reserves have increased and so the reserve was raised to £90,000 in 2023/24 and this still represents about four months of expenditure and trustees have therefore retained this target figure. In April 2024, the MFC reviewed this and decided to retain this figure.

The budget set for the year ahead seeks to achieve a modest surplus. The budget is similar to that for previous years. The Road Safety Trust awarded PACTS £63,800 pa for two years to fund the Advocacy Officer up until November 2025. Based on many years of experience, the trustees are confident that membership income can be maintained or increased and that applications for research grants and event sponsorship will succeed. Some uncertainties inevitably remain such as inflation remaining high and so costs increasing. Savings are being made by sharing office space and the future office strategy will look to keep this model rather than having our own office. The Management and Finance Committee is monitoring risks regularly and will update the budget if required. PACTS was subject to a banking scam and £30,000 was removed from the account but quick action led to this being recovered within two days. Staff training and new procedures are in place to minimise the risk of this happening again. PACTS has a good track record of raising income and controlling costs. To date, income has been encouraging.

The trustees have agreed that the reserves policy will be reviewed on an annual basis.

REFERENCE AND ADMINISTRATIVE DETAILS

The company information set out on page 1 forms part of this report and includes details of our advisers and reference numbers.

Directors and Trustees

All directors of the company are also trustees of the charity and there are no other trustees. The current directors are shown on page 2 of these financial statements. Dr Ian Greenwood took over from Julian Hill as Chair of the PRC.

The Board has the power to appoint additional trustees as it considers fit to do so. With nine directors and trustees (at year end), the Board considers there are sufficient members, but it is open to the possibility if a suitable candidate were to be identified, particularly if this addressed skills gaps and improved diversity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is constituted as a private company limited by guarantee and is therefore governed by its Memorandum and Articles of Association. These were reviewed in 2022/23 and were adopted in 2023/24.

The charity is organised so that its directors and trustees meet three times annually and exercise responsibility for its governance. In the intervening period the Executive Director deals with the routine business with the help of members of PACTS staff. He is assisted by the MFC, which meets at least three times a year. Jon Crockett remains the MFC Chair and Teresa Ciano as Vice-Chair. The membership of this committee comprises five trustees and three co-opted (at year end).

The trustees are also supported by a PRC, to help with the development of PACTS policy and research projects. In 2023, Ian Greenwood took over from Julian Hill as the Chair and Carolyn Griffiths remains as Vice-Chair. The committee meets two or three times a year. It comprises three trustees (at year end) and the chairs of the five technical working parties. It has also other co-opted members with specific expertise, including Professors Richard Allsop and Oliver Carsten, Special Advisers to PACTS. Professors Richard Allsop died on 19th January 2024 and the Board have expressed their condolences to his family and reflected on the part Richard played in supporting PACTS over many years. The membership of both committees is kept under review on an annual basis.

Following the review of governance procedures and effectiveness in 2020/21, this year has been focused on continuing to deliver of the action plan. The next review will be carried out in late 2024.

In 2021/22 trustees set about implementing the action plan, presented to Members in July 2021. This resulted in the establishment of a Council of Members (a formalisation of the existing PACTS members meetings), the creation of the new role of president, a separate chair of the board, agreed terms of office for trustees, terms of reference for all position holders, annual reviews, and endorsement of the Nolan principles and other ethical and behavioural standards. The trustees believe that the governance arrangements and documentation (the PACTS Governance Framework) is proportionate to the size and resources of the organisation, not unduly burdensome and helpful to the delivery of the charity's objectives. They believe that this exercise has been successful and remains relevant.

A significant outcome from the Governance Review was changes in the roles of some trustees. Barry Sheerman MP, Chair of PACTS from the outset, resigned from the Board and became President. Tony Ciaburro was elected Chair of the Board and Dan Campsall elected Vice-Chair. There have been no changes this year, but the Chair Tony Ciaburro has announced his intention to step down as Chair and retire from PACTS following the AGM meeting in July. The Board feels that this continues to demonstrate the Board's commitment to equality, diversity, and inclusion.

The charity has a wholly owned subsidiary, PACTS (Training and Education) Limited. It was decided in 2022/23 that this would be closed, and this was completed in January 2024.

