

**PATROL ADJUDICATION JOINT COMMITTEE**  
**Executive Sub Committee**  
**Agenda**

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**Date:** Tuesday 21<sup>st</sup> January 2025  
**Time:** 11.00 am  
**Venue:** The Studio, 7 Cannon Street, Birmingham B2 5EP

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1. **Apologies for Absence**

To receive apologies for absence (Page 4, enclosed).

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests and for Members to declare if they have pre-determined any item on the agenda.

3. **Minutes of the Previous Meeting**

To approve the minutes of the PATROL Adjudication Joint Committee Executive Sub Committee held on 15<sup>th</sup> October 2024 as a correct record (Pages 5-13, enclosed).

4. **Chair's Update (Verbal Update)**

To provide the Executive Sub Committee with a general update since the last meeting.

5. **Chief Adjudicator's Update (General Progress report)**

To receive an update from the Chief Adjudicator (Pages 14-22, enclosed).

6. **Budget Monitoring Update for 2024-25**

To consider a report on the Income and Expenditure position at 31<sup>st</sup> October 2024 for the year 2024/25 including the Reserves position at 31<sup>st</sup> October 2024 against the approved Reserves levels in order to comply with the approved Financial Regulations (Pages 23-26, enclosed).

7. **Revenue Budgets for 2025/26**  
To adopt the revenue budget estimates for 2025/26 (Pages 27-32, enclosed).
8. **Reserves Policy Statement**  
To review the Reserves Policy Statement for the Joint Committee for 2025/26 and to request that the Executive Sub Committee approves the Reserves Policy Statement for 2025/26 (Pages 33-37, enclosed).
9. **Defraying the Expenses of the Joint Committee**  
To establish the basis for defraying expenses during the 2025/26 Financial Year (Pages 38-42, enclosed).
10. **Annual Investment Strategy 2025/2026**  
To approve the Annual Investment Strategy for 2025/26 (Pages 43-44, enclosed).
11. **Appointment of External Auditors**  
To approve the appointment of external auditors for the three financial years, 2024/25 to 2026/27 (Pages 45-46, enclosed).
12. **Review of Financial Documentation**  
To consider a report reviewing the financial matters and documentation of the following (Pages 47-80, enclosed):-
  - a. Financial Regulations 2025/26
  - b. Scheme of Financial Delegation 2025/26
  - c. Managers Expenses Policy 2025/26
  - d. Staff Expenses Policy 2025/26
  - e. Non-Staff Expenses Policy 2025/26
  - f. Gifts & Hospitality Expenses Policy 2025/26
13. **Expenditure Falling Outside Of The Scheme Of Financial Delegations**  
To consider a report on any expenditure falling outside of the Scheme of Financial Delegations 2024/25 (Pages 81-83, enclosed).
14. **Risk Management Framework**  
To note the latest review of the Risk Register (Pages 84-94, enclosed).
15. **Public Affairs Report**  
To note the Public Affairs report during 2024 (Pages 95-103, enclosed).
16. **Date of next meeting of the PATROL Adjudication Joint Committee**  
To note the date of the next Joint Committee meeting as follows:-

Tuesday 15<sup>th</sup> July 2025 at the Local Government Association Headquarters, 18 Smith Square, London, SW1P 3HZ. To be followed by the Driving Improvement Awards, Venue-Church House, Westminster.

**17. Date of next meeting of the PATROL Adjudication Joint Committee Executive Sub Committee**

To note the date of the next Executive Sub Committee meeting as follows:-

Tuesday 14<sup>th</sup> October 2025 at the Local Government Association Headquarters, 18 Smith Square, London, SW1P 3HZ.

For requests for further information or to submit apologies please contact: Sarah Baxter, Democratic Services and Policy Manager Tel: 01625 445576 E-Mail: [sbaxter@patrol-uk.info](mailto:sbaxter@patrol-uk.info)

For further information on any of the reports contained within the agenda, please contact Laura Padden, Director of PATROL, email: [info@patrol-uk.info](mailto:info@patrol-uk.info)

# ITEM 1

## PATROL Adjudication Joint Committee – Executive Sub Committee- 21<sup>st</sup> January 2025

### **Apologies**

#### **Councillors**

Cllr David Pidwell - Bassetlaw District Council

Cllr Marilyn Peters - Dartford Borough Council

Cllr Denise Rollo - Cumberland Council

Cllr Jonathan Pessol - North Kesteven District Council

Cllr Mary Bing-Dong - Spelthorne Borough Council

Cllr Geof Driscoll - Uttlesford District Council

#### **Officers**

Jason Passfield - Adur and Worthing Councils

Rob Shoebridge - Derby City Council

Marc Samways - Hampshire County Council

Emma Barker - Sheffield City Council

Minutes of a meeting of the  
**PATROL Adjudication Joint Committee Executive  
Sub Committee**

held on 15 October 2024 in the Westminster Suite, 18 Smith Square,  
London SW1P 3HZ

**PRESENT**

Councillor Stuart Hughes (Devon County Council) in the Chair  
Councillor David Pidwell - Bassetlaw District Council  
Councillor Paula Burdess - Blackpool Council  
Councillor Trevor Muten - Brighton & Hove City Council  
Councillor Neil Shailer - Cambridgeshire County Council  
Councillor Marilyn Peters - Dartford Borough Council  
Councillor Vanessa Churchman - Isle of Wight Council  
Councillor Sam Riches - Lancaster City Council  
Councillor Jonathan Pessol - North Kesteven District Council  
Councillor Chris Aldred - North Yorkshire Council  
Councillor Carl Quartermain - Redcar & Cleveland Borough Council  
Councillor Henry Nottage - Sheffield City Council  
Councillor Guy Pannell - South Hams District Council  
Councillor Jermaine Atiya-Alla - Torbay Council  
Councillor Mike Eyles - Westmorland and Furness Council

**OFFICERS IN ATTENDANCE**

Sarah Baxter - PATROL  
Andy Diamond - PATROL  
Caroline Hamilton - Traffic Penalty Tribunal  
Erica Maslen - PATROL  
Laura Padden - PATROL

**ALSO IN ATTENDANCE**

Paul Nicholls - Brighton and Hove City Council, Advisory Board  
Mark Fletcher - National Highways

**21 APOLOGIES FOR ABSENCE**

In addition to the apologies listed within the agenda pack further apologies were received as follows:-

Councillor Graham McAndrew, East Hertfordshire District Council, Councillor Andy Freeman, Newark and Sherwood District Council, Councillor Helen Walker, North Devon Council, Councillor Mary Bing Dong, Spelthorne Borough Council, Katya Dray, Warwick District Council and Councillor Stephen Hibbert, West Northamptonshire Council.

Further to this, apologies were also received from Rob Shoebridge, Advisory Board.

## **22 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **23 MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> JANUARY 2024**

### **RESOLVED**

That the minutes of the meeting of the PATROL Adjudication Joint Committee Executive Sub Committee held on 23<sup>rd</sup> January 2024 be approved as a correct record and signed by the Chair.

(Note: After the meeting Councillor Paula Burdess advised the Democratic Services & Policy Manager that in respect of Minute No. 55 'Public Affairs Report' there was an implication within the minutes that Blackpool Council had introduced a mixture of measures including installation of single red lines and double red lines outside schools, refreshing road signage and markings and installation of speed restrictions. She wanted to clarify that the Council was in the process of introducing the measures but as it stood had not yet been fully implemented).

## **24 CHAIR'S UPDATE (VERBAL UPDATE)**

The Chair gave a verbal update which covered the following matters:-

- Death of former Executive Sub Committee member, Councillor Alan Durrant, Gosport Borough Council;
- PATROL's engagement with the DfT summarising an overview of the organisation's priorities including pavement parking, moving traffic and the level of civil traffic penalty charges in England (outside London) and Wales;
- Action by Norwich City Council who had written to the DfT asking for PCN levels to be raised to £130 from the current higher level of £70, in line with London. This mirrored and went beyond PATROL's own call for higher charges,
- Summary of the Secretary of State's statement stating she was looking to 'move fast and fix things' on entering office, including plans on supporting local authorities to introduce 20 mile-per-hour limits, cycle lanes and Low Traffic Neighbourhoods;
- Announcement of the winners of the Driving Improvement Award.

## **RESOLVED**

That the Chair's update be noted.

### **25 CHIEF ADJUDICATOR'S UPDATE (GENERAL PROGRESS REPORT)**

Caroline Hamilton, the Chief Adjudicator attended the meeting and gave an update in respect of the following matters:-

- Summary of appeals including appeals numbers and rates;
- Data regarding the method reporting of appeal decisions;
- Case completion times;
- Annual adjudicator training session to be held on the 26<sup>th</sup> November 2024 in Birmingham.

A question was asked in relation to workload capacity and whether the current cohort of adjudicators could manage the number of appeals being submitted.

It was confirmed to members that there were sufficient adjudicators to deal with the number of appeals currently being made. In addition, the Director advised that the tribunal had a 1.5 full time vacancy which had been carried forward from the last 12 months in anticipation of any increase in the volume of appeals.

