

**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 2023**

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

Charity No: 1068607

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THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY

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THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY

ADMINISTRATIVE INFORMATION

DIRECTORS AND TRUSTEES	Mr A Ciaburro (Chairman) Ms T Ciano Mr J W Crockett Mr I M Greenwood Mr J Hill Ms J K Martin Mr J Plowman R M Sadique Mr D Campsall
SECRETARY & EXECUTIVE DIRECTOR	David Davies
COMPANY NUMBER	2366377 (England and Wales
CHARITY NUMBER	1068607
REGISTERED OFFICE	Suite G2 Buckingham Court 78 Buckingham Gate London SW1E 6PE
WEB SITE	www.pacts.org.uk
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BANKERS	Cooperative Bank PLC PO Box 250 DelfHouse 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 2023

The directors and trustees present their annual report and the audited financial statements for the year ended 31 March 2023 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. This report presents the position at 31 March 2023.

To mark the 40th Anniversary of PACTS on the 14th July 2022 the vision statement was released. [Achieving our vision - PACTS](#)

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 affects 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, always mindful of our charitable objective.

It is on the roads 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.

Covid has continued to have an impact on the pre-2020 delivery methods. From April 2022 until March 2023, most PACTS events were held online but an increasing number of meetings were face to face. This has proved successful, saving time and costs, and enabling significantly more people to participate. For 2023/24, more flexible arrangements are planned such as hybrid options.

PACTS continued to provide the secretariat to the All-Party Parliamentary Group (APPG) for Transport Safety, now co-chaired by MPs Sir Peter Bottomley and Ruth Cadbury, and Baroness Randerson. 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 these applied in the EU from July 2022. This was a high campaign priority for trustees. The briefing note *Vaccines for Vehicles* was well received and the mainstream media (Sunday Times, Daily Telegraph, etc) have covered the issue extensively. The UK government however remained non-committal. PACTS will continue this campaign 2022/23. Our capacity in this area was considerably enhanced by the appointment (towards the end of the previous FY) of a Road Safety Advocacy Officer, funded by The Road Safety Trust.

As well as advising and supporting parliamentarians, PACTS seeks to influence Government in order to improve transport safety. PACTS submitted responses to 11 government and Transport Select Committee's consultations including: on e-scooter trails, MOT, self-driving vehicles, remotely driven vehicles, driving licensing review, drug driving, GB type-approval scheme for road vehicles, accessible transport and Legislation to implement rail transformation. PACTS also gave oral evidence to the Transport Select Committee on e-scooters.

PACTS hosted a parliamentary reception in the House of Lords to commemorate 40th anniversary of PACTS in July 2022. PACTS also organized a parliamentary reception in December 2022 for Project EDWARD, which was attended by over 10 MPs including the road safety minister.

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 7th March 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 and National Highways. PACTS is a steering group member of the DfT-funded road collision investigation

project, run by 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, the Vision Zero South West Partnership and development of vision zero strategies in other local authorities including Kent and Gloucestershire County Councils. 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 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 and Carolyn Griffiths who continued in their roles. Kate Fuller replaced Matthew Lugg in January 2023 and we thank him for this support and effort he put in while chair of Road Environment WP. All working parties have vice-chairs to assist. Nick Clutton, Air Safety Group Chair provides the link to PACTS.

There was an additional working party on Work Related Road Safety that had its last meeting in May 2021 and so did not meet in the current financial year. Options to restart this group are being explored.

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 continue to undertake and promote innovative and timely research. Following the publication, in March 2022, of The RST funded report *The safety of private e-scooters in the UK* interest from the media, various industry groups, and Coroners, has been considerable. The work won a Prince Michael International Road Safety Award in December 2022. To reflect changing regulations elsewhere in Europe as well as capture additional data, an update to the report was written with the European Transport Safety Council and published internationally in February 2023.

In response to the DfT's publication, in December 2022, of their evaluation report of the e-scooter rental trials PACTS has written to and met with Ministers. PACTS is also undertaking research, funded by The Road Safety Trust, to increase understanding of the extent of under reporting of e-scooter casualties relative to other modes. This has involved building relations with medical professionals and continuing to work with the DfT.

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.

Work continued on the Mobile Evidential Breath Testing Instruments (MEBTI) competition run by PACTS with DfT funds. 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 been set back in 2023.