Staffing and capacity

There were the following staff changes in 2023/24.

- In May 2023 Jamie Hassall joined as the new Executive Director.
- In November 2023 Maby Dueck joined as the new Administrator (20 hours per week).
- In January 2024 the Communications Officer, Matthew Ferguson, left PACTS.
- Margaret Winchcomb, Deputy Executive Director, served throughout the year (four days per week).
- Kumar Niketan, Advocacy Officer, served throughout the year.
- Elva Tehan (self-employed) PACTS Finance Officer served throughout the year (ad hoc hours).

Business continuity was maintained but some functions undertaken by the Office & Events Manager are not fully covered (organise in-person conferences, any office move and administrative tasks) meaning they are having to be covered by other staff. This has now been resolved with the appointment of a new Administrator in November 2023.

The trustees previously appointed the People's Pension Company Ltd as the pension provider for the PACTS workplace pension scheme. All employees are automatically enrolled and nearly all have chosen to remain in the scheme. Workplace Pensions Ltd manage the scheme for PACTS and ensure PACTS is compliant with legal requirements. The PACTS employer pension contribution for all staff is 10%. Staff are encouraged to make additional employee contributions and some do.

Bookkeeping and accountancy services were provided by Elva Tehan and 4M Accounting were appointed as the new accountants. IT support is provided by Anthony Cluer and Payroll services were moved to 4M to improve the service provided.

The role of Company Secretary was undertaken by the Executive Director, with specialist legal advice sought as necessary.

The trustees are grateful to all these organisations and individuals who help PACTS to deliver its objectives and services.

RISK MANAGEMENT

The trustees regularly review the major risks to which the charity is exposed, in particular those relating to the operations and finances of the organisation. The Risk Register is now updated and reviewed at each MFC meeting. A specific focus for the year related to a banking scam where £30,000 was removed from the account but recovered within two days and other email and phone-based phishing attempts. The trustees identified these as principally financial and business continuity. All were successfully managed.

The trustees are satisfied that the remit given to the MFC enables potential risks to be monitored, reports to be produced and steps taken during the year to lessen the impact of any risks that may emerge during the year. One mechanism by which this is discharged is the Executive Director Report or Risk Register review via the MFC and Board meetings but as with the banks scam, issues will be raised at the time and a short report issued. These highlight any concerns which are then discussed and acted upon where necessary. Minutes of the Trustees' Meetings have action logs to summarise and track actions, including risk mitigation.

The trustees remain of the opinion that the major sources of risk to the charity are the uncertainty of the income streams, although these have proved reasonably stable (in aggregate) over the past few years. The annual additions to reserves in the years since 2013, apart from 2023, are steps in the right direction. Changes in personnel with accompanying loss of knowledge is also a significant risk. This would risk impacting the charity's capacity to deliver its programme of research and events. This has been mitigated by a deliberate management strategy to share roles and skills within the team. Trustees, working party chairs, advisors and co-opted committee members also contribute greatly to the substantive work of the charity.

In November 2022, PACTS relocated to Albany House on a short-term lease, sharing an office with Transport Focus. The lease has been extended to November 2024. Trustees, staff and PACTS members are very pleased with the offices which have significant benefits at a fraction of the costs of renting dedicated office space. Other options for office premises are currently being explored before the lease expires.

The trustees themselves have assisted the Executive Director with several management tasks including fundraising, HR, business planning, marketing, and communications. This also builds capacity and residence in the organisation.

PACTS staff work in a hybrid method that has made the sharing of office space work and affordable. This approach has increased our scope to recruit staff that need a more flexible working pattern. Options for hybrid events (combining physical and virtual attendance) are being used and work well for members such as Local Authorities that may have restrictions on travel.

Internal financial control procedures were formalised in 2020/21 and are viewed as required. Trustees are satisfied that controls are fit for purpose.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of PACTS for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the charity's SORP 2019 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information including on the charity company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

INDEPENDENT EXAMINER

The trustees intend to reappoint the newly appointed independent examiner to undertake the independent examination of the company for the following year.

This report has been prepared in accordance with the provisions applicable to the small company exemption.

This report was approved by the Board on 11th July 2024 and signed on its behalf by the Chair.