Councillor Sam Riches advised that she had made an FOI request with Lancashire County Council in respect of PCNs arising from a specific site-a new bus lane and bus gate on Corporation Street in Preston. This recently installed lane had garnered over 36,150 penalties in a three-month period potentially raising just short of over a £1,000,000 in revenue. She had been contacted by several motorists expressing concerns that they had been issued with multiple penalties in one day. Consequently, she went to visit the site and was concerned that the signage as inadequate hence the reasons for the significant number of penalties. She asked if it was normal practice to have over 36,000 PCNs issued in such a short period of time.

In response Laura Padden, the Director of PATROL advised Councillor Riches that statistics published on the Traffic Penalty Tribunal's website showed that Lancashire County Council issued roughly 40,000 PCNs per year for bus lane contraventions which may be a useful comparison for volumes issued for the new contravention and that Lancashire County Council's relevant Overview and Scrutiny Committee may be an appropriate method to assess the impact and design of the scheme.

Councillor Trevor Muten reported that he had faced a similar situation, but PCN numbers dropped after six months once motorists became used to the new bus lane. The council however had decided to include additional signage despite the original signage meeting the necessary criteria.

Further discussions took place regarding Clean Air Zone schemes and the payment process. Questions were also raised in respect of the breakdown of

the number of days it took for cases to be closed and whether this was impacted by the appeal outcome, conformity of CAZ schemes and updating of satellite navigation technology eg google maps.

The Chief Adjudicator stated that a breakdown could be provided but she did not believe appeal outcomes ie whether an appeal was dismissed or upheld would affect the numbers of days it took for a case to be closed.

In respect of CAZ schemes, officers were not aware of any new schemes coming forward as the scheme had been designed to be short lived. Higher numbers of PCNs would be issued over the initial two/three-year period but would reduce as vehicles were upgraded, meaning fewer vehicles would need to pay the emission levy and the CAZ schemes would come to a natural end. As schemes were introduced by DEFRA, some councils set up schemes with new teams unconnected with parking enforcement; therefore, not all were aligned with how parking enforcement operated. A PATROL CAZ Forum was established to try and ensure that schemes operated in a consistent manner across the country to avoid confusion for motorists.

In respect of the question raised regarding google maps, members were advised that government was currently undertaking work on introducing digital TROs. The proposals were for restrictions to be uploaded into a centralised digital system and updated in real time which could then enable satellite navigation technology to be updated at the same time with a view to preparing for the introduction of driverless vehicles.

### **RESOLVED**

That the Chief Adjudicator's update be noted.

## **26 PATROL ANNUAL RETURN 2023/24**

Consideration was given to a report on the findings of the External and Internal Auditors for the year 2023/24.

### **RESOLVED**

1. That the findings of the External Audit Reports for 2023/43 contained within appendix one of the report be noted.

2. That the findings of the Internal Audit Report for 2023-24 as reported to the PATROL Adjudication Joint Committee at its meeting on 9<sup>th</sup> July 2024 and contained with appendix two of the report be noted.

## **27 BUDGET MONITORING UPDATE FOR FINANCIAL YEAR 2024-24**

Consideration was given to a report on the Income and Expenditure position at 31<sup>st</sup> August 2024 for the year 2024/25 alongside consideration of a report on the Reserves position at 31<sup>st</sup> August 2024 against the approved Reserves levels in order to comply with the approved Financial Regulations.



It was noted that the agenda front cover referred to the expenditure position and reserves position up until 31<sup>st</sup> August 2024. This was incorrect and the information was up until 31<sup>st</sup> July 2024.

A question was asked if the surplus would be reallocated. The Director advised that if there was to be a higher surplus than anticipated then officers could look at further reducing the PCN charge as had taken place in previous years.

### **RESOLVED**

1. That the Income and Expenditure position at 31<sup>st</sup> July 2024 for the year 2024/25 be noted.

2. That the Reserves position at 31<sup>st</sup> July 2024 against the approved Reserves levels be noted.

## **28 DEFRAYING THE EXPENSES OF THE JOINT COMMITTEE**

Consideration was given to a report which reviewed the basis for defraying expenses during the 2024-25 Financial Year.

### **RESOLVED**

1. That for the Financial Year 2024-25, approval be given to the charge remaining at **25 pence per PCN issued (effective from 1<sup>st</sup> October 2023) for the remaining 6 months of the financial year** for member authorities and that the expected impact on reserves contained within paragraph 4.6 of the report be noted.

2. That the amount be reviewed at the January 2025 meeting in the light of actual income and expenditure information as part of the budget approval process for the year 2025-26.

3. That the rate of **25 pence per PCN** would apply to penalties issued as follows:

Parking – England and Wales

Bus Lanes and Moving Traffic – England and Wales

Road User Charging – England and Wales (In respect of Clean Air Zones, and the Durham Peninsular)

Littering from Vehicles – England

4. That it be noted separate charging arrangements would be entered into with National Highways and Halton Borough Council who were not members of the Joint Committee but with each of whom the Joint Committee had entered into a Memorandum of Understanding. Ring-fenced balances associated with these schemes would be reported separately to the Joint Committee within budget monitoring reports.

5. That it be noted there would be no annual charge, nor cost per case apart from the LFV PIN Generator initiative approved at the October 2022 meeting.

6. That it be noted invoicing would be undertaken based on monthly returns received from enforcement authorities as in previous years.

A question was raised in respect of whether the organisation's IT systems were sufficiently protected in the event of a cyber security attack. In response, the Director confirmed that a drawdown of approximately £75,000 from the budget to cover cyber security issues had been instigated with a portion of this being spent working with a consultant to review the organisations processes end to end. Overall, the consultant was satisfied with the measures in place, however some minor recommendations including proposals to introduce two factor authentication alongside obtaining the government's standard accreditation in cyber security had been put forward.

## **29 EXPENDITURE FALLING OUTSIDE THE SCHEME OF DELEGATION**

Consideration was given to a report on the expenditure falling outside the Scheme of Delegation.

### **RESOLVED**

That the report be noted.

## **30 RISK MANAGEMENT FRAMEWORK**

Consideration was given to a report summarising the most significant threats facing the Joint Committee which could prevent or assist with the achievement of its objectives.

Members were advised that the information relating to risk numbers CR1 And CR5 was incorrect and related to information presented at the July Joint Committee meeting. Both risks remained unchanged and therefore the arrow direction and description contained within appendix one should have been amended to show that there had been no change to the risks since July.

### **RESOLVED**

That the report be noted.

## **31 RED ROUTE APPEAL OVERVIEW**

Consideration was given to a report which provided members with an overview of red route appeals.

Councillor Muten advised that Brighton & Hove City Council had implemented two red routes on an ETRO basis. He felt the council had worked hard with communities and traders and as a result a significant improvement in terms of bus routes passing through and cycle safety had been observed.

### **RESOLVED**

That the report be noted.

## 32 PUBLIC AFFAIRS REPORT

Consideration was given to a report which provided an overview of current traffic management issues.

Laura Padden, the Director of PATROL also provided an update in relation to the following matters:-

- **Pavement Parking** - No movement on the introduction of powers in England and Wales, however comments made in parliament suggested that Ministers were actively considering a response to the consultation which potentially could come become for the end of the year.

At the point in proceedings Members suggested a number of actions in respect of this item including:-

- A proposal that all members of the Committee to write to their local MP outlining the severity of the issue alongside a request for an update on the 2020 consultation;
- Request for an email address to send correspondence to alongside a letter template to be created by PATROL;
- A suggestion that government funding be allocated to councils so properties with front gardens could potentially be turned into parking spaces;
- Action against registered business owners with large vehicles parking on streets;
- Narrow pavements to create herringbone parking;
- Amendments to legislation to restrict vehicles under 7 tonnes from parking on residential streets.

The Director advised if government wanted to implement a complete ban, then advice would need to be issued to councils to explain how specific streets could be exempt from a restriction. This depended on what decision was made and whether government prefers obstruction ie prove an obstruction occurred, a total ban or something in between. She acknowledged police undertaking enforcement was not working and therefore there was a need for a decision to be taken. If the government did give councils the power to enforce pavement parking, then time would need to be set aside to implement the legislation, with a structured process alongside the potential for workshops to be run by PATROL to promote consistency with the operation of the regulations prior to enforcement.

Further questions were asked in respect of the publication of the 2020 consultation and PATROL's preference which option originally put forward by government should be implemented.

Historically the view of PATROL was that obstruction was the preferred option. The former Director attended a select committee meeting and provided evidence that it was less challenging for councils to introduce an obstruction

contravention rather than a total ban which would require individual TROs to exempt certain streets. As far as this committee was concerned, preference was for obstruction with options for councils to make streets exempt; however, obstruction could be difficult to prove whereas a total ban was more straightforward to enforce.

The Chief Adjudicator echoed the comments of the Director and emphasised that in respect of obstruction it must be clear what the motorist was obliged to do and that it was interpretation of the guidance that generated appeals (in respect of London).

- **Moving Traffic Powers** - The DfT had recently written to those councils in tranche 3 to say applications were no longer on hold and would be processed and gone live by the 7<sup>th</sup> December 2024. It was hoped this would pave the way for a 4<sup>th</sup> tranche next year.
- **PCN Charge Research** - This research had been resubmitted to the Minister, but officers were still waiting for a response. She informed members that she had also been approached by the London's Joint Committee who were also considering increasing London PCN rates and wanted to discuss the possibility of proposing something slightly different to government, for example, automatic inflationary increases.

