

**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 2021**



**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	Barry Sheerman, MP (Chairman) John Plowman Nicholas Starling Jonathan Crockett Julian Hill Jeanne Breen OBE Linda Phillips Daniel Campsall Anthony Ciaburro Teresa Ciano Mary Creagh (appointed 6 November 2020) Muhammed Sadique (appointed 4 March 2021)
SECRETARY	Glyn Maddocks
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	<a href="http://www.pacts.org.uk">www.pacts.org.uk</a>
INDEPENDENT EXAMINER	Sargent & Co Chartered Accountants and Reporting Accountants 219 Croydon Road Caterham Surrey CR3 6PH
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 2021**

The directors and trustees present their annual report and the audited financial statements for the year ended 31 March 2021 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*

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

The trustees support the *Safe System* for road safety management, in accordance with international best practice and have adopted the following:

- *Vision: "A safe transport system free from death and serious injury."*
- *Slogan: "Safe transport for all."*

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

A transport safety framework document including safety priorities for road, rail and air transport, was developed by the Policy and Research Committee during 2020/21. The priorities include a stronger emphasis on promoting safe modes (public transport) and active travel (walking and cycling) which has wider benefits.

This better enables PACTS to engage in a range of public policy debates, including transport, health and sustainability, adding the safety dimension. This has proved particularly relevant in relation to the widespread impacts and policy changes stemming from the Covid-19 pandemic.

Trustees have confirmed PACTS support for international road safety efforts, the UN 2020 Resolution on road safety and the 2<sup>nd</sup> Road Safety Decade of Action.

**PACTS' core role is to engage with Parliamentarians on transport safety matters.**

In 2016 trustees agreed the priorities below, principally regarding PACTS' Parliamentary activities. These continue to be valid.

- Involve MPs in PACTS and to support the All-Party Parliamentary Group for Transport Safety.
- Promote awareness in Parliament of the scale of road casualties in the UK and the lack of casualty reduction since 2010.
- Encourage the Department for Transport (DfT) to refresh the *British Road Safety Statement*.
- Promote debates, PQs and EDMs etc on transport safety.
- Input safety considerations to legislation.
- Provide briefings for MPs and peers on transport safety.
- Respond to consultations by Transport Committee, Department for Transport (DfT) etc.
- Support UN sustainable development goals for road safety.
- Promote the *Safe System* for road safety management – the framework that brings the parts together.

## **THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

**COMPANY NO: 2366377 (ENGLAND AND WALES)**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

#### *Objectives and Scope (contd)*

With respect to the *British Road Safety Statement*, this was refreshed in 2019. Although this did not adequately incorporate the recommendations of the *Road Safety Management Capacity Review*, it endorsed the *safe system* and acknowledged the significant contributions from PACTS towards the Department's work.

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, although Covid restrictions have changed the delivery methods. PACTS focuses on road safety as this is where most improvement is needed but maintains its interest in rail and air safety issues. Its objective is to promote research-based solutions in the transport safety context. This involves dissemination and discussion in two directions:

- Firstly, to raise issues with Ministers, Parliamentarians and with their advisors and other opinion-formers, civil servants and officials in order to ensure that a focus on research-based options is maintained within government.
- Secondly, to widen the knowledge base of the profession and the interested public through meetings, conferences, discussions and research papers.

Due to the Covid restrictions, from March 2020 onwards, all PACTS meetings were held online. This has proved successful, saving time and costs, and enabling significantly more people to participate. Online meetings, or a combination of face to face and online, are likely to be the norm from now onwards. Some face to face meetings will be held as they offer a broader experience and are wanted by participants.

During 2020/21 PACTS was able to help re-establish the All-Party Parliamentary Group (APPG) for Transport Safety, co-chaired during the year by MPs Lilian Greenwood and Sir Peter Bottomley. At the request of the APPG, PACTS provided the secretariat. The first meeting involved a presentation from the Road Safety Minister Baroness Vere. Subsequent meetings addressed drink and drug driving, vehicle safety and global road safety.