A handwritten signature in black ink, appearing to be 'Tony Ciaburro', written over a dotted line.

Tony Ciaburro,
Director and Trustee

Independent Examiner's Report to the Trustees of The Parliamentary Advisory Council for the year ended 31 March 2024

I report to the charity trustees on my examination of the financial statements of the above company for the year ended 31 March 2024 which are set out on pages 13 to 22.

Responsibilities and basis of report

As the charity's trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the financial statements of the company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Accounting Association of Technicians.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the financial statements do not accord with such records; or
- the financial statements do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Jon Norton FMAAT ACIE
Independent Examiner
Barefoot Accounting Ltd,
Regent House, Linlithgow
EH49

Date: 2024

THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2024

| | <u>Notes</u> | Unrestricted <u>funds</u> £ | Restricted <u>funds</u> £ | Total funds <u>2024</u> £ | Total funds <u>2023</u> £ |
|---|--------------|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <u>Income</u> | | | | | |
| Donations & research grants | 2 | - | 93,683 | 93,683 | 94,101 |
| <i>Income from charitable activities</i> | | | | | |
| Subscriptions | | 109,613 | - | 109,613 | 106,948 |
| Conferences and other projects | | - | - | - | - |
| <i>Income from trading activities</i> | | | | | |
| Sponsors and fees | | 38,000 | - | 38,000 | 23,437 |
| Interest income | | 10,352 | - | 10,352 | 3,771 |
| Total income | | 157,965 | 93,683 | 251,648 | 228,257 |
| <u>Expenditure</u> | | | | | |
| <i>Costs of raising funds:</i> | | | | | |
| Promotion & publicity | 4 | 1,326 | - | 1,326 | 4,483 |
| <i>Expenditure on charitable activities:</i> | | | | | |
| Charitable activities | 3 | 155,592 | 93,683 | 249,275 | 242,777 |
| Total expenditure | 6 | 156,917 | 93,683 | 250,600 | 247,260 |
| Net income/(expenditure) | | 1,048 | - | 1,048 | (19,003) |
| Funds transferred | | - | - | - | - |
| Net movement in funds | | 1,048 | - | 1,048 | (19,003) |
| Total funds brought forward at 1st April 2023 | | 113,933 | - | 132,936 | 132,935 |
| Balance carried forward at 31st March 2024 | | 114,981 | - | 133,984 | 113,932 |

The statement of financial activities includes all gains and losses in the year.

All income and expenditure derive from continuing activities.

THE PARLIAMENTARY ADISORY COUNCIL FOR TRANSPORT SAFETY

COMPANY NO. 2366377

BALANCE SHEET AS AT 31 MARCH 2024

| | Notes | £ | <u>2024</u> £ | £ | <u>2023</u> £ |
|-------------------------------------|-------|------------------|------------------|------------------|------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 10 | | 2,023 | | 3,284 |
| Investment in subsidiary company | 11 | | - | | 2 |
| | | | <u>2,023</u> | | <u>3,286</u> |
| CURRENT ASSETS | | | | | |
| Debtors | 12 | 131,534 | | 9,258 | |
| Cash at bank & in hand | 13 | <u>239,418</u> | | <u>289,091</u> | |
| | | 370,952 | | 298,349 | |
| CREDITORS | | | | | |
| Amounts falling due within one year | 14 | <u>(257,993)</u> | | <u>(187,702)</u> | |
| NET CURRENT ASSETS | | | <u>112,958</u> | | <u>110,647</u> |
| NET ASSETS | | | <u>114,981</u> | | <u>113,933</u> |
| FUNDS | | | | | |
| Restricted Funds | 15 | | - | | - |
| Unrestricted funds | 15 | | <u>114,981</u> | | <u>113,933</u> |
| Members Funds | | | <u>114,981</u> | | <u>113,933</u> |

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006. Members have not required the company, under Section 476 of the Companies Act 2006, to obtain an audit for the year ended 31 March 2024. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and for preparing accounts which give a true and fair view of the state of affairs of the company as at the 31 March 2024 and of its surplus for the year then ended in accordance with the requirements of Section 396, and which otherwise comply with the requirements of the Act relating to the accounts so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 were approved by the Board2024 and signed on its behalf.