A question was asked in relation to whether there was the potential to introduce regional PCN charges. In response the Director stated that this would impact both the Traffic Penalty Tribunal's and Northampton County Court's processing systems as any changes to the PCN amounts would have to be made across the board. PATROL had made a request for government to give the Joint Committee the powers to propose what future PCN increases should be, with decisions on rates being made every two to three years. Any increase would need to be approved by the Secretary of State who would retain their power of veto.

Councillor Muten asked this issue be progressed expediently as in Brighton & Hove the current PCN charges were not working.

The Director hoped the issues raised at the meeting would be given priority, but she warned that the ministers appointed were primarily interested in transport and infrastructure schemes and not necessarily focused on PCN charges which were not currently identifiable in the initial list of priorities.

- **Level of private parking penalty charges and debt recovery fees in England** - Still awaiting a response.
- **Clean Air Zones** - No new schemes reported.
- **Driving Improvement Award** - The two winning authorities were working closely together on a joint campaign which was on schedule to be launched in the new year.

An update was requested in relation to the rules for private parking. The Director confirmed that there had been a code of practice recently released for the private sector.

### **RESOLVED**

That the update be noted.

### **33 DRIVING IMPROVEMENT AWARD-ANNOUNCEMENT OF THEME FOR 2025**

The Director of PATROL advised that the theme for next year's Driving Improvement Award chosen by the Advisory Board would focus on blue badge abuse.

Councillor Riches raised an issue whereby she had recently attended a Parkinson's Support Group. It was clear that a number of the group found it offensive that there was a requirement to make repeated renewal applications for a blue badge when their health was not going to improve. She asked if one of the reasons related to abuse. In response the committee were advised that badges had a set validity period and could not be used indefinitely and to reduce the risk of blue badge abuse.

A further question was asked in relation to when the bid process for the new theme would be open. In response members were advised an email would be circulated to all members of the Joint Committee around November time announcing the theme and the application process.

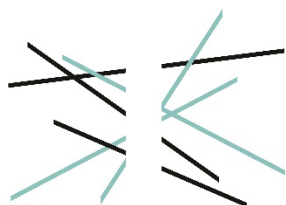
### **34 DATE OF NEXT MEETING**

It was noted that the date of the next meeting of the PATROL Adjudication Joint Committee Executive Sub Committee would take place as follows:-

Tuesday 21<sup>st</sup> January 2025 at: The Studio, 7 Cannon Street, Birmingham, B2 5EP

The meeting commenced at 11.00am and concluded at 12.45pm.

Councillor S Hughes  
(Chair)



**Traffic Penalty Tribunal** England and Wales

# General Progress Report

## To October 2024

### 1. Appeals summary

#### 1.1 PCNs appealed – General Trends pre and post pandemic

The below table and graph show PCNs appealed to the Tribunal from 1 April 2019 to 31 March 2024 (19/20 being predominantly pre pandemic, 23/24 being post pandemic).

	Totals		Like for Like *		Parking and BL/MT only **		
	number	% change	number	% change	number	% change	
2018/19	30,790		30,790		15,766		
2019/20	35,303	14.7%	35,303	14.7%	15,822	0.4%	full year
2020/21	18,122	-48.7%	18,122	-48.7%	9,844	-37.8%	full year
2021/22	26,337	45.3%	19,682	8.6%	11,809	20.0%	full year
2022/23	29,963	13.8%	21,693	10.2%	12,208	3.4%	full year
2023/24	37,038	23.6%	25,335	16.8%	14,552	19.2%	full year
2023/24 of 2019/20	104.9%		71.8%		92.0%		

\* Like for Like excludes CAZ

\*\* excludes CAZ and RUC

	PCNs appealed		
	22/23	23/24	YoY change
Parking - England	6,949	8,933	28.6%
Parking - Wales	612	756	23.5%
Bus Lanes	4,544	4,699	3.4%
Moving Traffic	103	164	59.2%
Dartcharge	8,478	9,567	12.8%
LFV	9	25	177.8%
Mersey Gateway	998	1,185	18.7%
CAZ	8,270	11,703	41.5%
Durham	0	6	0.0%
<b>Total</b>	<b>29,963</b>	<b>37,038</b>	<b>23.6%</b>

compares pre pandemic to now

	PCNs appealed	
	19/20	23/24 v 19/20
Parking - England	9,668	-7.6%
Parking - Wales	770	-1.8%
Bus Lanes	5,229	-10.1%
Moving Traffic	155	5.8%
Dartcharge	8,534	12.1%
LFV	4	525.0%
Mersey Gateway	10,943	-89.2%
CAZ	0	0.0%
Durham	0	0.0%
<b>Total</b>	<b>35,303</b>	<b>4.9%</b>

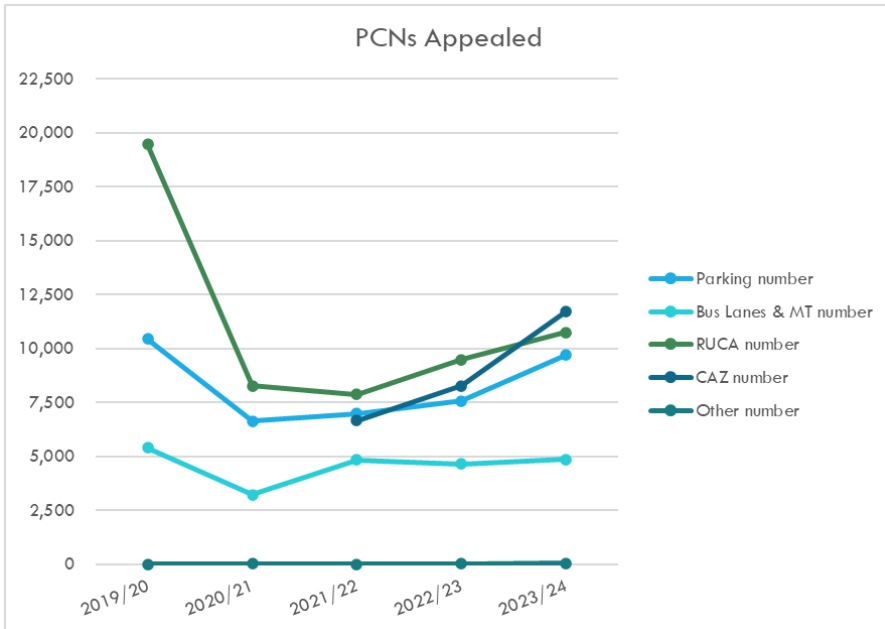
## Split between types of appeals.

\*\* subject to final audit

	2019/20		2020/21		2021/22		2022/23		2023/24	
Parking	10,438	29.6%	6,633	36.6%	6,977	26.5%	7,561	25.2%	9,689	26.2%
Bus Lanes & MT	5,384	15.3%	3,211	17.7%	4,832	18.3%	4,647	15.5%	4,863	13.1%
RUCA	19,477	55.2%	8,272	45.6%	7,869	29.9%	9,476	31.6%	10,752	29.0%
CAZ	0	0.0%	0	0.0%	6,655	25.3%	8,270	27.6%	11,703	31.6%
Other	4	0.0%	6	0.0%	4	0.0%	9	0.0%	31	0.1%
	<b>35,303</b>	<b>100.0%</b>	<b>18,122</b>	<b>100.0%</b>	<b>26,337</b>	<b>100.0%</b>	<b>29,963</b>	<b>100.0%</b>	<b>37,038</b>	<b>100.0%</b>

### Key points:

- Overall increase in PCNs appealed between 22/23 and 23/24 of 23.6%
- CAZ now make up 31.6% of our appeals activity
- Change by appeal stream appeals between 22/23 and 23/24 as follows:
  - Parking England 28.6%
  - Parking Wales 23.5%
  - Bus Lanes 3.4%
  - Moving Traffic 59.2%
  - Dartcharge 12.8%
  - Mersey Gateway 18.7%
  - CAZ 41.5%
- 23/24 compared 19/20, pre and post pandemic, are as follows:
  - Total is 104.9% of pre pandemic levels
  - Like for Like (exc CAZ) is 71.8% of pre pandemic levels
  - Parking appeals are 90.6% of pre pandemic levels
  - Bus Lane and MT appeals are 95.7% of pre pandemic levels
  - Dartcharge appeals are higher than pre pandemic levels
  - Mersey Gateway appeals are 89.2% lower than pre pandemic levels
- **Overall appeals are 23.6% higher than the previous year**
- **The largest increases relate to CAZ and Moving Traffic – new enforcement**



## 1.2 2024/25 by month

### PCNs appealed

2024/25										
	Parking Eng	Parking Wales	Bus Lanes	Moving Traffic	Nat Highways	Mersey Gateway	Durham	CAZ	LFV	Month TOTAL
April	785	62	389	22	1,231	116	1	690	0	3,296
May	815	55	421	35	1,763	74	0	687	1	3,851
June	748	48	386	35	1,417	58	3	666	1	3,362
July	891	68	421	58	1,819	148	0	657	5	4,067
August	790	63	315	46	1,517	43	3	690	5	3,472
September	762	64	359	37	1,330	44	0	678	1	3,275
October	812	80	356	94	1,061	89	1	619	4	3,116
<b>TOTAL</b>	<b>5,603</b>	<b>440</b>	<b>2,647</b>	<b>327</b>	<b>10,138</b>	<b>572</b>	<b>8</b>	<b>4,687</b>	<b>17</b>	<b>24,439</b>
average	800	63	378	47	1,448	82	1	670	2	3,491
split	22.9%	1.8%	10.8%	1.3%	41.5%	2.3%	0.0%	19.2%	0.1%	100.0%