PACTS engages in official Parliamentary business channels in order to raise transport safety matters. During the year PACTS submitted evidence to the Transport Select Committee's inquiries into the safety of young drivers and e-scooters.

PACTS also provided briefings to MPs, peers and Shadow ministers on transport safety matters, to support Parliamentary debates, questions, draft bills, EDMs and constituency matters. In 2020, with pro-bono assistance from Agilysis Ltd, PACTS published a new version of the Constituency Road Safety Dashboard. This generated significant MP and public interest.

As well as advising and supporting parliamentarians, PACTS seeks to influence Government in order to improve transport safety. PACTS submitted responses to other Parliamentary and government bodies, including the Law Commission on autonomous vehicles, Transport Scotland on its Road Safety Framework and the Department for Transport's Call for Evidence on Roads Policing. PACTS published a briefing note on the importance of maintaining vehicle safety standards in international trade deals, which was featured on the BBC News website. In a specially convened meeting, PACTS received oral assurances from the International Trade Minister that standards would not be reduced. (However, the UK has yet to enact the revised General Safety Regulation on vehicle safety, so some ambiguity remains.)

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****COMPANY NO: 2366377 (ENGLAND AND WALES)****DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021***Activities (contd)*

PACTS has excellent communication channels with the Department for Transport on transport safety matters. PACTS is the only road safety organisation without an official delivery function to be a member of the DfT's new Road User Safety Delivery Board, or its Motorists Forum. The mobile evidential breath test instruments (MEBTI) competition run by PACTS with DfT funds, reached its third and final stage in 2020. As a result, it is likely that a new generation of mobile evidential breath test instruments will be available to UK police in 2022

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

On a strategic basis, PACTS also participates in local safety bodies, including Transport for London's (TfL) Vision Zero Stakeholder Group, the SW Peninsula Road Safety Partnership and the Kent County Council Vision Zero panel. 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.

Much of PACTS's technical expertise lies in its **five working parties** which typically meet three times a year. These are

- Road Environment
- Road User Behaviour
- Vehicle Design
- Rail Safety, and
- Aviation Safety.

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. The trustees are grateful to all who participate and particularly to the Chairs. Matthew Lugg OBE, Professor David Crundall; Richard Cuerden and Carolyn Griffiths continued in their roles, as did Ian Frow, Liaison Officer to the Air Safety Group. All working parties have vice-chairs to assist.

The PACTS Transport Safety Commission's Work-related Road Safety Forum which did not meet during 2020, due to Covid workload pressures on members, includes HSE, DfT, Highways England, Traffic Commissioners, TfL and ORR. They however reaffirmed the value of the forum, their wish for it to continue and PACTS convened a meeting in early 2021.

The Policy and Research Committee 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 PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****COMPANY NO: 2366377 (ENGLAND AND WALES)****DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021***Activities (contd)*

The trustees are glad to be able to report that PACTS again published several valuable research reports. This has been possible as a result of successful bids for research grants. In particular:

- Roads policing and road safety (June 2020)
- What kills most on the roads (November 2020)
- Drink driving (December 2020)
- Drug driving (February 2020)
- Alcohol interlocks (March 2020).

Covid restrictions impacted the usual programme of events. Face to face conferences could not be held. PACTS adapted and has held three online conferences on the Safety in the Wider Policy Environment (SWIPE) theme in the first half of 2021. These have attracted between 150 and 300 delegates and speakers from around the globe. A Westminster Lecture on Transport Safety was not held in 2020.

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.

PACTS continues to be respected and sought out by the media. Social media is increasingly important and PACTS now has over 4,500 Twitter followers and around 1,000 subscribers to the PACTS news and communications. MailChimp and LinkedIn are also useful tools. The PACTS website was rebuilt and launched in early 2021. In November 2020, PACTS engaged a part-time Communications Officer who is boosting PACTS impact in these areas.