Anthony Ciaburro
Director and Trustee

PACTS NOTES TO THE ACCOUNTS 2023/24

1. ACCOUNTING POLICIES

(a) Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared under the historical cost convention and on a going concern basis, as no material uncertainties exist and future funding is sufficient at the present time. The financial statements are presented in sterling which is the functional currency of the charity.

PACTS meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

(b) Incoming Resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income has been met, it is probable that the income will be received and the amount can be measured reliably.

The income of the company is made up of annual and other members' subscriptions, government and other grants, donations, fees for conferences and research contracts, sponsorship and sales (net of Value Added Tax).

Income is accounted for on an accruals basis except for voluntary donations and other subscriptions which are accounted for when received, and grants to fund a particular activity which are accounted for to ensure that the income is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

(c) Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

(d) Fund Accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Restricted funds are donations and research grants which the donor has specified are to be solely used for a particular area of the charity's work or for specific research projects being undertaken by the charity.

(e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by the staff on these activities.

(f) Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis.

| | | |
|--------------------|-------|---------------------|
| Web Development | 25% | straight line basis |
| Computer Equipment | 33.3% | straight line basis |
| Furniture | 10% | straight line basis |

(g) Pension Scheme

The company operates a scheme to contribute a defined amount to individual employees' pension schemes and the pension charge represents the amounts payable by the company to the various funds in respect of the year.

(h) Promotion and Publicity Costs

Promotion and publicity costs comprise amounts incurred in raising the profile of the charity and inducing people and organisations to contribute financially to the charity's work. This includes the cost of advertising for donations and sponsorship and the costs incurred in ensuring that the work of the charity is recognised by members of both Houses of Parliament and others.

(i) Expenditure on Governance of the Charity

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity such as the costs of the Independent Examiners Report as well as costs of any strategic planning for the future.

(j) Debtors

Debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly lucrative assets with a short maturity of 3 months or less from the date of acquisition or opening of the deposit or similar account.

(l) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(m) Operating Leases

The charity classifies the rental of the premises from which it carries out its activity as an operating lease.

Rentals payable under operating lease is charged to the Statement of Financial Activities as incurred over the term of the lease.

(n) Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

2 VOLUNTARY INCOME

| | <u>Unrestricted Funds</u> | <u>Restricted Funds</u> | <u>2024 Total</u> | <u>2023 Total</u> |
|-----------|-------------------------------|-----------------------------|-----------------------|-----------------------|
| Donations | - | - | - | 24,601 |
| Grants | - | 93,683 | 93,683 | 69,500 |
| | - | 93,683 | 93,683 | 94,101 |

Grants in 2022-23 included £69,500 Restricted Funds

3 CHARITABLE ACTIVITIES EXPENDITURE

| | <u>2024</u> | <u>2023</u> |
|---|-------------|-------------|
| Conference expenses | 11,346 | 15,373 |
| Project expenditure (including staff costs) | 185,856 | 156,760 |
| Premises and office costs | 44,749 | 64,863 |
| Staff costs - unrestricted activities | - | - |
| Governance costs | 7,323 | 5,782 |
| Totals | 249,275 | 242,777 |

4 PROMOTION AND PUBLICITY

| | <u>2024</u> | <u>2023</u> |
|--------------------------|-------------|-------------|
| Advertising and printing | - | 3,119 |
| Staff costs | 1,326 | 1,364 |
| | 1,326 | 4,483 |

5 GOVERNANCE

| | <u>2024</u> | <u>2023</u> |
|-----------------------------|-------------|-------------|
| Staff costs | 1,326 | 1,364 |
| Independent Examiner's Fees | 1,235 | 2,350 |
| Professional fees | 588 | - |
| Travel & expenses | 4,174 | 2,068 |
| General overheads | - | - |
| | 7,323 | 5,782 |