### Cases

2024/25										
	Parking Eng	Parking Wales	Bus Lanes	Moving Traffic	Nat Highways	Mersey Gateway	Durham	CAZ	LFV	Month TOTAL
April	738	62	316	13	328	60	1	426	0	1,944
May	744	53	361	27	412	40	0	534	1	2,172
June	683	46	344	27	367	32	3	505	1	2,008
July	827	67	355	51	436	55	0	501	5	2,297
August	757	56	270	41	417	30	3	558	5	2,137
September	713	61	332	34	358	31	0	506	1	2,036
October	777	75	322	79	333	43	1	434	4	2,068
<b>TOTAL</b>	<b>5,239</b>	<b>420</b>	<b>2,300</b>	<b>272</b>	<b>2,651</b>	<b>291</b>	<b>8</b>	<b>3,464</b>	<b>17</b>	<b>14,662</b>
average	748	60	329	39	379	42	1	495	2	2,095
split	35.7%	2.9%	15.7%	1.9%	18.1%	2.0%	0.1%	23.6%	0.1%	100.0%

PCN per case | 1.1 1.0 1.2 1.2 3.8 2.0 1.0 1.4 1.0 1.7



## Key points:

- Appeals and PCNs appealed fluctuate each month for several reasons (varying between appeal types)
- Appellants can submit more than one PCN per appeal – this is helpful where the issues are the same
- RUCA appeals are more likely to contain more than one PCN – this is particularly pronounced for Dartcharge (National Highways)
- **Due to operational issues National Highways saw a much higher PCN Issuance and Appeal Numbers in the first part of 24/25, this is now back to average levels**

## 2. Context of PCNs Issued by Enforcement Authorities

The following tables look at the levels of enforcement and PCN issuance, and their relationship to the numbers of PCNs being appealed, between 2019/20 (pre pandemic) and 23/24 post pandemic.

### PCNs Issued

	PCNs Issued							
	2024/25 to date	% split	2023/24 **	% split	2022/23	2021/22	2020/21	2019/20
<b>Parking - England</b>	3,581,083	44.0%	5,432,055	44.9%	5,031,516	4,968,158	3,085,501	4,932,070
<b>Parking - Wales</b>	117,215	1.4%	351,246	2.9%	310,351	259,239	136,336	267,861
<b>Bus Lanes</b>	1,119,818	13.8%	1,984,040	16.4%	1,994,230	2,163,455	1,230,691	1,913,024
<b>Moving Traffic</b>	205,786	2.5%	213,414	1.8%	82,619	73,809	47,470	73,924
<b>Dartcharge</b>	2,118,861	26.0%	2,107,430	17.4%	2,547,684	2,198,857	1,671,267	2,332,501
<b>LFV</b>	791	0.0%	1,922	0.0%	231	437	159	75
<b>Mersey Gateway</b>	357,390	4.4%	652,923	5.4%	597,736	588,500	375,841	630,004
<b>CAZ</b>	637,707	7.8%	1,366,108	11.3%	895,027	838,047	0	0
<b>Durham</b>	0	0.0%	0	0.0%	0	0	0	0
<b>Total</b>	<b>8,138,651</b>	<b>100.0%</b>	<b>12,109,138</b>	<b>100.0%</b>	<b>11,459,394</b>	<b>11,090,502</b>	<b>6,547,265</b>	<b>10,149,459</b>

0

\*\* subject to final audit

\* CAZ = 11m

### Rate of Appeal

\*\* subject to final audit

	2019/20			2022/23			2023/24			23/24 to 19/20 Appeal Rate %
	PCNs Issued	PCNs Appealed	Appeal Rate %	PCNs Issued	PCNs Appealed	Appeal Rate %	PCNs Issued	PCNs Appealed	Appeal Rate %	
Bus Lanes - England	1,913,024	5,229	0.27%	1,994,230	4,544	0.23%	1,984,040	4,699	0.24%	-0.04%
Bus Lanes & MT	73,924	155	0.21%	82,619	103	0.12%	213,414	164	0.08%	-0.13%
Parking - England	4,932,070	9,668	0.20%	5,031,516	6,949	0.14%	5,432,055	8,933	0.16%	-0.03%
Parking - Wales	267,861	770	0.29%	310,351	612	0.20%	351,246	756	0.22%	-0.07%
Dartcharge	2,332,501	8,534	0.37%	2,547,684	8,478	0.33%	2,107,430	9,567	0.45%	0.09%
Mersey Gateway	630,004	10,943	1.74%	597,736	998	0.17%	652,923	1,185	0.18%	-1.56%
CAZ	0	0	0.00%	895,027	8,270	0.92%	1,366,108	11,703	0.86%	0.86%
LFV + Durham	75	4	5.33%	231	9	3.90%	1,922	31	1.61%	-3.72%
<b>Total</b>	<b>10,149,459</b>	<b>35,303</b>	<b>0.35%</b>	<b>11,459,394</b>	<b>29,963</b>	<b>0.26%</b>	<b>12,109,138</b>	<b>37,038</b>	<b>0.31%</b>	<b>-0.04%</b>

Exc CAZ	10,149,459	35,303	0.35%	10,564,367	21,693	0.21%	10,743,030	25,335	0.24%
Exc CAZ and MG	9,519,455	24,360	0.26%	9,966,631	20,695	0.21%	10,090,107	24,150	0.24%

	19/20 to 23/24	
	Change in number of PCNs Issued	Change in number of PCNs Appealed
Bus Lanes - England	3.7%	-10.1%
Bus Lanes & MT - Wales	188.7%	5.8%
Parking - England	10.1%	-7.6%
Parking - Wales	31.1%	-1.8%
Dartcharge	-9.6%	12.1%
Mersey Gateway	3.6%	-89.2%
CAZ		
LFV + Durham	2462.7%	675.0%
<b>Total</b>	<b>19.3%</b>	<b>4.9%</b>

### Key Points:

- The rate of appeal remains relatively static year on year
- However there are appeal types where the trend in PCN issuance is not matched by the trend in the appeals received, An example is Parking Wales where an increase of 31.1% in PCNs issued compares with a 1.8% drop in appeals received.
- The reduction in rates of appeal would seem to indicate that appeals for PCNs are being resolved at an Enforcement Authority level and therefore not coming to the tribunal.

Please note:

The figures within this section include all PCNs dealt with by the Tribunal. This includes Witness Statements referred to the Adjudicators following debt registration at the Traffic Enforcement Centre

at Northampton County Court. The PCN figures will also include a small number of duplicated PCNs and those PCNs not registered by the Adjudicator.

### 3. Hearings

The tables below show a breakdown of the decision methods over the last few years. These numbers exclude cases closed by No Contest which make up around 32% of cases closed.

	Cases requiring a Decision				
	TOTAL	F2F	Video + Tel	E-decision	
2024/25	9,132	0	1,706	7,426	<i>part year</i>
2023/24	14,656	0	3,372	11,284	<i>full year</i>
2022/23	11,167	0	2,348	8,819	<i>full year</i>
2021/22	9,258	0	1,919	7,339	<i>full year</i>
2020/21	7,405	0	1,210	6,195	<i>full year</i>
2019/20	15,365	6	3,706	11,653	<i>full year</i>
2018/19	13,818	14	3,099	10,705	<i>full year</i>
2017/18	11,134	596	1,924	8,614	<i>full year</i>

	Cases requiring a Decision				
	TOTAL	F2F	Video + Tel	E-decision	
2024/25	100.0%	0.0%	18.7%	81.3%	<i>part year</i>
2022/23	100.0%	0.0%	21.0%	79.0%	<i>full year</i>
2021/22	100.0%	0.0%	20.7%	79.3%	<i>full year</i>
2020/21	100.0%	0.0%	16.3%	83.7%	<i>full year</i>
2019/20	100.0%	0.0%	24.1%	75.8%	<i>full year</i>
2018/19	100.0%	0.1%	22.4%	77.5%	<i>full year</i>
2017/18	100.0%	5.4%	17.3%	77.4%	<i>full year</i>

2024/25					
	Video+ Tel	F2F	E-D	No Contest	Month TOTAL
April	287	0	951	639	1,877
May	241	0	1,000	659	1,900
June	214	0	1,056	611	1,881
July	247	0	1,129	664	2,040
August	209	0	1,101	592	1,902
September	258	0	1,052	574	1,884
October	250	0	1,137	585	1,972
November					0
December					0
January					0
February					0
March					0
<b>TOTAL</b>	<b>1,706</b>	<b>0</b>	<b>7,426</b>	<b>4,324</b>	<b>13,456</b>
	12.7%	0.0%	55.2%	32.1%	100.0%

#### 4. Proxy cases

For the small percentage of people who do find it initially difficult to go online, the TPT provides ‘Assisted Digital’ support. Assisted Digital is an active form of engagement with appellants to ‘walk through’ the online appeal submission process and / or complete it on their behalf (by ‘proxy’). Contact with the TPT team remains available throughout the process should it be required.

The average number of cases dealt with by proxy per month is currently just **4.13% for the 12 months 2023/24**.