Utilising technology adopted during Covid, PACTS has offered a programme with a mix of in-person, hybrid and online events.

- April 2022 - The 30th Westminster Lecture on Transport Safety was held in person
- June 2022 – A Day-long joint working-party meeting was held in hybrid format
- October 2022 – Conference - Equality in Transport Safety was held in hybrid format
- March 2023 – Conference - Micromobility – Safety and Sustainability was held online and attracted over 260 delegates and speakers from around the globe

In addition, some major breakthroughs were achieved. Active Travel England was finally established and in June the Secretary of State announced that a Road Safety Investigation Branch would be set up.

PACTS continues to be respected and sought out by the media. Social media is increasingly important, and PACTS now has over 5,000 Twitter followers and around 1,000 subscribers to the PACTS news and communications. MailChimp and LinkedIn are also useful tools. In December 2022, PACTS engaged a new part-time Communications Officer who is helping to implement the new communications strategy, boosting PACTS impact in these areas. Regular newsletters have been reintroduced and our activity on LinkedIn substantially boosted. 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. It was a challenging programme for the staff to run, but as noted above online meetings have doubled attendance and increase our reach nationally and internationally.

PACTS has continued to support international road safety matters, where this can be achieved with minimal impact on resources. PACTS President, Barry Sheerman MP, chairs the Independent Committee on Road Safety International (ICORSI).

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, a PACTS Special Adviser, is a co-opted member. Heather Ward, a former PACTS Road Environment Chair, continued as co-chair of the Performance Information Network (PIN) programme. The ETSC secretariat provided valuable assistance to PACTS in a number of research projects. ETSC have welcomed the PACTS work on e-scooters as a model for their position. 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.

Future Activities

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

In 2023-24 PACTS expects to conclude urban speed limits (*LUSTRE*), e-scooter casualty under reporting and the MEBTI competition projects. PACTS is a partner in a new project led by Greenwich University into attitudes to Intelligent Speed Assistance. Several research projects for 2023/24 have been proposed to DfT. Other opportunities for research funding will be sought in 2023.

PACTS will seek to promote uptake of its research recommendations – on seatbelts, roads policing, drink and drug driving, e-scooters etc. It looks 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.

It's hoped the DfT will agreed to support PACTS conferences in 2023/24 and National Highways have indicated their intention to continue support. 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 13% less than in the previous year mainly due to a receipt of £14.5k made on 31/03/2022 but relates to April/May/June 2022 but shown as income in 2021/22. Total expenditure was 11% more than the previous year, mainly due to research project costs and increased costs incurred for the accounting issues. PACTS had a deficit of £19,003 compared to a profit of £42,480 in the previous year. Consequently, our total reserves decreased from £132,936 to £113,933 which remains above our set reserves level and have a slight cushion for future years. The unrestricted reserves decreased from £132,186 to £113,933 and restricted reserves decreased from £750 to zero.

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. This funding is due to end in November 2023, but representation is being made to extend this for another two years. With an election due by January 2025 and likely to be called earlier this will be a critical post within the PACTS family to ensure engagement with potential new MPs.

Covid 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 were challenging for many organisations having continue post pandemic, inflation has remained high and energy bills increased dramatically. 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 seems to have worked well and has reduced running costs. A review of future office requirements is planned to be undertaken in 2023. 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 remains broadly similar at just around 120, with new members attracted from several sectors, including micro mobility and software. In financial terms, the loss of a single corporate member, which usually occurs for reasons beyond control of PACTS, far outweighs the income from a number of other members.

The MFC decided in February 2022 to raise membership subscriptions by 5% for 2022/23. 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.

Zemo Partnership, TRL, Thatcham Research, Aviva and Burges Salmon LLP contributed sponsorship to PACTS 40th anniversary reception, conferences and the Westminster Lecture. Some events were delivered in partnership with the RAC Foundation, National Highways and the DfT. The DfT also supported PACTS events with grants. The Road Safety Trust provided grants for the e-scooters research and the Advocacy Officer. The trustees are grateful to these major funders.

A feature of PACTS income in 2022/23 was the lower levels of research grants from the Department for Transport compared to 2021/22.