PACTS has continued to support international road safety matters, where resources allow.

PACTS Chair, Barry Sheerman MP, has actively fulfilled his new role of Chair of the Global Network for Road Safety Legislators. He also chairs the Independent Committee on Road Safety International (ICORSI).

PACTS and many PACTS members again made significant contributions to the European Transport Safety Council (ETSC) to raise transport safety standards at European and international levels. The charity was represented on the ETSC Board of Directors by Barry Sheerman and Richard Allsop, a PACTS Special Adviser, is a co-opted member. Heather Ward, a former PACTS Road Environment Working Party 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.

*Future Activities*

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

PACTS will conclude its research on the MEBTI competition (Stage 3) and the urban speed limits (*LUSTRE*) projects. A new research project into the safety of private e-scooter use, funded by the Road Safety Trust will be delivered. Other applications for research funding have been made and more will be submitted in 2021.

PACTS will seek to promote uptake of its research recommendations – on seatbelts, roads policing, drink and drug driving etc. It will also promote and contribute to the development of a new government road safety strategy, to replace the now expired 2019 Road Safety Statement.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

**COMPANY NO: 2366377 (ENGLAND AND WALES)**

**DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

*Future Activities (contd)*

With support from Direct Line Group, PACTS and Agilysis have developed a second constituency dashboard which will include air quality and electric vehicle data, for launch later in 2021.

The SWIPE online conference programme will be concluded in 2021/22. The secretariat is monitoring the Covid situation and decisions on conferences and other events will be made in the light of national regulations and guidance.

As face to face meetings and non-essential travel have been banned during lockdown, PACTS has moved its programme of Working Party meeting online, with great success. Some of this will continue post-lockdown.

**FINANCIAL REVIEW**

The charitable company's total income for the year was 12% higher than in the previous year mainly due to additional donations and grant income for research projects. As a result, total expenditure was 14% higher than the previous year, mainly due to increased project costs. PACTS produced a surplus of £12,511 compared to £17,730 in the previous year. Consequently, our total reserves increased from £77,945 to £90,456 which ensures that we have now achieved our set reserves level. The unrestricted reserves increased from £57,195 to £89,706 and restricted reserves decreased to £750 due to most of the research projects ending in 2020/21.

*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*

As in past years, the trustees agreed that it is important to have a balanced 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 greater flexibility to face uncertain times. During the year PACTS negotiated a strategic partnership with the Safer Roads Foundation, which will provide a substantial additional income source in coming years.

The Covid restrictions meant that face to face conferences could not be held and charging delegates to attend online was not financially worthwhile. Sponsorship by Highways England, the DfT SWIPE grant 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 have been challenging and considerable uncertainty remains. Public sector finances are still heavily constrained at local level and private sector members look very carefully at the value of their support. The trustees believe that PACTS's resources (four/five staff, the improved office premises and IT system) are at the right level to meet current ambitions and costs cannot be reduced without affecting activity levels. Attracting grants and sponsorship for research is quite feasible but generating adequate income to cover core charitable functions is a greater challenge.



**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****COMPANY NO: 2366377 (ENGLAND AND WALES)****DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021***Funds Available and Reserves Policy (contd)*

Through the Management and Finance Committee, 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 over 100, with new members attracted from several sectors. In financial terms, the loss of a single corporate member, which usually occurs for reasons beyond PACTS' control, far outweighs the income from a number of other members.

A three-year membership deal with 20% discount was repeated this year, with even greater success. This secures income and reduces administration in future years. It is also an indication of the commitment that members have to PACTS. It will be repeated in 2021/22.

Highways England sponsored the PACTS conferences. The Road Safety Trust provided a grant to allow PACTS and partners to start a research project on urban speed limits. The report on roads policing was supported by GEM, MIB, Jenoptik, Alcosense; the Foundation for Integrated Transport (FIT) supported the report *What kills most on the Roads*.