#### 4. Case closure and Status

Appealing to the Traffic Penalty Tribunal is a judicial process, and while it is not appropriate to set rigid timescales, the TPT’s objective is to provide a Tribunal service that is user focused, efficient, timely, helpful and readily accessible. Case resolution times provide a window on the efficiency and usability of the online appeals system, as well as the associated improved business processes.

At 4<sup>th</sup> December 2024 there were 2,052 PCNs that were awaiting a decision.

**Decisions Outstanding as at 04/12/24**

Authority	Number PCNs
Dartcharge	515
Birmingham CAZ	194
Bradford CAZ	110
Liverpool Moving Traffic	53
Birmingham Bus Lanes	47
Medway Moving Traffic	40
Sheffield CAZ	47
Liverpool Parking	45
Birmingham Parking	37
Manchester Parking	42
Nottingham Bus Lanes	30
Brighton & Hove Parking	30
Sheffield Bus Lanes	26
Leeds Bus Lanes	35
< 25 PCNs per LA	801

*note: includes WS/SD*

**2,052**

The data below shows appeal case closure times for cases closed between April 2024 and September 2024.

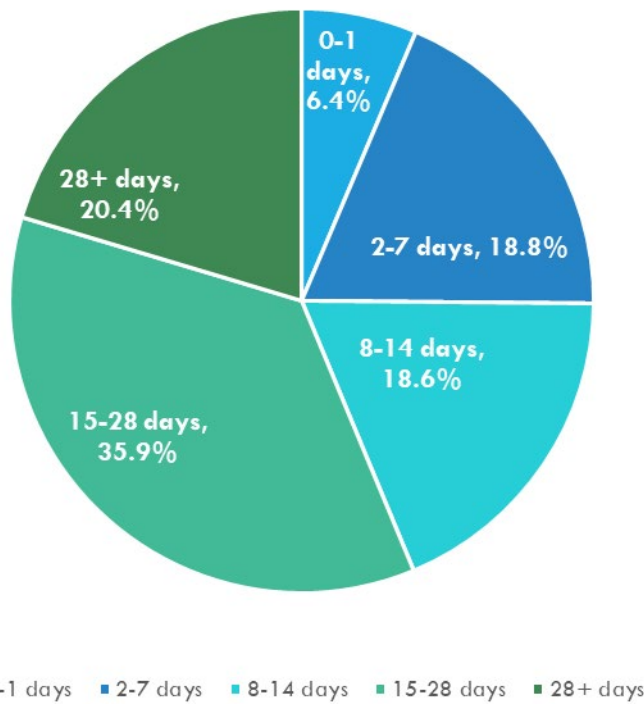
**To Sept 2024 - current year only (from April 24)**

Case Closure	
0-1 days	6.4%
2-7 days	18.8%
8-14 days	18.6%
15-28 days	35.9%
28+ days	20.4%

100%

Case Closure	
6.4%	0-1 day
25.2%	Less than 7 days
43.7%	Less than 14 days
79.6%	Less than 28 days
20.4%	More than 29 days

Days to Closure - current year



#### 4. Case closure by Outcome

	Allow.	CO	Dis.	Mults.	No Cont.	Reg Rej.	With.	WS - Can.	WS - Enf.	TOTAL
<b>0-1 days</b>	7 0.6%	26 2.1%	2 0.2%	8 0.6%	691 54.9%	387 30.8%	59 4.7%	6 0.5%	72 5.7%	<b>1,258</b> 100.0%
<b>2-7 days</b>	44 1.2%	399 10.7%	124 3.3%	385 10.3%	2,067 55.3%	499 13.4%	102 2.7%	11 0.3%	106 2.8%	<b>3,737</b> 100.0%
<b>8-14 days</b>	136 3.9%	386 10.9%	732 20.8%	380 10.8%	1,471 41.7%	179 5.1%	67 1.9%	50 1.4%	125 3.5%	<b>3,526</b> 100.0%
<b>15-28 days</b>	742 11.0%	438 6.5%	2,548 37.7%	741 11.0%	566 8.4%	34 0.5%	31 0.5%	130 1.9%	1,521 22.5%	<b>6,751</b> 100.0%
<b>29-49 days</b>	604 18.8%	129 4.0%	1,946 60.5%	348 10.8%	21 0.7%	8 0.2%	5 0.2%	25 0.8%	129 4.0%	<b>3,215</b> 100.0%
<b>50+ days</b>	184 21.2%	52 6.0%	449 51.8%	152 17.5%	2 0.2%	3 0.3%	0 0.0%	6 0.7%	19 2.2%	<b>867</b> 100.0%
	<b>1,717</b>	<b>1,430</b>	<b>5,801</b>	<b>2,014</b>	<b>4,818</b>	<b>1,110</b>	<b>264</b>	<b>228</b>	<b>1,972</b>	<b>19,354</b>

#### Key Points:

- The majority of cases closed within a day are closed via No Contest (54.9%) or Registration Rejected (30.8%). A similar pattern is seen for 2-7 days.
- Beyond 14 days, the majority of cases closed are Disallowed (37.7%, 60.5% and 51.8%)

**PATROLAJC Executive Sub Committee**

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<b>Date of Meeting:</b>	21 <sup>st</sup> January 2025
<b>Report Title:</b>	Budget Monitoring Update for 2024-25
<b>Report of:</b>	Laura Padden, Director, PATROL

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**1.0 Purpose of Report**

- 1.1. To report the Income and Expenditure position at 31<sup>st</sup> October 2024 for the year 2024/25 in order to comply with the approved Financial Regulations.
- 1.2. To report the Reserves position at 31<sup>st</sup> October 2024 against the approved Reserves levels in order to comply with the approved Financial Regulations.

**2.0 Recommendations**

- 2.1 To note the Income and Expenditure position at 31<sup>st</sup> October 2024 for the year 2024/25.
- 2.2 To note the Reserves position at 31<sup>st</sup> October 2024 against the approved Reserves levels.

**2.3 Reasons for recommendations**

- 2.4 To comply with the approved Financial Regulations.
- 2.5 To inform the Risk Register.

**3.0 Background**

- 3.1 At 31<sup>st</sup> October 2024 Income is £317,456 over budget (positive variance). This is primarily due to a large increase in PCN issuance by National Highways in respect of the Dartford River Crossing. We understand that this increase is temporary and due to a backlog caused by a change in systems.

- 3.2 Expenditure is under budget by £397,252 (positive variance).

This results in a surplus to date of £628,553 against a budgeted deficit of £86,155 (a positive variance of £714,708)

Of this £628,553, £427,376 relates to PATROL with the balance being ring-fenced to National Highways (£167,604) and Halton Borough Council (£33,573).

The detail is provided at Appendix 1

<b>SUMMARY TO DATE</b>			
	31/10/2024	31/10/2024	31/10/2024
	Year to Date	Budget	Var to Budget
Income	2,184,739	1,867,283	317,456
Expenditure	1,556,186	1,953,439	397,252
<b>Surplus / (Deficit)</b>	<b>628,553</b>	<b>-86,155</b>	<b>714,708</b>
<b>Breakdown of Surplus</b>			
PATROL	427,376	-47,610	474,987
Halton Borough Council	33,573	20,100	13,473
National Highways	167,604	-58,645	226,249
	<b>628,553</b>	<b>-86,155</b>	<b>714,708</b>

### The savings in expenditure are explained by:

- Savings in Staff Costs due to unfilled vacancies, plus a large Employers Pension Contribution refund due to an error by CEC payroll. This totals around £197k. Most staff vacancies have now been filled.
- Savings in Supplies and Services due to review of overheads and unspent provisions for Legal Costs and Initiatives. This totals around £42k.
- The realisation of Bad Debts Provision of £47k for Debts which have subsequently been paid.
- Savings on Adjudicator Fees of around £97k due to increased productivity and fewer fee claims.

Reserves to date are summarised as follows:

	To Date	Budget	Var to Budget
Reserves b/f from 22/23	4,432,550	4,432,550	0
Deficit) for year 23/24 - YTD	628,553	-86,155	714,708
<b>Closing Balance</b>	<b>5,061,103</b>	<b>4,346,395</b>	<b>714,708</b>
<i>Approved Reserves</i>	2,222,251	2,222,251	0
<b>FREE Reserves to Date</b>	<b>2,838,852</b>	<b>2,124,144</b>	<b>714,708</b>
<b>less:</b>			
NH balance to date	86,160	-140,089	226,249
MG balance to date	48,696	35,223	13,473
<b>TROL FREE Reserves to date</b>	<b>2,703,996</b>	<b>2,229,009</b>	<b>474,987</b>



**3.3** At 31<sup>st</sup> October 2024 there is a Reserves balance of £5,061,103 giving a Free Reserves balance of £2,838,852 (against a budgeted balance of £2,124,144).

Of this FREE Reserves Balance of £2,838,852, £86,160 is ring-fenced to National Highways and £48,696 ring-fenced to Halton Borough Council. This leaves a balance of FREE Reserves to PATROL of £2,703,996.