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

In 2016/17 the trustees adopted a reserves target of £80,000 (being four months expenditure based on the 2015/16 budget) as a medium to long-term target and to work towards rebuilding reserves incrementally on an annual basis. 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 and the reserves target was increased to £90,000. Expenditure varies from year to year but in most years, £90,000 still represents about four months of expenditure. In May 2023, 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 £58,000 pa for two years to fund Advocacy Officer up until November 2023. It is likely that this post would be funded over a longer period. 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 is likely to stick with this model rather than having our own office. Covid-19 remains a potential risk. The Management and Finance Committee is monitoring the situation regularly and updating the budget accordingly. 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 1 of these financial statements. One director / trustee (Jeanne Breen) resigned during 2022/23. Jennie Martin and Ian Greenwood were appointed in July 2022.

The Board has the power to appoint additional trustees as it considers fit to do so. With nine directors and trustees (at years 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 will be submitted for adoption 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, chaired by Julian Hill, to help with the development of PACTS policy and research projects 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. The membership of both committees is kept under review on an annual basis.

Governance Review

Following the review of governance procedures and effectiveness in 2020/21, this year has been focused on continuing to deliver of the action plan.

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. This year two new Trustees joined the Board and 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 which was originally formed to conduct the trading operations effected on behalf of the charity. During a previous year, the trustees reaffirmed the decision to take advantage of changes in the rules governing the total income of such subsidiaries and consolidated all financial activities within the accounts of the charity. PACTS (Training & Education) Limited has therefore not traded in the current year or for many preceding years. The Board has now decided it should be closed completely and this work will be undertaken in 2023/24.

Staffing and capacity

There were the following staff changes in 2022/23.

- In June 2022 the Communications Officer, Santiago Luis (two days per week) left PACTS.
- In December 2022 Matthew Ferguson joined as the new Communications Officer (two days per week)
- David Davies, Executive Director, served throughout the year but has decided to retire at the end of March 2023.
- Margaret Winchcomb, promoted from Senior Research and Policy Officer to Deputy Executive Director in March 2023, 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 proved challenging needs to be resolved in 2023/24.

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 Michael Ray until November 2022 and Bradbury Stell were appointed as the new accountants and Elva Tehan took over the bookkeeping. The trustees and Executive Director were pleased with all the services provided by Michael and Elva, but the Bradbury Stell have not got off to a positive start and this remains a concern. PACTS are grateful for the many years of service provided by Michael, he has remained as an advisor to help smooth transition. IT support is provided by Anthony Cluer and Payroll services were provided by Superior Payroll Services Ltd.

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 were risks arising from high levels of inflation due to the Russian invasion of Ukraine and the impact this would have on costs to PACTS and our members. The trustees identified these as principally financial, business continuity, and health (staff and others interacting with PACTS). 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 course of the year. One mechanism by which this is discharged is the 'ABCD' Report (Achievements, Benefits, Challenges and Dilemmas) from the Executive Director to trustees, normally provided six times a year, at meetings of the Board and the MFC. 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 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 September 2023. 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 will be explored in 2023/24 before the lease expires.

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

As a result of the upgrade to PACTS IT systems in early 2019, PACTS staff have been able to work in a hybrid method. Risks to staff were thus minimised and additional flexibility was achieved. Options for hybrid events (combining physical and virtual attendance) are being used.

Some internal financial control procedures were formalised in 2020/21. With the transfer of bookkeeping tasks to the new Finance Officer, controls were again reviewed. 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 principals in the charity's SORP 20-19 (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 new 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 13 September 2023 and signed on its behalf by the Chair.

Anthony Ciaburro

.....
Tony Ciaburro,
Director and Trustee

THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023, which are set out on pages 11 to 18.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for Independent Examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed all applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiners Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 accounts to be reached.



Joanne Brown FCCA
Independent Examiner
Sargeant Partnership LLP
Chartered Accountants & Registered Auditors
5 White Oak Square
London Road
Swanley
Kent BR8 7AG

Date 20/09/2023

THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2023

	<u>Notes</u>	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
<u>Income</u>					
Donations & research grants	2	24,601	69,500	94,101	128,540
<i>Income from charitable activities</i>					
Subscriptions		106,948		106,948	114,628
Conferences and other projects		-		-	-
<i>Income from trading activities</i>					
Sponsors and fees		23,437		23,437	21,000
Interest income		3,771		3,771	60
Total income		158,757	69,500	228,257	264,228
<u>Expenditure</u>					
<i>Costs of raising funds:</i>					
Promotion & publicity	4	4,483		4,483	3,124
<i>Expenditure on charitable activities:</i>					
Charitable activities	3	172,527	70,250	242,777	218,624
Total expenditure	6	177,009	70,250	247,259	221,748
Net income/(expenditure)		(18,253)	(750)	(19,003)	42,480
Funds transferred		-	-	-	-
Net movement in funds		(18,253)	(750)	(19,003)	42,480
Total funds brought forward at 1st April 2022		132,186	750	132,936	90,456
Balance carried forward at 31st March 2023		113,933	-	113,933	132,936

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

All income and expenditure derive from continuing activities.

THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY
COMPANY NO. 2366377
BALANCE SHEET AS AT 31 MARCH 2023

	<u>Notes</u>		<u>2023</u>		<u>2022</u>
		£	£	£	£
<u>FIXED ASSETS</u>					
Tangible assets	10		3,284		4,097
Investment in subsidiary company	11		<u>2</u>		<u>2</u>
			3,286		4,099
<u>CURRENT ASSETS</u>					
Debtors	12	9,258		36,796	
Cash at bank & in hand	13	<u>289,091</u>		<u>233,767</u>	
		298,349		270,563	
<u>CREDITORS</u>					
Amounts falling due within one year	14	<u>(187,702)</u>		<u>(141,726)</u>	
NET CURRENT ASSETS			110,647		128,837
NET ASSETS			<u>113,933</u>		<u>132,936</u>
<u>FUNDS</u>					
Restricted Funds	15		-		750
Unrestricted funds	15		113,933		132,186
Members Funds			<u>113,933</u>		<u>132,936</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 2023. 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 2023 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 Board 13 September 2023 and signed on its behalf.

Anthony Ciaburro

Anthony Ciaburro
Director and Trustee

PACTS NOTES TO THE ACCOUNTS 2022/23

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 (FRS102) 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% 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</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>2023</u> <u>Total</u>	<u>2022</u> <u>Total</u>
Donations	24,601	-	24,601	25,340
Grants	-	69,500	69,500	103,200
	<u>24,601</u>	<u>69,500</u>	<u>94,101</u>	<u>128,540</u>

Grants in 2021-22 included £103,200 Restricted Funds

3 CHARITABLE ACTIVITIES EXPENDITURE

	<u>2023</u>	<u>2022</u>
Conference expenses	15,373	2,932
Project expenditure (including staff costs)	156,760	103,200
Premises and office costs	64,863	35,948
Staff costs - unrestricted activities		71,876
Governance costs	5,782	4,668
Totals	<u>242,777</u>	<u>218,624</u>

4 PROMOTION AND PUBLICITY

	<u>2023</u>	<u>2022</u>
Advertising and printing	3,119	1,741
Staff costs	1,364	1,383
	<u>4,483</u>	<u>3,124</u>

5 GOVERNANCE

	<u>2023</u>	<u>2022</u>
Staff costs	1,364	1,383
Independent Examiner's Fees	2,350	2,950
Professional fees	-	0
Travel & expenses	2,068	178
General overheads		157
	<u>5,782</u>	<u>4,668</u>

6 TOTAL RESOURCES EXPENDED

	Staff	Depreciation	Other	2023	2022
Charitable activities expenditure	142,612	2,438	21,695	166,745	110,756
Restricted charitable expenditure		-	70,250	70,250	103,200
Promotion and publicity	1,364	-	3,119	4,483	3,124
Governance	1,364	-	4,418	5,782	4,668
	<u>145,340</u>	<u>2,438</u>	<u>99,482</u>	<u>247,259</u>	<u>221,748</u>

7 NET INCOMING RESOURCES

	2023	2022
The net incoming resources are stated after charging		
Depreciation of tangible fixed assets owned by charity	2,438	2,438
Operating lease - rent	13,091	16,482

8 STAFF COSTS

	2023	2022
Salaries	108,996	127,140
Social security costs	6,089	5,497
Pension costs	30,255	10,217
	<u>145,340</u>	<u>142,854</u>

Average numbers employed in the year:
Charitable work

4 4

All staff spend a certain amount of time on fund raising and governance work
No employee had benefits over £60,000 (2022: 60000)

Key employees total remuneration £58,410 (2022 - £66,000)

The trustees receive no remuneration in respect of their duties as Trustees.
Expenses were reimbursed to one trustees in 2022/23 totalling £575,04 (2022- £129)

