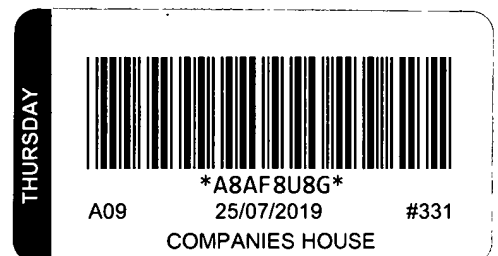


**THE PARLIAMENTARY ADVISORY  
COUNCIL FOR TRANSPORT SAFETY  
(A Company Limited by Guarantee)  
DIRECTORS' AND TRUSTEES' REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2019**

**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
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 2019**

The directors and trustees present their annual report and the audited financial statements for the year ended 31 March 2019 in respect of the Parliamentary Advisory Council for Transport Safety (PACTS).

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 2015) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

**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."

Following a process of careful deliberation in 2013-2015, the trustees refined their strategic objectives with regard to road safety to place a clear focus on the *Safe System* approach to road safety management, in accordance with international best practice. The trustees approved the following strapline and vision:

*"PACTS believes in safe transport for all."*

*"PACTS' vision is a safe transport system free from death and serious injury."*

PACTS' priorities for road safety are set out in a four page document (available on the PACTS website). These were published in a booklet form in May 2015 and PACTS continues to use it and to distribute it widely.

During 2018/19, the Policy and Research Committee has led a review of PACTS' activities, priorities and progress against the road safety campaign priorities in the booklet.

The review confirmed that transport policy, particularly in cities and the larger towns, is continuing to shift towards more emphasis on sustainability, particularly active travel, public health, reducing air pollution and emissions of greenhouse gases, and improving the quality of the public realm. Road safety is often seen in this wider setting. The trustees support these wider objectives and want transport safety to be recognised as a key element of sustainability and one that helps to deliver the same objectives.

The specific policies and objectives listed in the 2015 booklet remain largely valid; in any one year the trustees and secretariat focus efforts on those where opportunities to make progress are greatest.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

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

**DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019**

*Objectives and Scope (contd)*

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 continued to be valid for 2018/19 and remain so for the year ahead.

- Involve MPs in PACTS and to support the All Party Parliamentary Group.
- 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 to refresh the *British Road Safety Statement* in Parliament, based on the recommendations in the 2018 *Road Safety Management Capacity Review*.
- 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* approach to road safety management - the framework that brings the parts together.

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, given its continued interest in road, rail and air safety issues and its objective to promote research-based solutions in the transport safety context. It continues to believe that the process of promotion 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 seminars, conferences, discussions and research papers.

PACTS provides the secretariat to the All-Party Parliamentary Group (APPG) for Transport Safety, at the request of the APPG, now chaired by Jim Fitzpatrick MP. Through the active support of PACTS, the APPG membership has remained broadly stable over the year:

During the year PACTS has organised meetings at Westminster for Parliamentarians, on behalf of the APPG for Transport Safety, including:

- July 2018 - the AGM;
- November 2018 – extraordinary meeting to elect Jim Fitzpatrick MP as Chair, replacing Barry Sheerman MP
- January and March 2019 - to hear the Government's road safety priorities from road safety minister Jesse Norman MP.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

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

**DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019**

*Activities (contd)*

A valuable means with which to engage MPs is the PACTS/ Direct Line Constituency Road Safety Dashboard which provides unique and detailed information about every constituency in Great Britain. The technical work is undertaken by Road Safety Analysis Ltd. During the year the Dashboard was updated with the latest data for DfT on casualties and crashes involving uninsured drivers from the MIB. Additional DVLA data was included this year on speeding offences. The report was launched in December 2018.

Direct Line decided in late 2018 to switch its resources in 2019 from supporting the Dashboard to the PACTS seat belts research project.

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 Active Travel inquiry and also contributed to the terms of reference for the Road Safety inquiry (launched in March 2019).

PACTS also provided briefings to MPs, peers and the Shadow ministers on transport safety matters, to support Parliamentary debates, questions, draft bills, EDMs and constituency matters. Details of these can be found on the PACTS website: <http://www.pacts.org.uk/parliament/>

As well as advising and supporting parliamentarians, **PACTS seeks to influence Government** in order to improve transport safety. Examples include:

- Hosting a consultation event and responding to the Law Commission's consultation on laws governing autonomous cars;
- Assisting the DfT and road user groups in reviewing the Highway Code to promote safe active travel, following the Government's CWIS Safety Review.