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. The surplus achieved in 2020/21 means that the target of £80,000 was achieved.

The budget set for the year ahead seeks to achieve a further surplus. The budget is similar to that for previous years. Some parts of it are secure, including the £25,000 Safer Roads Fund contribution and the Road Safety Trust Grants amounting to £31,000. The trustees are also confident that membership income will be maintained and that further applications for research grants and event sponsorship will succeed. Some uncertainties inevitably remain but the trustees are confident that the financial impacts of the Covid-19 pandemic etc can be managed. 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. Two new directors and trustees (Mary Creagh and Muhammed (Sid) Sadique) were appointed during 2020/21. None resigned.

The board has the power to appoint additional trustees as it sees fit so. With 12 directors and trustees, the board considers there is no current requirement for further board members unless existing board members stand down but it is open to the possibility if a suitable candidate were to be identified, particularly if this improved diversity.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

**COMPANY NO: 2366377 (ENGLAND AND WALES)**

**DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

**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.

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, and a Management and Finance Committee, chaired by John Plowman, which meets at least three times a year. The membership of this committee comprises seven trustees (at year end).

The trustees are also supported by a Policy and Research Committee, chaired by Julian Hill, to help with the development of PACTS' policy and research projects. The committee meets two or three times a year. It comprises four trustees (at year end) and the chairs of the five technical working parties. It has also co-opted other members with specific expertise to offer to its deliberations, including Professors Richard Allsop and Oliver Carsten, Special Advisers to PACTS. The membership of both committees is kept under review on an annual basis.

A major activity for trustees during the year was a thorough review of governance procedures and effectiveness. Although the trustees had confidence that they were undertaking good governance, the Charity Governance Code recommends the board should review its effectiveness on a regular basis. The effectiveness review focused on ensuring the organisation was not only compliant with the latest Charity Commission guidance but could demonstrate and evidence good practice to ensure that the board and governance structure was adding real value to PACTS. Following a scoping exercise led by the Management & Finance Committee (MFC) all Trustees completed a skills and a diversity audit. Each also completed a review questionnaire providing their views on the operation of the board and their aspirations for the future. To offer an independent external dimension to the review Halpin Partnership were engaged to facilitate a trustee workshop and to provide an independent report.

The Halpin report (delivered December 2020) based on the trustee workshop provided valuable recommendations which were consistent with the thoughts of the trustees based on their own survey and their own discussions. The report highlighted that documentation and evidence of good practice was not always comprehensive or up to date and would benefit from being reviewed and refreshed. In terms of moving forward as an organisation it recommended an enhanced role for the membership. The board whole heartedly accepted the reports recommendations and MFC was tasked with developing an appropriate action plan to take forward the recommendations. Amongst the key developments are 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, comprehensive documentation and endorsement of the Nolan principles and other ethical and behavioural standards.

In developing the systems, procedures and processes the trustees recognised both the need to adopt good practice and for the governance arrangements to be proportionate to the size and resources of the organisation. They believe that this has been achieved by this exercise which has delivered a Governance Framework that is robust but light touch and helpful to the delivery of the charity's objectives.

The documentation, including a Governance Framework and Action Plan, have been completed and approved by the board and will be presented to the Annual Meeting in July 2021.

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. Trustees have considered whether it would be sensible to close PACTS (Training & Education) Limited. However, they decided to retain it in case of future needs and opportunities.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

**COMPANY NO: 2366377 (ENGLAND AND WALES)**

**DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

*Staffing and capacity*

There were significant staff changes in 2020/21. The two full-time Policy & Research Officers (Evan Webster and Frank Norbury) left towards the end of the year and a part-time Communications Officer (Santiago Luis, 2 days per week) was recruited in November 2020. David Davies, Executive Director, and Joanne Mackel (Office & Events Manager, 4 days per week) served throughout the year. Business continuity was maintained. A Senior Research and Policy Officer, Margaret Winchcomb, was appointed in May 2021.