#### **4.0 Implications**

##### **5.1 Finance**

**5.1.1** Assurance of financial health and therefore limited financial risk.

##### **6.1 Risk Management**

**6.1.1** Assurance of financial health and therefore limited financial risk.

## Appendix 1:

PATROL Outturn to 31/10/2024

	Year to Date					
	31/10/2024	31/10/2024	31/10/2024	31/10/2024	31/10/2024	
	Year to Date	Budget	Var to Budget	Var to Budget	Prior Year **	Var to Current Yr
<b>Income:</b>						
PATROL *	972,302	843,606	128,697	15.3%	1,005,483	-33,181
Bus Lane Income	280,319	301,394	-21,075	-7.0%	349,200	-68,881
Moving Traffic Income	47,531	27,637	19,894	72.0%	31,804	15,727
<b>RoAE User Charging:</b>						
RUCA (Dartcharge) - National Highways	529,715	297,500	232,215	78.1%	256,379	273,336
RUCA (Mersey Gateway) - Halton Borough Council	89,348	102,242	-12,895	-12.6%	117,127	-27,780
Clean Air aones	164,097	236,235	-72,139	-30.5%	289,472	-125,375
LFV	1,670	219	1,451	661.4%	380	1,290
Bank Interest	78,547	38,500	40,047	104.0%	44,826	33,721
Sale of Assets	290	0	290	0.0%	0	290
Other Income	20,920	19,950	970	4.9%	20,811	109
<b>Total Income</b>	<b>2,184,739</b>	<b>1,867,283</b>	<b>317,456</b>	<b>17.0%</b>	<b>2,115,482</b>	<b>69,257</b>
<b>Expenditure:</b>						
Adjudicators	497,955	595,052	97,097	16.3%	464,320	-33,635
Staff	688,550	885,975	197,425	22.3%	719,562	31,012
Premises / Accommodation	46,315	47,542	1,226	2.6%	43,066	-3,249
Transport	7,547	9,917	2,369	23.9%	9,420	1,873
Supplies and Services	97,321	139,382	42,061	30.2%	74,600	-22,721
IT	228,927	239,867	10,940	4.6%	204,889	-24,038
Services Management and Support	35,607	32,671	-2,936	-9.0%	31,115	-4,492
Audit Fees	1,015	3,033	2,018	66.5%	2,716	1,701
Bad Debts - movement on provision	-47,051	0	47,051	0.0%	-29,516	17,535
<b>Total Expenditure</b>	<b>1,556,186</b>	<b>1,953,439</b>	<b>397,252</b>	<b>20.3%</b>	<b>1,520,172</b>	<b>-36,014</b>
<b>Surplus / (Deficit)</b>	<b>628,553</b>	<b>-86,155</b>	<b>714,708</b>		<b>595,310</b>	<b>33,243</b>
		0			0	0
<b>Breakdown of Surplus</b>	<b>628,553</b>	<b>-86,155</b>	<b>714,708</b>	<b>-829.6%</b>	<b>595,310</b>	<b>33,243</b>
PATROL *	427,376	-47,610	474,987	-997.7%	490,363	-62,987
Halton Borough Council	33,573	20,100	13,473	67.0%	46,967	-13,394
National Highways	167,604	-58,645	226,249	-385.8%	57,981	109,623

## **PATROLAJC Executive Sub Committee**

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<b>Date of Meeting:</b>	21 <sup>st</sup> January 2025
<b>Report Title:</b>	Revenue Budgets for 2025-26
<b>Report of:</b>	Laura Padden, Director, PATROL

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### **1.0 Purpose of Report**

**1.1** To request the Executive Sub Committee to adopt the revenue budget estimates for 2025/26.

### **2.0 Recommendation**

**2.1** To agree to adopt the revenue budget for 2025/26 as detailed in the report.

### **3.0 Reasons for Recommendation**

**3.1** Required under the Joint Committee Financial Regulations.

### **4.0 Background**

**4.1** In accordance with the Joint Committee's agreement, it is necessary to establish a budget estimate for the forthcoming year. An assessment has been made of the likely service take up during 2025/26 and therefore the Adjudicators, administrative support and associated costs required.

The adjudication service is operated on a self-financing basis with income obtained from contributions by PATROL member authorities and the provision of adjudication to third parties.

**4.2** The Joint Committee has determined that member authorities will defray the expenses of the Joint Committee by way of a contribution based on the number of penalty charge notices they issue.

**4.3** For 2025/26, the budget model focuses on trends from the past 24 months' income.

This budget takes a prudent approach in that:

- It does not recognise new income streams which may move from

dormant to active in the year in question

- It does not allow for any increase in activity for current income streams
- It makes provision for some costs which may not be incurred to ensure that there is adequate budget for unexpected costs – this primarily relates to items such as legal costs

**4.4** Income also derives from the Secretary of State for Transport in respect of adjudication of appeals arising from the enforcement of road user charging (RUCA) at the Dartford-Thurrock River Crossing and from charges to Halton Borough Council in respect of adjudication of appeals arising from the enforcement of road user charging at the Mersey Gateway Bridge.

These charging authorities are not members of the PATROL Joint Committee. Any surplus/deficit arising from appeals activity in this respect is ring-fenced to those charging authorities. Charges are also agreed separately with these authorities but are currently in line with PATROL charges.

**4.5** No assumptions have been made to include income for the introduction of the remaining powers of Part 6 of the Traffic Management Act.

**4.6** A forecast for bank interest has been included based on increasing rates of interest and improved cash balances.

**4.7** The Executive Sub Committee approves a Reserves Policy Statement annually, reported separately.

**4.8** The Executive Sub Committee approves a Defraying Expenses Policy annually, reported separately.

#### **4.9 Expenditure**

An assessment has been made of the revenue budget that will be needed to meet the demands on the service during 2025/26.

**In addition, the following assumptions have been made:**

##### **Adjudicator Fees and Salaried Roles:**

The budget assumes a 3% inflationary increase in adjudicator fees. Adjudicator salaries and fees are aligned with the Ministry of Justice judicial salary scales. These are usually announced in the autumn and backdated to the beginning of the financial year.

##### **Staffing:**

A 4% inflationary increase has also been assumed for salaries for staff for 2025/26. Non-judicial salaries are determined by Local Government Services' Pay Agreement and will reflect any agreements reached in respect of 2024/25.

There are two additional administrative vacancies included in the budget, to allow for one period of Maternity Leave cover, and potential workload increases in the Appeals Team.

## Premises:

This budget assumes no change in office provision in 24/25. There are no proposed changes to current working arrangements.

Additional cost budget has been included for increasing utilities costs.

## Travel:

In addition to staff travel, this budget line includes meeting the travel costs of local authority officers attending PATROL and Traffic Penalty Tribunal meetings and workshops.

As in 24/25 it is anticipated that there will be a blend of face-to-face and virtual meetings going forwards.

## Supplies and Services:

The increase in supplies and services costs reflects one-off initiative costs, provision for legal costs, and increased travel costs in line with actual spend.

## IT Costs:

The IT budget is higher than the previous year's budget due to increased costs of a renewed contract relating to the Appeals System provider (not reviewed for 5 years) and provision for additional Security (Penetration) Testing.

As in previous years, this budget includes an element of hardware replacement for end, or near end, of life equipment.

## Service Management & Support:

For 2025/26, the proposed Service Level Agreement (SLA) charges with Cheshire East Council as Host Authority for routine services will remain broadly in line with those for 2024/25. We have allowed for a 5% increase.

The budgeted value is £58,807, compared to £56,007 for 2024/25. These are currently under review as we consider value for money and future service needs.

The contracted services are set out below:

### Cheshire East Service Charge - Year on Year

	<i>actual</i> <b>2023-24</b>	<i>actual</i> <b>2024-25</b>	<i>BUDGET</i> <b>2025-26</b>
HR	9,900	11,000	11,550
Audit	5,820	6,470	6,794
Democratic Services Support	2,000	0	0
Legal	17,580	19,530	20,722
Finance	5,820	6,470	6,794
Highways - Hosting of PATROL	6,810	7,570	7,949
Retainer (assets, FOI, procurement, IT support, H&S)	10,000	10,000	5,000
<b>TOTAL</b>	<b>57,930</b>	<b>61,040</b>	<b>58,807</b>

## Audit

External Audit fees have reduced from the 2024/25 budget – this is due to removal of the need for a second audit on the BLASJC balances.

Internal Audit is included in the SLA Charges from Cheshire East see table above.

### 4.10 Budget Summary

The proposed budget for 2025/26 assumes the approval of the recommendation of defraying the expenses amongst members of the Joint Committee on the basis of **25 pence per PCN**.

The budgeted income and expenditure for 2025/26 would therefore result in an overall forecast contribution **FROM** reserves of £216,615 (of this a deficit of £200,747 relates to PATROL). A proportion of this will be ring-fenced to road user charging schemes as follows:

#### Breakdown of Contribution to Reserves:

	BUDGET 2024/25	BUDGET 2025/26	Budget Var 24/25 v 25/26	ACTUAL 2023/24	Forecast 2024/25	Var Bud v Fcast
<b>TOTAL</b>	<b>-147,695</b>	<b>-216,615</b>	<b>-68,920</b>	<b>672,812</b>	<b>647,717</b>	795,412
PATROL	-81,618	-200,747	-119,129	450,163	496,207	577,825
Halton Borough Council	34,457	15,892	-18,565	68,591	23,979	-10,478
National Highways	-100,534	-31,759	68,775	154,057	127,531	228,065

It should be noted that the budget for National Highways although currently showing a deficit, will be reviewed in our quarterly review meetings with them, and adjusted where required. Their position is entirely independent from the PATROL position.