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. PACTS runs a competition, with DfT funds, to encourage manufacturers to develop MEBTI.

PACTS has also 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.

The **Transport Safety Commission**, a body established and supported by PACTS, has not met as the Commission in 2018/19. Instead, PACTS has acted on its behalf to pursue two of the main recommendations in the Commission's report *UK Transport Safety: Who is responsible?*

- Under the auspices of the Commission, PACTS has continued to support a Work-related Road Safety Forum, with members from HSE, DfT, Highways England, Traffic Commissioners, TfL, ORR and other significant stakeholders.
- PACTS is a steering group member of the DfT funded collision investigation project, run by RAC Foundation.

PACTS will continue these activities in the year ahead.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****COMPANY NO: 2366377 (ENGLAND AND WALES)****DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019***Activities (contd)*

Much of PACTS's technical expertise lies in its **five working parties** which typically meet three times during the 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. Professor Oliver Carsten stood down in December 2018, replaced by Professor David Crundall; Richard Cuerden, Heather Ward and Carolyn Griffiths continued in their roles, as did Ian Frow, Liaison Officer to the Air Safety Group. All working parties have now appointed vice-chairs.

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 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:

- *Developing Road Safety Indicators for the UK*, October 2018. This was undertaken in association with Ageas and launched at the Conservative Party conference.
- *UK Road safety since 2010 - Update*, December 2018
- *PACTS Constituencies Road safety Dashboard*, December 2018

In the second half of the year, PACTS' major research effort went into the seat belt wearing project, undertaken in association with Direct Line Group, and with active support of the DfT. This was published in April 2019 and PACTS will pursue the recommendations in 2019/20.

PACTS has continued to update the Timeline of Opportunities to Influence Road Safety on the PACTS website, launched April 2017.

PACTS organises conferences and events primarily in order to advance and debate public policy issues which are important to transport safety. In planning the conferences and events, PACTS seeks to ensure that events offer the opportunity to hear presentations of the highest quality, and for delegates to contribute to the debate. In 2018/19 PACTS organised two conferences:

- November 2018: *Streets Safe for Walking* - in partnership with Living Streets.
- March 2019: *Driving down risk – Work-related road safety in the gig economy era* - in partnership with RoSPA

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

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

**DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019**

*Activities (contd)*

Due to the pressures of the office move, and redirection of Direct Line's financial support, the Westminster Lecture on Transport Safety was not held in 2018.

The Brexit preparations did not affect the involvement of PACTS in ETSC or, at least for now, in EU matters of transport safety. PACTS and its members have engaged in European transport safety matters as actively as ever this year. In particular, PACTS supported ETSC and others to achieve highly beneficial revisions to the EU General and Pedestrian Safety Regulations.

In its membership of the ETSC, the charity is represented on the ETSC Board of Directors by Richard Allsop, a PACTS Special Adviser. Heather Ward, PACTS Road Environment Chair, continued as co-chair of the Performance Information Network (PIN) programme while Richard remains an advisor to the programme.

In 2018 PACTS continued its relationship and MOU with the Towards Zero Foundation. However, this lapsed in 2019 and the Foundation's staff no longer use the PACTS office.

PACTS is also 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 a number of other bodies. It is also a member of the London Road Safety Council. 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.

There were numerous debates on road safety in the main Chamber and Westminster Hall and attendance by PMs was often very high. PACTS engagement with parliamentarians and other key stakeholders, as detailed above, has been good. This tends to be more successful on a one-to-one basis than through the APPG.

PACTS continues to be respected and sought out by the media. Social media is increasingly important and PACTS now has over 3,700 Twitter followers and over 1,000 subscribers to the PACTS news and communications.

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.

PACTS Chair, Barry Sheerman MP, has actively fulfilled his new role of Chair of the Global Network for Road Safety Legislators and was re-elected for a further two year period. PACTS continued to support the UN Decade of Action for Road Safety during the year.

*Future Activities*

During the year ahead PACTS will undertake a range of activities to further its objectives, including:

- Respond to the Government's *Road Safety Statement* – expected later in 2019;
- Research and publish reports on
  - seat belt wearing;
  - roads policing and road safety
  - drink driving.
- Deliver Stage 2 of the MEBTI project;
- Hold conferences on post-collision response and another topic to be decided.