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 services continue to be provided by Michael Ray and IT support by Anthony Cluer. Payroll services were provided by Superior Payroll Services Ltd. The trustees and Executive Director are pleased with all the services provided.

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 Management and Finance Committee meeting. A specific focus for the year were risks arising from Covid. 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 Management and Finance Committee 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, provided at least six times a year, at meetings of the board and the Management and Finance Committee. 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. The trustees also approved the appointment of a Senior Research & Policy Officer to improve staff retention. Trustees, working party chairs, advisors and co-opted committee members also contribute greatly to the substantive work of the charity.

In January 2019, PACTS relocated to Buckingham Court on a three-year lease, ending November 2021. Trustees, staff and PACTS members are very pleased with the offices which have significant benefits at similar costs to Clutha House. The landlord has now indicated, however, that an extension is unlikely. The trustees will explore options for office premises towards the end of the year.

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 resilience in the organisation.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****COMPANY NO: 2366377 (ENGLAND AND WALES)****DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021**

As a result of the upgrade to PACTS IT systems in early 2019, PACTS staff have been able to work remotely and efficiently during the Covid-19 pandemic and lockdown. Risks to staff are thus minimised. Options for hybrid events (combining physical and virtual attendance) are being developed. A substantial proportion of 2021/22 budget income is secure and trustees are committed to a full programme of activity, adapted where necessary to meet Covid-19 safety requirements.

The Management and Finance Committee, with the staff and PACTS bookkeeper, has reviewed internal financial controls. Some procedures have been formalised. They 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 (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 existing 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 8 July 2021 and signed on its behalf by the Chairman.



.....  
Barry Sheerman,  
Director and Trustee

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES****THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 12 to 21.

**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 the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

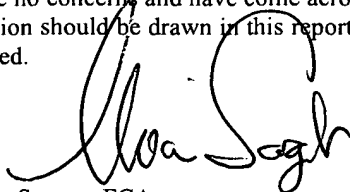
**Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. 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
4. 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 (FRS 102)].

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.



Alison Sargent FCA  
Sargent & Co  
Chartered Accountants & Registered Auditors  
219 Croydon Road  
Caterham  
Surrey  
CR3 6PH

Date: 08 July 2021

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****STATEMENT OF FINANCIAL ACTIVITIES****(INCLUDING INCOME AND EXPENDITURE ACCOUNT)****FOR THE YEAR ENDED 31 MARCH 2021**

<u>Income</u>	<u>Notes</u>	<u>Unrestricted Funds £</u>	<u>Restricted Funds £</u>	<u>Total Funds 2021 £</u>	<u>Total Funds 2020 £</u>
Donations and Research Grants	2	24,996	123,800	148,796	129,270
<i>Income from Charitable Activities:</i>					
Subscriptions		119,742	-	119,742	116,040
Conferences and Miscellaneous		20,000	-	20,000	11,123
<i>Income from Trading Activities:</i>					
Sponsors and fees:		16,000	-	16,000	15,500
Interest Receivable		<u>558</u>	<u>-</u>	<u>558</u>	<u>1,825</u>
<b>Total income</b>		<b><u>181,296</u></b>	<b><u>123,800</u></b>	<b><u>305,096</u></b>	<b><u>273,758</u></b>
<u>Expenditure</u>					
<i>Cost of raising funds:</i>					
Promotion and Publicity	4	2,445	-	2,445	4,134
<i>Expenditure on Charitable Activities:</i>					
Charitable Activities	3	<u>146,340</u>	<u>143,800</u>	<u>290,140</u>	<u>251,894</u>
<b>Total expenditure</b>	6	<b><u>148,785</u></b>	<b><u>143,800</u></b>	<b><u>292,585</u></b>	<b><u>256,028</u></b>
<b>Net income/(expenditure) for the year</b>	7	<b>32,511</b>	<b>(20,000)</b>	<b>12,511</b>	<b>17,730</b>
Funds transferred	14	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds for the year</b>		<b>32,511</b>	<b>(20,000)</b>	<b>12,511</b>	<b>17,730</b>
Total funds brought forward		<u>57,195</u>	<u>20,750</u>	<u>77,945</u>	<u>60,215</u>
<b>Total funds carried forward</b>		<b><u>89,706</u></b>	<b><u>750</u></b>	<b><u>90,456</u></b>	<b><u>77,945</u></b>

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

All income and expenditure derive from continuing activities.