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	Web Development	Office Equipment etc	Total
Cost or valuation			
At 1st April 2022	4,729	10,671	15,400
Additions		1,625	1,625
Disposals			
At 31st March 2023	<u>4,729</u>	<u>12,296</u>	<u>17,025</u>
Depreciation			
At 1st April 2022	2,364	8,939	11,303
Charge for year	1,182	1,256	2,438
Disposals			
At 31st March 2023	<u>3,546</u>	<u>10,195</u>	<u>13,741</u>
Net Book Value			
At 31st March 2023	<u>1,183</u>	<u>2,101</u>	<u>3,284</u>
At 31st March 2022	<u>2,365</u>	<u>1,732</u>	<u>4,097</u>

11 Investment
No change

12 DEBTORS

	2023	2022
Due within one year		
Prepayments	1,008	7,740
Other debtors	8,250	29,056
	<u>9,258</u>	<u>36,796</u>

13 CASH AT BANK

The cash at bank includes monies held in respect of the MEBTI winners fund as shown in note 14

14 CREDITORS

	2023	2022
Amounts falling due within one year:		
Taxation and social security	5,150	2,688
Amounts owed to subsidiary undertaking	2	2
Deferred income - subscriptions	65,070	23,038
MEBTI Winners' fund	105,000	105,000
Other creditors & accruals	12,480	10,998
	<u>187,702</u>	<u>141,726</u>

15 FUNDS

	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-Scooters	-	15,000	15,000	-	-
Road Safety Advocacy Officer	-	43,500	43,500	-	-
Urban Speed Limit	-	11,000	11,000	-	-
Total Restricted	<u>750</u>	<u>69,500</u>	<u>70,250</u>	<u>-</u>	<u>-</u>
Total funds	<u>132,936</u>	<u>228,257</u>	<u>247,260</u>	<u>-</u>	<u>113,933</u>

The restricted funds listed above have received grants from DfT and Road Safety Trust to enable the charity to carry out its research projects. Restricted funds also include the balance of a DfT grant received in a previous year for the MEBTI project. It should be noted that a deposit of £14,500 was received on 31 March 23 which relates to the Advocacy Officer for the period April-June 23. This amount has been deferred in these accounts. A similar amount was received last year and was included in the accounts for the year ended 31 March 2022.

15 FUNDS PRIOR YEAR

	Balance 31.3.21	Incoming resources	Resources expended	Transfers	Balance 31.3.22
Unrestricted funds	89,706	161,028	118,548	-	132,186
Restricted Funds					
MEBTI	750	-	-	-	750
E-Scooter	-	40,000	40,000	-	-
Drink Drive	-	-	-	-	-
Road Safety Advocacy Officer	-	36,250	36,250	-	-
Stakeholder Consultation	-	-	-	-	-
Workshop	-	12,000	12,000	-	-
Tackling Drink and Drug Driving	-	14,950	14,950	-	-
Total Restricted	<u>750</u>	<u>103,200</u>	<u>103,200</u>	<u>-</u>	<u>750</u>
Total funds	<u>90,456</u>	<u>264,228</u>	<u>221,748</u>	<u>-</u>	<u>132,936</u>

The restricted funds listed above have received grants from DfT and Road Safety Trust to enable the charity to carry out its research projects. The grants received from DfT in 2021/22 amounted to £26,950, relating to two research projects (Stakeholder Consultation workshop and Tackling Drink and Drug driving). Restricted funds also include the balance of a DfT grant received in a previous year for the MEBTI project which will continue in 2022/23.

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</u> <u>2023</u>
Tangible fixed assets	3,286		3,286
Cash at bank	289,091		289,091
Net current assets/(liabilities)	(179,452)		(179,452)
	<u>112,925</u>	<u>0</u>	<u>112,925</u>

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 Suite G2, Buckingham Court, 78 Buckingham Gate, London SW1E 6PE.

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 £2,283.01 (2022 - £2,530).

19 OPERATING LEASE COMMITMENTS

At 31st March 2023, total commitments under operating leases were as set down below:

	<u>Land & buildings</u> <u>2023</u>	<u>Land & buildings</u> <u>2022</u>
Operating leases which expire:		
Within one year		<u>11,390</u>
The charge for the year for the above Lease was		16,482

20 RELATED PARTY TRANSACTIONS

Agilysis Ltd (D Campsall)

Payments totalling 2,500 including VAT (2022: £6,836)