**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****COMPANY NO: 2366377 (ENGLAND AND WALES)****DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019****FINANCIAL REVIEW**

The charitable company's total income for the year remained at a similar level to the previous year. The expenditure however was just under 12% more than the previous year as a result of increased employment cost due to changes in staff and costs due to an unexpected office move. This gave rise to a deficit of £14,983 (2018 – surplus £10,863) so that our reserves reduced to £60,215 (2018 - £75,199) in total. The unrestricted reserves reduced from £75,198 to £53,965 during the year as there were restricted fund projects of £6,250 at the year end.

It is hoped that the majority of the additional expenditure is of a one off nature.

*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 the charity greater flexibility to face uncertain times.

Economic conditions remain challenging. Public sector finances are still heavily constrained and private sector members look very carefully at the value of their support. Trustees believe that PACTS's resources (four staff and new office premises) 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.

Through the Management and Finance Committee, the trustees have emphasised the need to maintain income and to balance the books. Inevitably there was some churn in membership, but new members joined. PACTS now has twelve university members and some additional local authorities. However, in financial terms, this can be outweighed by the loss of a single corporate member, which usually occurs for reasons beyond PACTS' control.

Direct Line has continued to provide a significant level of support for PACTS, sponsoring events and financing the seat belts research and the Constituency Road Safety Dashboard. Highways England and Insure The Box, sponsored PACTS conferences in 2018/19. The Road Safety Trust provided an impact grant to allow PACTS to follow up its suicide prevention work. RSSB, Aviva, TfL and Loughborough University generously provided venues for PACTS meetings.

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 trustees reviewed the reserves policy again in February 2019, having seen the management accounts projection for the year ending 31 March 2019 and in the context of setting the budget for 2019/20. They noted that a deficit was likely, for the first time in six years, due largely to exceptional factors, particularly the office move. It was noted that the reserves were adequate to meet this.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

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

**DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019**

*Funds Available and Reserves Policy (contd)*

The budget set for the year ahead is slightly higher than the budget for 2018/19. An increase in research grants but less event sponsorship income is anticipated. Provision is increased for a full staffing complement throughout the year and additional research costs. As a result, it shows another small deficit. Trustees decided to adopt this budget, "to concentrate minds". They have embarked on a financial recovery plan with the firm intention of avoiding a deficit for the year.

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.

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. During the year, Iain Stewart MP and Dawn Boyfield OBE resigned as directors and trustees on 21 August 2018 and 6 July 2018 respectively while Teresa Ciano was appointed in March 2019.

The board has the power to appoint additional trustees as it considers fit to do so. With 10 directors and trustees, the board considers there is no current requirement for further members unless existing members stand down but it is open to the possibility if a suitable candidate were to be identified, particularly if this 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.

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 six trustees (at year end) – Teresa Ciano replaced Dawn Boyfield; others are appointed with relevant financial, marketing or personnel experience.

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. Professor David Crundall was appointed chair of the Road User Behaviour Working Party and joined the Committee as did Stephen Joseph, former CEO of the Campaign for Better Transport. The membership of both committees is kept under review on an annual basis.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

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

**DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019**

**STRUCTURE, GOVERNANCE AND MANAGEMENT (contd)**

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 are considering whether it would be sensible to close PACTS (Training & Education) Limited.

*Staffing and capacity*

A number of staff changes took place in 2018/19, but three to four staff were in post throughout and business continuity was maintained. David Davies, Executive Director and Joanne Mackel, Office & Events Manager (4 days per week) were there throughout the year. Katy Harrison, Senior Policy & Research Officer, was seconded to DfT in May 2018 and subsequently moved to Highways England in September 2018. Rafael Showman was appointed PACTS Policy & Research Officer in April 2018 but left after two months. Anderson Etika was then appointed on a six-month contract, working largely from home in Leeds. In November 2018, Evan Webster and Frank Norbury were appointed as Policy & Research Officers on two-year contracts.

The trustees previously appointed the People's Pension Company Ltd as the pension provider for the PACTS workplace pension scheme. The operation of the scheme was reviewed in 2018/19 and People's Pension Company Ltd confirmed that contributions and PACTS' governance arrangements were satisfactory. All employees are automatically enrolled and they have chosen to remain in the scheme. Workplace Pensions Ltd manage the scheme for PACTS. The PACTS employer pension contribution for all staff is 10%. Staff are encouraged to make additional, employee contributions and some do.