6 TOTAL RESOURCES EXPENDED

| | <u>Staff</u> | <u>Depreciation</u> | <u>Other</u> | <u>2024</u> | <u>2023</u> |
|-----------------------------------|--------------|---------------------|--------------|-------------|-------------|
| Charitable activities expenditure | 120,387 | 2,237 | 25,645 | 148,269 | 166,745 |
| Restricted charitable expenditure | 44,872 | - | 48,811 | 93,683 | 70,250 |
| Promotion and publicity | 1,326 | - | - | 1,326 | 4,483 |
| Governance | 1,326 | - | 5,997 | 7,323 | 5,782 |
| | 167,911 | 2,237 | 80,453 | 250,600 | 247,259 |

7 NET INCOMING RESOURCES**2024****2023**

The net incoming resources are stated after charging

Depreciation of tangible fixed assets owned by charity

2,237

2,438

Operating lease - rent

4,848

13,091

8 STAFF COSTS**2024****2023**

Salaries

138,997

108,996

Social security costs

7,815

6,089

Pension costs

21,099

30,255

167,911145,340

Average numbers employed in the year:

Charitable work

5

4

All staff spend a certain amount of time on fund raising and governance work

No employee had benefits (excluding employer pension costs) over £60,000 (2023: 60000).

Key employees total remuneration

£61,132 (2023 - £58,140) (including employer pension costs)

The trustees receive no remuneration in respect of their duties as Trustees.

Expenses were reimbursed to trustees in 2023/24 totalling £2,685.50 (2023- £575.04)

9 TAXATION

The charity is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

10 FIXED ASSETS -TANGIBLE

Consolidated and Charity

Cost or valuation

At 1st April 2023

Web Office
Development Equipment etc Total

4,729 12,296 17,025

Additions

- 975 975

Disposals

- - -

At 31st March 2024

4,729 13,271 18,001

Depreciation

At 1st April 2023

3,546 10,195 13,741

Charge for year

1,183 1,053 2,237

Disposals

- - -

At 31st March 2024

4,729 11,248 15,978

Net Book Value

At 31st March 2024

- 2,023 2,023

At 31st March 2023

1,183 2,101 3,284

11 Investment

The investment of £2 in PACTS (Training & Education) Ltd was written off this year as this company was dissolved.

12 DEBTORS

Due within one year

Prepayments

Other debtors

2024 2023

3,772 1,008

127,762 8,250

131,534 9,258

13 CASH AT BANK

The cash at bank includes £105,000 held in respect of the DfT awards and £8,000 held for the Safe Systems Research project.

14 CREDITORS

| | <u>2024</u> | <u>2023</u> |
|---|----------------|----------------|
| Amounts falling due within one year: | | |
| Taxation and social security | 1,915 | 5,150 |
| Amounts owed to subsidiary undertaking | - | 2 |
| Deferred income - subscriptions | 114,679 | 65,070 |
| MEBTI Winners' fund | 105,000 | 105,000 |
| Other creditors & accruals | 36,399 | 12,480 |
| | <u>257,993</u> | <u>187,702</u> |

15 FUNDS

| | Balance 31.3.23 | Incoming resources | Resources expended | Transfers | Balance 31.3.24 |
|------------------------------|----------------------------|-------------------------------|-------------------------------|------------------|----------------------------|
| Unrestricted funds | 113,933 | 157,965 | 156,917 | - | 114,981 |
| Restricted Funds | | | | | |
| e-Scooters | - | 1,750 | 1,750 | - | - |
| Road Safety Advocacy Officer | - | 59,933 | 59,933 | - | - |
| Safe Systems | - | 32,000 | 32,000 | - | - |
| Total Restricted | - | 93,683 | 93,683 | - | - |
| Total funds | 113,933 | 251,648 | 250,600 | - | 114,981 |

The restricted funds listed above have received grants from DfT and Road Safety Trust to enable the charity to carry out its research projects.