The notes on pages 14 to 21 form part of these accounts.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****COMPANY NO. 2366377****BALANCE SHEET AS AT 31 MARCH 2021**

	Note	2021	2020
		£	£
<b><u>FIXED ASSETS</u></b>			
Tangible Assets	10	4,700	1,124
Investment in subsidiary company	11	<u>2</u>	<u>2</u>
		4,072	1,126
<b><u>CURRENT ASSETS</u></b>			
Debtors	12	28,991	80,469
Cash at Bank and in hand	13	<u>221,858</u>	<u>236,278</u>
		250,849	316,747
<b><u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u></b>	14	<u>(165,095)</u>	<u>(239,928)</u>
<b><u>NET CURRENT ASSETS</u></b>		<u>85,754</u>	<u>76,819</u>
<b><u>NET ASSETS</u></b>		<u>90,456</u>	<u>77,945</u>
<b><u>FUNDS</u></b>			
Restricted Funds	15	750	20,750
Unrestricted Funds	15	<u>89,706</u>	<u>57,195</u>
<b><u>MEMBERS FUNDS</u></b>		<u>90,456</u>	<u>77,945</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 2021. 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 2021 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 08 July 2021 and signed on its behalf.

.....  
Barry Sheerman  
Director and Trustee



The notes on pages 14 to 21 form part of these accounts.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

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.



**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Contd)**

(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.

Office Equipment	20% straight line basis
Computer Equipment	33 <sup>1</sup> / <sub>3</sub> % 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.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Contd)****(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.

2.	<u>VOLUNTARY INCOME</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2021 Total</u>	<u>2020 Total</u>
	Donations	24,996	-	24,996	5,050
	Grants	-	123,800	123,800	124,220
		<u>24,996</u>	<u>123,800</u>	<u>148,796</u>	<u>129,270</u>

Grants in 2019-20 included £124,220 Restricted Funds.

Grants include those received from government amounting to £79,800 (2020 - £88,720). See note 15 for details.

3.	<u>CHARITABLE ACTIVITIES EXPENDITURE</u>	<u>2021</u>	<u>2020</u>
	Conference expenses	9,177	10,247
	Project Expenditure (including staff costs)	145,622	110,161
	Premises and Office costs	37,192	37,372
	Staff costs - unrestricted activities	92,710	89,676
	Governance costs (see note 5)	<u>5,439</u>	<u>4,438</u>
		<u>290,140</u>	<u>251,894</u>
4.	<u>PROMOTION AND PUBLICITY</u>		
	Advertising and Printing	1,092	2,801
	Staff Costs	<u>1,353</u>	<u>1,333</u>
		<u>2,445</u>	<u>4,134</u>