The Executive Director has continued to pursue opportunities to strengthen the capacity of the organisation. During the year this has involved:

- Partnering with a number of major organisations in delivering conferences and events – Living Streets and RoSPA;
- Further work with Road Safety Analysis Ltd on the Dashboard and other projects;
- Working with organisations outside the transport safety mainstream, to reach new audiences and tackle new issues, and
- Pro-bono assistance from Hadstrong on media, communications and event promotion.

Bookkeeping services continue to be provided by Michael Ray and IT support by Anthony Cluer. On the recommendation of Michael Ray, payroll services were transferred to 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 review is undertaken at least annually, with "light touch" reviews during the year at Management and Finance Committee meetings.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****COMPANY NO: 2366377 (ENGLAND AND WALES)****DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019****RISK MANAGEMENT (contd)**

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 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 now 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 additions to reserves in four of the past five years 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.

One particular risk identified in previous years was the possible need to find new office premises. In the event, a short-term lease extension for Clutha House was agreed. In January 2019, PACTS relocated to Buckingham Court on a three-year lease. Trustees, staff and PACTS members are very pleased with the new offices which have significant benefits at similar costs to Clutha House. The new landlord has indicated that a further extension of two years may be offered. This would provide stability and trustees will explore terms.

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.

A heightened risk in the year ahead is that of a snap general election which could affect key Parliamentarians who support PACTS. To mitigate this, trustees continue to engage with a range of MPs and Peers and to encourage them to support PACTS.

**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;
- to observe the methods and principals in the charity's SORP;
- 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 PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****COMPANY NO: 2366377 (ENGLAND AND WALES)****DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2019****STATEMENT OF TRUSTEES' RESPONSIBILITIES (contd)**

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.

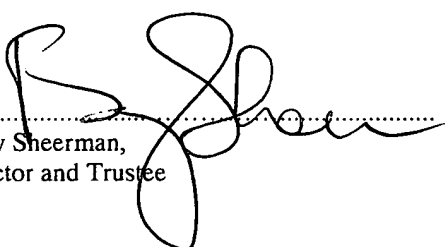
The trustees are responsible for the maintenance and integrity of the corporate and financial information including on the charity company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**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 4 July 2019 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 charity for the year ended 31 March 2019 which are set out on pages 14 to 22.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's 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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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: 8 July 2019

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****STATEMENT OF FINANCIAL ACTIVITIES****(INCLUDING INCOME AND EXPENDITURE ACCOUNT)****FOR THE YEAR ENDED 31 MARCH 2019**

<u>Income</u>	<u>Notes</u>	<u>Unrestricted Funds £</u>	<u>Restricted Funds £</u>	<u>Total Funds 2019 £</u>	<u>Total Funds 2018 £</u>
Donations and Research Grants	2	-	22,450	22,450	60,006
<i>Income from Charitable Activities:</i>					
Subscriptions		113,172	-	113,172	118,180
Conferences and Miscellaneous		66,909	-	66,909	9,223
<i>Income from Trading Activities:</i>					
Sponsors and fees:		21,000	-	21,000	38,677
Interest Receivable		<u>2,038</u>	<u>-</u>	<u>2,038</u>	<u>171</u>
<b><u>Total income</u></b>		<b><u>203,119</u></b>	<b><u>22,450</u></b>	<b><u>225,569</u></b>	<b><u>226,257</u></b>
<b><u>Expenditure</u></b>					
<i>Cost of raising funds:</i>					
Promotion and Publicity	4	5,299	-	5,299	5,218
<i>Expenditure on Charitable Activities:</i>					
Charitable Activities	3	<u>219,053</u>	<u>16,200</u>	<u>235,253</u>	<u>210,176</u>
<b><u>Total expenditure</u></b>	6	<b><u>224,352</u></b>	<b><u>16,200</u></b>	<b><u>240,552</u></b>	<b><u>215,394</u></b>
<b><u>Net income/(expenditure) for the year</u></b>	7	<b><u>(21,233)</u></b>	<b><u>6,250</u></b>	<b><u>(14,983)</u></b>	<b><u>10,863</u></b>
Funds transferred	14	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>Net movement in funds for the year</u></b>		<b><u>(21,233)</u></b>	<b><u>6,250</u></b>	<b><u>(14,983)</u></b>	<b><u>10,863</u></b>
Total funds brought forward		<u>75,198</u>	<u>-</u>	<u>75,198</u>	<u>64,335</u>
<b><u>Total funds carried forward</u></b>		<b><u>53,965</u></b>	<b><u>6,250</u></b>	<b><u>60,215</u></b>	<b><u>75,198</u></b>

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

All income and expenditure derive from continuing activities.