15 FUNDS PRIOR YEAR

| | Balance 31.3.22 | Incoming resources | Resources expended | Transfers | Balance 31.3.23 |
|------------------------------|----------------------------|-------------------------------|-------------------------------|------------------|----------------------------|
| Unrestricted funds | 132,186 | 158,757 | 177,010 | - | 113,933 |
| Restricted Funds | | | | | |
| MEBTI | 750 | - | 750 | - | - |
| E- Scooter | - | 15,000 | 15,000 | - | - |
| Road Safety Advocacy Officer | - | 43,500 | 43,500 | - | - |
| Urban speed limit | - | 11,000 | 11,000 | - | - |
| Total Restricted | 750 | 69,500 | 70,250 | - | - |
| Total funds | 132,936 | 228,257 | 247,260 | - | 113,933 |

The restricted funds listed above have been received from the Road Safety Trust (RST) to enable the charity to carry out its research projects. The grants received from RST in 2022/23 amounted to £69,500, relating to two research projects and funding the Advocacy Officer. Restricted funds also include the balance of a DfT grant received in a previous year for the MEBTI project which will continue in 2024/25.

16 ANALYSIS OF NET ASSETS BETWEEN FUNDS

The net assets are held for the various funds as follows:

| | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total 2024</u> |
|----------------------------------|---------------------|-------------------|-----------------------|
| Tangible fixed assets | 2,023 | - | 2,023 |
| Cash at bank | 239,418 | - | 239,418 |
| Net current assets/(liabilities) | (126,460) | - | (126,460) |
| | <u>114,981</u> | <u>-</u> | <u>114,981</u> |

Please note, the bank balance includes £105,000 held for DfT awards and £9,000 held for the Safe Systems research project.

17 LEGAL STATUS OF THE CHARITY

The Parliamentary Advisory Council for Transport Safety is a private company, incorporated in England and Wales, limited by guarantee and has no share capital. Each guarantor has agreed to contribute up to £10 in the event of the winding up of the company. The registered office is Albany House Pacts Ground Floor, 94 - 98 Petty France,

18 PENSION COMMITMENTS

The company operates a scheme to contribute a defined amount to individual employees' Pension Schemes. The assets of the funds are held separately from those of the company in independently administered funds. At the balance sheet date there were unpaid contributions of £1933 (2023 - £2283).

19 OPERATING LEASE COMMITMENTS

At 31st March 2024, total commitments under operating leases were as set down below:

| | <u>Land & buildings 2024</u> | <u>Land & buildings 2023</u> |
|---|--|--|
| Operating leases which expire: | | |
| Within one year | - | - |
| The charge for the year for the above Lease was | - | - |

20 RELATED PARTY TRANSACTIONS

Agilysis Ltd (D Campsall)

Payments totalling 1,500 including VAT (2023: £2,500)

THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY

TRADING AND PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

| | 2024 | 2023 |
|------------------------------------|-----------------------|------------------------|
| INCOME | | |
| Membership subs | 109,613 | 106,948 |
| Grants, projects, donations | 61,683 | 69,500 |
| Conference fees & sponsorship | 70,000 | 23,437 |
| Donations | - | 24,601 |
| Other Income | - | - |
| | <u>241,296</u> | <u>224,486</u> |
| EXPENDITURE | | |
| Conference expenses | 11,346 | 15,373 |
| Research projects | 19,208 | 9,583 |
| Working Party costs | 1,389 | 1,194 |
| Salaries | 167,911 | 145,340 |
| Recruitment & training | 2,675 | 3,370 |
| Office rental & premises costs | 4,848 | 21,234 |
| Stationery & office expenses | 6,178 | 4,790 |
| Telecommunications | 348 | 2,856 |
| Web development costs | 936 | 1,551 |
| Subs & publications | - | 79 |
| Committee, travel & entertaining | 4,174 | 2,068 |
| Accountancy & payroll | 19,024 | 17,760 |
| Independent examination | 1,235 | 2,350 |
| Bank charges | 530 | 1,462 |
| Insurances | 1,277 | 1,369 |
| Publicity & promotion | 127 | 3,119 |
| ETSC | 3,699 | 3,549 |
| Depreciation | 2,237 | 2,438 |
| Professional fees | 588 | 744 |
| Non-recoverable VAT | 2,850 | 7,030 |
| Computer & sundry expenses | <u>19</u> | <u>-</u> |
| | 250,601 | 247,259 |
| OPERATING SURPLUS/(DEFICIT) | <u>(9,304)</u> | <u>(22,773)</u> |
| Interest receivable | <u>10,352</u> | <u>3,771</u> |
| Surplus/(deficit) for year | <u>1,047</u> | <u>(19,002)</u> |