Due to the prudent nature of the budgeted Income and Expenditure, we believe that this budget presents a 'worst case' position.

The table below provides contextual information for the proposed 2023/24 budget:

- Full Budget for 2024/25 (Col 1)
- Full budget for 2025/26 (Col 2)
- Variance between these budgets (Col 3)
- Full Year Outturn 23/24 (Col 4)
- Forecast Full Year 24/25 (Col 5)
- Variance between Budget for 2025/26 and Forecast for 24/25 (col 6)

**PATROL Budget Summary 2025/26**

	1	2	3	4	5	6
	FULL Budget	FULL Budget	Budget Var	ACTUAL	Forecast	Var
	2024/25	2025/26	24/25 v 25/26	2023/24	2024/25	Bud v Fcast
<b>Income</b>						
PATROL & Bus Lanes Combined*	1,962,856	2,049,333	86,477	2,138,306	2,085,906	(36,574)
Recharge for Bus Lane Adjudication Costs	0	0	0	0	0	0
Moving Traffic	47378.5	98589.25	51,211	57,856	88,194	10,395
<b>Road User Charging:</b>						
Highways England	510,000	600,763	90,763	567,713	775,546	(174,784)
Halton Borough Council	175,272	160,860	(14,412)	180,122	134,249	26,611
Durham Peninsular				0		
Littering from Vehicles	376	320	(56)	1,812	339	(19)
Clean Air Zones	404,975	280,167	(124,808)	385,142	273,303	6,864
Other Income	34,200	1,000	(33,200)	36,585	0	1,000
Bank Interest	66,000	100,000	34,000	93,688	134,826	(34,826)
<b>Total Income</b>	<b>3,201,057</b>	<b>3,291,031</b>	<b>89,974</b>	<b>3,461,224</b>	<b>3,492,363</b>	<b>(201,332)</b>
	0	0	0			
<b>Expenditure:</b>						
Adjudicators	1,020,089	1,107,016	(86,927)	845,074	827,448	(279,568)
Staff	1,518,814	1,493,919	24,895	1,297,961	1,248,626	(245,293)
Premises / Accommodation	81,500	89,560	(8,060)	74,434	84,377	(5,183)
Transport	17,000	23,500	(6,500)	21,444	14,355	(9,145)
Supplies and Services	238,941	282,100	(43,159)	119,456	180,092	(102,009)
IT	411,201	449,384	(38,183)	387,118	416,014	(33,370)
Services Management and Support	56,007	58,807	(2,800)	53,340	61,040	2,233
Audit Fees	5,200	3,360	1,840	4,510	2,415	(945)
Bad Debts	0	0	0	(14,925)	10,281	10,281
<b>Total Expenditure</b>	<b>3,348,752</b>	<b>3,507,646</b>	<b>(158,894)</b>	<b>2,788,412</b>	<b>2,844,646</b>	<b>(663,000)</b>
<b>Surplus / (Deficit)</b>	<b>(147,695)</b>	<b>(216,615)</b>	<b>(68,920)</b>	<b>672,812</b>	<b>647,717</b>	<b>(864,332)</b>

**4.11 Reserves**

## Forecast Reserves:

	<b>PATROL inc BL</b>
<b>Closing Reserves 2023/24 and Opening Reserves of 2024/25</b>	<b>4,136,399</b>
Forecast Surplus / (Deficit) 24/25	<b>496,207</b>
Drawdowns 24/25 - to date	<b>0</b>
<b>FORECAST Reserves 31.03.25</b>	<b>4,632,606</b>
Proposed Budget for 2025/26	<b>-200,747</b>
<b>Forecast Reserves at 31.03.26</b>	<b>4,431,859</b>
<i><b>Of which are:</b></i>	
<i>General Approved Reserve</i>	<i>1,753,823</i>
<i>Approved Property Reserve</i>	<i>179,120</i>
<i>Approved Technology Reserve</i>	<i>350,765</i>
<i>Reserach and Innovation Reserve</i>	<i>50,000</i>
<i>Allocated to Bus Lanes (proposed)</i>	<i>0</i>
<b>TOTAL Approved Reserve</b>	<b>2,333,708</b>
<i>of which Free Reserves</i>	<b>2,098,151</b>

### **The effect on Reserves is as follows:**

- Forecast PATROL Reserves at 31<sup>st</sup> March 2025 of £4,632,606
- **25 pence per PCN** proposed charge resulting in PATROL **deficit** for year of £200,747
- Forecast Reserves balance of £4,431,859 at 31<sup>st</sup> March 2026
- Budgeted required Approved Reserves of £2,333,708
- Forecast FREE Reserves at 31<sup>st</sup> March 2026 of £2,098,151
- These balances exclude National Highways and Mersey Gateway ringfenced balances

## **5.0 Implications**

### **5.1 Finance**

**5.1.1** Requirement to approve budget before 31<sup>st</sup> January 2025.

### **6.1 Risk Management**

**6.1.1** Budget setting contributes to the Risk Management Strategy.



## **PATROLAJC Executive Sub Committee**

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<b>Date of Meeting:</b>	21 <sup>st</sup> January 2025
<b>Report Title:</b>	Reserves Policy Statement
<b>Report of:</b>	Laura Padden, Director, PATROL

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### **1.0 Purpose of Report**

- 1.1** To review the Reserves Policy Statement for the Joint Committee for 2025/26 and to request that the Executive Sub Committee approves the Reserves Policy Statement for 2025/26.

### **2.0 Recommendations**

- 2.1** To approve the proposed Reserves Policy Statement for 2025/26.
- 2.2** To approve the total PATROL approved reserve level for 2025/26 of £2,333,708 as set out at (4). The equivalent amount for 2024/25 was £2,222,251.
- 2.3** To approve the balances of any surplus from 2024/25 being carried forward to 2025/26.
- 2.4** To approve the delegation of authority to the Chair and the Vice Chair for authorising the withdrawal of funds from PATROL Free Reserves to meet budgetary deficits.

### **3.0 Reasons for Recommendations**

- 3.1** To ensure compliance with the Joint Committee's Financial Regulations.

### **4.0 Background**

- 4.1** PATROL has built up a body of reserves which ensures continuity of service should there be an unexpected downturn of income or unforeseen expenditure. The availability of reserves is central to maintaining our ability to self-finance and reduce the likelihood of having to call on additional resources from member authorities' mid- year. The availability of reserves (Approved and Free Reserves) enabled the Joint Committee to be self-supporting during a prolonged period of fluctuations in income arising from the Covid-19 pandemic.

**4.2** For 2025/26, it is recommended that, as in previous years, the Reserves Policy Statement will be made up of four elements:

General Reserve  
Property Reserve  
IT Reserve  
Research and Innovation Reserve

### **4.3 The General Reserve**

The General Reserve is an operating reserve that aims to mitigate the risk arising from:

- Reduction in income because of individual enforcement authority issues.
- Reduction in income as a result of issues affecting civil enforcement across all, or a significant number of, enforcement authorities
- Unanticipated costs associated with legal action
- Unanticipated expenditure due to unforeseen circumstances
- Overrun on expenditure
- Meeting contractual obligations in the event of closure.

**The General Reserve is based on 50% of total budgeted costs. It is recommended that the General Reserve for 2025/26 will be £1,753,823. This compares to £1,674,376 for the previous year and is higher due to an increased cost base.**

### **4.4 The Property Reserve**

This reserve provides an indemnity to the Host Authority in relation to any outstanding rent (or other costs) associated with the lease that they have entered into on behalf of the Joint Committee.

**It is recommended that the Property Reserve for 2025/26 is maintained at a level to cover two years beyond the current financial year. The property reserve for 2025/26 will be £179,120, which compares with £163,000 in the previous year.**

### **4.5 Technology Reserve**

**It is recommended that the Technology reserve be set at £350,765 which is the equivalent of 10% of total budgeted costs. This compares with £334,875 for 2024/25. This is consistent with the previous year's calculation and will support further improvements to our IT Infrastructure.**

### **4.6 Research & Innovation Reserve**

**It is recommended for 2025/26 that this be set at £50,000. This is the same as approved for 2024/25. Initiatives might include:**

- **Commissioning independent research to support PATROL objectives**

- **Supporting member authorities to undertake research, initiatives or pilots that support PATROL’s objectives.**

The Advisory Board and Executive Sub Committee will be requested to oversee the expenditure from the Research and Innovation Reserve. Update reports will be presented to the Joint Committee or its Executive Sub Committee.

**It is recommended for 2025/26 that the Research and Innovation Reserve be set at £50,000.**

#### 4.7 Summary

**It is recommended that the combined PATROL and BLASJC approved reserve level for 2024/25 is £2,333,708 (£2,222,251 for 2023/24).**

Reserves Summary:

	2022/23	2023/24	2024/25	2025/26	Movement on Prior Year
General Operating Reserve	1,712,650	1,563,638	1,674,376	1,753,823	-79,447
Technology Reserve	342,530	312,728	334,875	350,765	-15,889
Property Reserve	135,860	158,400	163,000	179,120	-16,120
Innovation and Research Reserve	50,000	50,000	50,000	50,000	0
<b>Total approved Reserve</b>	<b>2,241,040</b>	<b>2,084,766</b>	<b>2,222,251</b>	<b>2,333,708</b>	<b>-111,456</b>
<i>Reserve allocated to BLASJC</i>	<i>347,342</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>PATROL Reserve</b>	<b>1,893,699</b>	<b>2,084,766</b>	<b>2,222,251</b>	<b>2,333,708</b>	<b>-111,456</b>

- 4.8** It is anticipated that PATROL reserve will reach £4,632,606 (excluding ring-fenced amounts) at the 31<sup>st</sup> March 2025 and therefore sufficient reserves will be in place to accommodate the recommended approved reserve of £2,333,708. This would result in forecast Free Reserves at March 2026 of £2,098,151.