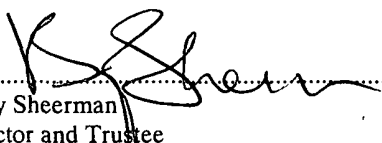
The notes on pages 14 to 20 form part of these accounts.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****COMPANY NO. 2366377****BALANCE SHEET AS AT 31 MARCH 2019**

	Note	£	2019	£	2018	£
<b><u>FIXED ASSETS</u></b>						
Tangible Assets	10			1,049		1,339
Investment in subsidiary company	11			<u>2</u>		<u>2</u>
				1,051		1,341
<b><u>CURRENT ASSETS</u></b>						
Debtors	12	13,004			26,458	
Cash at Bank and in hand	13	<u>286,239</u>			<u>60,756</u>	
		299,243			87,214	
<b><u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u></b>	14	<u>(240,079)</u>			<u>(13,357)</u>	
<b><u>NET CURRENT ASSETS</u></b>				<u>59,164</u>		<u>73,857</u>
<b><u>NET ASSETS</u></b>				<u>60,215</u>		<u>75,198</u>
<b><u>FUNDS</u></b>						
Restricted Funds	15			6,250		-
Unrestricted Funds	15			<u>53,965</u>		<u>75,198</u>
<b><u>MEMBERS FUNDS</u></b>				<u>60,215</u>		<u>75,198</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 2019. 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 2019 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 4 July 2019 and signed on its behalf.

  
 Barry Sheerman  
 Director and Trustee

The notes on pages 14 to 20 form part of these accounts.



**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019**

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 2015) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The charity has applied Update Bulletin 1 and does not include a cash flow statement on the grounds that it is applying FRS102 Section 1A.

The financial statements are prepared on a going concern basis. 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 members' subscriptions, grants and 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 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 2019 (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 2019 (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>2019 Total</u>	<u>2018 Total</u>
	Donations	-	-	-	6,000
	Grants	-	22,450	22,450	54,006
		-	22,450	22,450	60,006

Grants in 2016-17 included £59,584 Restricted Funds.

3.	<u>CHARITABLE ACTIVITIES EXPENDITURE</u>	<u>2019</u>	<u>2018</u>
	Conference expenses	24,803	23,872
	Project Expenditure (including staff costs)	19,190	67,460
	Premises and Office costs	64,221	37,225
	Staff costs - unrestricted activities	122,474	76,830
	Governance costs (see note 5)	4,565	4,789
		<u>235,253</u>	<u>210,176</u>
4.	<u>PROMOTION AND PUBLICITY</u>		
	Advertising and Printing	1,953	2,154
	Staff Costs	3,346	3,064
		<u>5,299</u>	<u>5,218</u>

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Contd)**

5.	<b><u>GOVERNANCE</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>
	Staff Costs	1,338	1,226
	Independent Examiners fees	2,800	2,600
	General Overheads	<u>427</u>	<u>963</u>
		<u>4,565</u>	<u>4,789</u>

6.	<u>TOTAL RESOURCES EXPENDED</u>					
		<u>Staff Costs</u>	<u>Depreciation</u>	<u>Other Costs</u>	<u>Total 2019</u>	<u>Total 2018</u>
	Charitable activities expenditure	122,474	1,065	90,949	214,488	137,927
	Restricted charitable activities expenditure	7,644	-	8,556	16,200	67,460
	Promotion and publicity	3,346	-	1,953	5,299	5,218
	Governance	<u>1,338</u>	<u>-</u>	<u>3,227</u>	<u>4,565</u>	<u>4,789</u>
		<u>134,802</u>	<u>1,065</u>	<u>104,685</u>	<u>240,552</u>	<u>215,394</u>

7.	<b><u>NET INCOMING RESOURCES</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>
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The net incoming resources is stated after charging:-

Depreciation of Tangible Fixed Assets owned by the Charity	1,065	1,018
Operating Lease - rent	<u>20,098</u>	<u>18,000</u>

8.	<b><u>STAFF COSTS</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>
	Salaries	95,674	92,790
	Social Security costs	7,666	6,194
	Pension costs	<u>31,462</u>	<u>24,740</u>
		<u>134,802</u>	<u>123,724</u>

Average numbers employed in the year in charitable work	4	4
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All the staff spend a certain amount of time on fund raising and governance work. No employee had benefits in excess of £60,000 (2018 – 60,000).