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Contd)**

5.	<u>GOVERNANCE</u>			<u>2021</u>	<u>2020</u>	
	Staff Costs			1,353	1,333	
	Independent Examiners fees			2,750	2,950	
	Professional fees			1,200	-	
	General Overheads			<u>136</u>	<u>155</u>	
				<u>5,439</u>	<u>4,438</u>	
6.	<u>TOTAL RESOURCES EXPENDED</u>					
		<u>Staff Costs</u>	<u>Depreciation</u>	<u>Other Costs</u>	<u>Total 2021</u>	<u>Total 2020</u>
	Charitable activities expenditure	92,710	2,083	46,108	140,901	137,736
	Restricted charitable activities expenditure	59,201	-	84,599	143,800	109,720
	Promotion and publicity	1,353	-	1,092	2,445	4,134
	Governance	<u>1,353</u>	<u>-</u>	<u>4,086</u>	<u>5,439</u>	<u>4,438</u>
		<u>154,617</u>	<u>2,083</u>	<u>135,885</u>	<u>292,585</u>	<u>256,028</u>
7.	<u>NET INCOMING RESOURCES</u>			<u>2021</u>	<u>2020</u>	
	The net incoming resources is stated after charging:-					
	Depreciation of Tangible Fixed Assets owned by the Charity			2,083	775	
	Operating Lease - rent			<u>15,946</u>	<u>15,945</u>	
8.	<u>STAFF COSTS</u>			<u>2021</u>	<u>2020</u>	
	Salaries			134,902	134,108	
	Social Security costs			6,575	7,833	
	Pension costs			<u>13,140</u>	<u>13,411</u>	
				<u>154,617</u>	<u>155,352</u>	
	Average numbers employed in the year in charitable work			4	4	

All the staff spend a certain amount of time on fund raising and governance work. No employee had benefits (excluding employer pension costs) in excess of £60,000 (2020 – None). PACTS considers its key management personnel comprise the trustees and the Executive Director. The total employment benefits including employer pension contributions of the key management personnel were £64,466 (2020 - £63,223).

The trustees received no remuneration in respect of their duties as trustees. No expenses were reimbursed to trustees in 2020/21 (2020 - 3 trustees were reimbursed travel expenses of £924).

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Contd)****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. TANGIBLE FIXED ASSETS**

	<u>Web Development</u>	<u>Office Equipment etc</u>	<u>Total</u>
<u>Cost or valuation</u>			
At 1 April 2020	-	8,204	8,204
Additions	4,729	930	5,659
Disposals	—	—	—
<u>At 31 March 2021</u>	<u>4,729</u>	<u>9,134</u>	<u>13,863</u>
<u>Depreciation</u>			
At 1 April 2020	-	7,080	7,080
Charge for year	1,182	901	2,083
Disposals	—	—	—
<u>At 31 March 2021</u>	<u>1,182</u>	<u>7,981</u>	<u>9,163</u>
<u>Net Book Value</u>			
At 31 March 2021	<u>3,547</u>	<u>1,153</u>	<u>4,700</u>
At 31 March 2020	—	<u>1,124</u>	<u>1,124</u>

**11. FIXED ASSETS - INVESTMENT IN SUBSIDIARY COMPANY**

The Parliamentary Advisory Council for Transport Safety owns the whole of the issued share capital of PACTS (Training & Education) Limited, a company incorporated in England and Wales under company number 03541795. PACTS (Training & Education) Limited did not trade throughout the year ended 31 March 2021 or the previous year. The aggregate capital and reserves at 31 March 2021 was £2 (2019 - £2).

**12. DEBTORS**

Due within one year:	<u>2021</u>	<u>2020</u>
Prepayments and accrued income	4,154	2,441
Other debtors	<u>24,837</u>	<u>78,028</u>
	<u>28,991</u>	<u>80,469</u>

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Contd)****13. CASH AT BANK**

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

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<u>2021</u>	<u>2020</u>
Taxation and Social Security	4,215	3,019
Amounts owed to subsidiary undertaking	2	2
Deferred income - subscriptions	18,847	855
MEBTI Winners' fund	105,000	210,000
Other creditors and accruals	<u>37,031</u>	<u>25,052</u>
	<u>165,095</u>	<u>239,928</u>

Deferred income relates to subscriptions invoiced in respect of the following year.