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 £62,700 (2018 - £58,500).

The trustees received no remuneration in respect of their duties as trustees. Two trustees (2018 - 2) were reimbursed travel expenses of £392 (2018 - £285).

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (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>Furniture</u>	<u>Office Equipment</u>	<u>Total</u>
<u>Cost or valuation</u>			
At 1 April 2018	498	8,258	8,756
Additions	-	775	775
Disposals	-	(1,520)	(1,520)
<u>At 31 March 2019</u>	<u>498</u>	<u>7,513</u>	<u>8,011</u>
<u>Depreciation</u>			
At 1 April 2018	99	7,318	7,417
Charge for year	50	1,015	1,065
Disposals	-	(1,520)	(1,520)
<u>At 31 March 2019</u>	<u>149</u>	<u>6,813</u>	<u>6,962</u>
<u>Net Book Value</u>			
At 31 March 2019	<u>349</u>	<u>700</u>	<u>1,049</u>
At 31 March 2018	<u>399</u>	<u>940</u>	<u>1,339</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 2019 or the previous year. The aggregate capital and reserves at 31 March 2019 was £2 (2018 - £2).

**12. DEBTORS**

Due within one year:	<u>2019</u>	<u>2018</u>
Prepayments and accrued income	6,772	7,713
Other debtors	<u>6,232</u>	<u>18,745</u>
	<u>13,004</u>	<u>26,458</u>

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (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>2019</u>	<u>2018</u>
Taxation and Social Security	13,403	-
Amounts owed to subsidiary undertaking	2	2
Deferred income - subscriptions	765	345
MEBTI Winners' fund	210,000	-
Other creditors and accruals	<u>15,909</u>	<u>13,010</u>
	<u>240,079</u>	<u>13,357</u>

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

<b><u>FUNDS</u></b>	<u>Balance 31.03.18</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Balance 31.03.19</u>
Unrestricted Funds:	75,198	203,119	(224,352)	-	53,965
Restricted Funds:					
MEBTI	-	19,750	(13,500)	-	6,250
Reducing Suicide	<u>-</u>	<u>2,700</u>	<u>(2,700)</u>	<u>-</u>	<u>-</u>
Total Restricted	<u>-</u>	<u>22,450</u>	<u>(16,200)</u>	<u>-</u>	<u>6,250</u>
Total funds	<u>75,198</u>	<u>225,569</u>	<u>(240,552)</u>	<u>-</u>	<u>60,215</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 other than Dashboard which was financed by Direct Line.

<b><u>FUNDS – prior year</u></b>	<u>Balance 31.03.17</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Balance 31.03.18</u>
Unrestricted Funds:	52,677	172,251	(147,934)	(1,796)	75,198
Restricted Funds:					
YEARS	6,896	14,906	(21,802)	-	-
Seizing the Opportunities	4,762	4,000	(8,762)	-	-
Reducing Suicide	-	27,100	(27,100)	-	-
Drink Drive	-	3,000	(3,000)	-	-
Dashboard	<u>-</u>	<u>5,000</u>	<u>(6,796)</u>	<u>1,796</u>	<u>-</u>
	<u>64,335</u>	<u>226,257</u>	<u>(215,394)</u>	<u>-</u>	<u>75,198</u>

The restricted funds listed above have received grants from Road Safety Trust, Safer Roads Foundation, D Tec and ETSC to enable the charity to carry out its research projects other than Dashboard which was financed by Direct Line.

**THE PARLIAMENTARY ADVISORY COUNCIL FOR TRANSPORT SAFETY****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Contd)****16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Fixed assets	1,051	-	1,051
Cash at bank	279,989	6,250	286,239
Other net current assets/(liabilities)	<u>(227,075)</u>	<u>-</u>	<u>(227,075)</u>
	<u>53,965</u>	<u>6,250</u>	<u>60,215</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 £2,825 (2018 - £2,642). This was paid immediately after the year end.

**18. OPERATING LEASE COMMITMENTS**

At 31 March 2019 the charity had the following annual commitments under non cancellable operating leases as follows:-

	<u>Land and Buildings</u>	
	<u>2019</u>	<u>2018</u>
Operating leases which expire:		
Within one year	-	14,250
Within two and five years	34,550	-

**19. RELATED PARTY TRANSACTIONS**

Two payments totalling £3,500 were made to PACTS Trustee, N Starling, in respect of his work on the MEBTI project.