**15. FUNDS**

	<u>Balance</u> <u>31.03.20</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Balance</u> <u>31.03.21</u>
Unrestricted Funds:	<u>57,195</u>	<u>181,296</u>	<u>148,785</u>	<u>-</u>	<u>89,706</u>
Restricted Funds:					
MEBTI	1,750	-	1,000	-	750
Drink Drive	10,000	-	10,000	-	-
Road Danger Statistics	9,000	-	9,000	-	-
Drug Drive	-	20,000	20,000	-	-
Urban Speed Limits	-	44,000	44,000	-	-
Alcolocks	-	35,800	35,800	-	-
SWIPE	<u>-</u>	<u>24,000</u>	<u>24,000</u>	<u>-</u>	<u>-</u>
Total Restricted	<u>20,750</u>	<u>123,800</u>	<u>143,800</u>	<u>-</u>	<u>750</u>
Total funds	<u>77,945</u>	<u>305,096</u>	<u>292,585</u>	<u>-</u>	<u>90,456</u>

The restricted funds listed above have received grants from DfT, Road Safety Trust and FIT to enable the charity to carry out its research projects. The grants received from DfT in 2020/21 amounted to £79,800, relating to three research projects (SWIPE, drug driving and alcolocks). Restricted funds also include the balance of a DfT grant received in a previous year for the MEBTI project which will continue in 2021/22.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Contd)**15. **FUNDS (contd)**

<u>FUNDS – prior year</u>	<u>Balance</u> <u>31.03.19</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Balance</u> <u>31.03.20</u>
Unrestricted Funds:	<u>53,965</u>	<u>149,538</u>	<u>146,308</u>	<u>-</u>	<u>57,195</u>
Restricted Funds:					
MEBTI	6,250	-	4,500	-	1,750
Drink Drive	-	49,720	39,720	-	10,000
Roads Policing	-	15,500	15,500	-	-
Road Danger Statistics	-	10,000	1,000	-	9,000
Drug Drive	-	19,000	19,000	-	-
Urban Speed Limits	-	10,000	10,000	-	-
Alcolocks	-	<u>20,000</u>	<u>20,000</u>	<u>-</u>	<u>-</u>
Total Restricted	<u>6,250</u>	<u>124,220</u>	<u>109,720</u>	<u>-</u>	<u>20,750</u>
Total funds	<u>60,215</u>	<u>273,758</u>	<u>256,028</u>	<u>-</u>	<u>77,945</u>

The restricted funds listed above have received grants from DfT, Road Safety Trust and FIT to enable the charity to carry out its research projects. The grants from DfT in 2019/20 amounted to £88,720, relating to three research projects (drink driving, drug driving and alcolocks). These projects are required to report in late 2020. Restricted funds also include the balance of a DfT grant received in a previous year for the MEBTI project which will continue in 2020/21.

16. **ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total 2021</u>
Fixed assets	4,702	-	4,702
Cash at bank	216,467	5,391	221,858
Other net current assets/(liabilities)	<u>(131,463)</u>	<u>(4,641)</u>	<u>(136,104)</u>
	<u>89,706</u>	<u>750</u>	<u>90,456</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 £2,956 (2020 - £3,364). This was paid immediately after the year end.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (Contd)****19. OPERATING LEASE COMMITMENTS**

At 31 March 2021 the charity had the following annual commitments under non cancellable operating leases as follows:-

	<u>Land and Buildings</u>	
	<u>2021</u>	<u>2020</u>
Operating leases which expire:		
Within one year	2,657	-
Within two and five years	<u>-</u>	<u>18,604</u>
The charge for the year for the above Lease was	15,946	15,946

**20. RELATED PARTY TRANSACTIONS**

Payments totalling £23,020 (including VAT) (2020: £1,246) including £8,820 owed at the year-end (2020: nil), were made to Agilysis Ltd for specialist services in connection with road safety statistics and IT support for on-line conferences, of which Mr DRJ Campsall, a trustee of PACTS, is a shareholder and Chairman.

A payment of £Nil (2020 - £750) was made to PACTS Trustee, N Starling, in respect of his work on the MEBTI project.