**Forecast Reserves:**

	<b>PATROL inc BL</b>
<b>Closing Reserves 2023/24 and Opening Reserves of 2024/25</b>	<b>4,136,399</b>
Forecast Surplus / (Deficit) 24/25	496,207
Drawdowns 24/25 - to date	0
<b>FORECAST Reserves 31.03.25</b>	<b>4,632,606</b>
Proposed Budget for 2025/26	<b>-200,747</b>
<b>Forecast Reserves at 31.03.26</b>	<b>4,431,859</b>
<b><i>Of which are:</i></b>	
General Approved Reserve	1,753,823
Approved Property Reserve	179,120
Approved Technology Reserve	350,765
Research and Innovation Reserve	50,000
Allocated to Bus Lanes (proposed)	0
<b>TOTAL Approved Reserve</b>	<b>2,333,708</b>
<i>of which Free Reserves</i>	<b>2,098,151</b>

**4.9** The Joint Committee will monitor income and expenditure during 2025/26 to keep the Reserves Policy Statement under review.

**4.10 PATROL Free Reserves**

PATROL Free Reserves is the Residual balances over and above the approved reserve (which combines General, Premises and Technology Reserves). PATROL Free Reserves excludes any ring-fenced reserves arising from agreed charging arrangements for adjudication held with third parties. PATROL Free Reserves may be used for the following purposes:

- To balance an in-year budgetary deficit
- To fund approved reductions in member charges.
- To uplift an existing specific or ear marked reserve such as the Technology Reserve.
- To establish an ear marked reserve.
- To undertake approved initiatives delivering mutual benefits to member authorities within the remit of the Joint Committee.

Approval for use of PATROL Free Reserve must be given by the Joint Committee, its Executive Sub Committee or Advisory Board except in the case of use for meeting budgetary deficits where authority is delegated to the Chair and Vice Chair.

## **5.0 Implications**

### **5.1 Finance**

**5.1.1** The Reserves Policy Statement contributes to the self-financing objectives of the Joint Committee.

## **6.0 Risk Management**

**6.1.1** The Reserves Policy Statement forms part of the Risk Management Strategy. The Risk Management Framework is reviewed at each meeting and includes the following statement:

*“We will maintain a sufficient level of reserves to support liquidity and absorb short-term fluctuations in income and expenditure beyond our control.”*

## **PATROLAJC Executive Sub Committee**

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**Date of Meeting:** 21<sup>st</sup> January 2025  
**Report Title:** Defraying the Expenses of the Joint Committee  
**Report of:** Laura Padden, Director, PATROL

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### **1.0 Purpose of Report**

**1.1** To establish the basis for defraying expenses during the 2025/26 Financial Year.

### **2.0 Recommendations**

**2.1** That for the Financial Year 2025/26, the Executive Sub Committee approves a continuation in charge of **25 pence per PCN** issued for member authorities and notes the expected impact on reserves at 4.6 below.

**2.2** That this will be reviewed at the October 2025 meeting in the light of actual income and expenditure information for the first half of the year.

**2.3** That the rate of **25 pence per PCN** will apply to penalties issued as follows:

Parking – England and Wales

Bus Lanes and Moving Traffic – England and Wales

Road User Charging – England and Wales (In respect of Clean Air Zones, and the Durham Peninsular)

Littering from Vehicles - England

**2.4** To note that separate charging arrangements are entered into with National Highways and Halton Borough Council who are not members of the Joint Committee but with each of whom the Joint Committee has entered into a Memorandum of Understanding. Ring-fenced balances associated with these schemes are reported separately to the Joint Committee within budget monitoring reports.

**2.5** That there will be no annual charge, nor cost per case apart from the LFV PIN Generator initiative approved at the October 22 meeting.

**2.6** Invoicing will be undertaken based on monthly returns received from enforcement authorities as in 24/25. A new portal is also currently being rolled out to all authorities to enable easier and more timely submission of returns.

### 3.0 Reasons for Recommendations

3.1 To comply with the Joint Committee's Financial Regulations.

### 4.0 Background and Options

4.1 The Joint Committee provides the means to appeal to an independent adjudicator in respect of civil traffic enforcement in England (outside London) and Wales, road user charging, clean air zones and littering from vehicles.

4.2 The PATROL agreement provides for the adjudication service to be operated on a self-financing basis with expenses defrayed by member authorities. Where authorities are working in partnership, it is practice to charge those enforcement authorities who manage the enforcement income stream.

Table 1 provides an overview of the Joint Committee's basis for defraying expenses since inception.

**Table 1**

Period	Per PCN	Annual	Per Case
1998 to 2001	70 pence	£500	£10
2001 to 2003	70 pence	£500	£0
2003 to 2005	65 pence	£250	£0
2005/06	60 pence	£0	£0
2006/07	55 pence	£0	£0
2007/08	55 pence	£0	£0
2008/09	60 pence	£0	£0
2009/10	60/65 pence	£0	£0
2010/11	65 pence	£0	£0
2011/12	65 pence	£0	£0
2012/13	60 pence	£0	£0
2013/14	60 pence	£0	£0
2014/15	55 pence	£0	£0
2015/16	50/45 pence	£0	£0
2016/17	45/40 pence	£0	£0
2017/18	35 pence	£0	£0
2018/19	30 pence	£0	£0
2019/20	30 pence	£0	£0
2020/21	30 pence	£0	£0
2021/22	30 pence	£0	£0
2022/23	30 pence	£0	£0
2023/24	30/25 pence	£0	£0
2024/25	25 pence	£0	£0
<b>2025/26</b>	<b>25 pence - proposed</b>	<b>£0</b>	<b>£0</b>

*note: where two rates are shown the charge changed at the half year point*

4.3 The per PCN charge has more than halved since the inception of the Joint Committee, with the annual and per case charges withdrawn entirely. This reduction is a result of economies of scale and efficiencies arising from the

introduction of digital appeals in addition to a post-Covid efficiency saving exercise to reduce expenditure.

**4.4** It is recommended that for 2025/26, the Executive Sub Committee approves a rate of **25 pence per PCN** and that this is reviewed at the October 2025 meeting when the actual income and expenditure information for the first half of the year is available.

**4.5** The proposed budget takes a prudent approach in that:

- It does not recognise new income streams which may come live in the year in question
- It does not allow for any increase in activity for current income streams
- It makes provision for some costs which may not be incurred to ensure that there is adequate budget for unexpected costs – this primarily relates to items such as legal costs

Due to the prudent nature of the budgeted Income and Expenditure we believe that this budget presents a 'worst case' position.

**4.6** The Executive Sub Committee is asked to note that the PATROL Joint Committee provides access to independent adjudication through the Traffic Penalty Tribunal for appeals arising from penalty charge notices issued under Road User Charging regulations at the Dartford-Thurrock River Crossing (Highways England) and at the Mersey Gateway Bridge Crossing (Halton Borough Council).

These arrangements are each underpinned by a Memorandum of Understanding as the Charging Authorities are not members of the PATROL Joint Committee.

The charges and agreed reserve levels for these are subject to separate arrangements agreed with the Charging Authority.

Balances associated with these schemes are reported separately to the Joint Committee within budget monitoring reports.

**4.7** The formal recommendation for defraying expenses for Member Authorities for 2025/26 and its impact on reserves is as follows:

- To adopt a charge per PCN of **25 pence per PCN** issued for 2025/26
- Forecast PATROL Reserves at 31<sup>st</sup> March 2025 of £4,632,606
- 25 pence per PCN resulting in PATROL **deficit** for year of £200,747
- The deficit will go against FREE Reserves
- Forecast Reserves balance of £4,431,859 at 31<sup>st</sup> March 2026
- Budgeted required Approved Reserves of £2,333,708
- Forecast FREE Reserves at 31<sup>st</sup> March 2026 of £2,098,151
- These balances exclude National Highways and Mersey Gateway ringfenced balances



	PATROL inc BL
<b>Closing Reserves 2023/24 and Opening Reserves of 2024/25</b>	<b>4,136,399</b>
Forecast Surplus / (Deficit) 24/25	496,207
Drawdowns 24/25 - to date	0
<b>FORECAST Reserves 31.03.25</b>	<b>4,632,606</b>
Proposed Budget for 2025/26	<b>-200,747</b>
<b>Forecast Reserves at 31.03.26</b>	<b>4,431,859</b>
<i><b>Of which are:</b></i>	
General Approved Reserve	1,753,823
Approved Property Reserve	179,120
Approved Technology Reserve	350,765
Reserach and Innovation Reserve	50,000
Allocated to Bus Lanes (proposed)	0
<b>TOTAL Approved Reserve</b>	<b>2,333,708</b>
<i>of which Free Reserves</i>	<b>2,098,151</b>

**4.8** The Budget process also considered an increase to 27 pence per PCN issued.

This would result in a budgeted surplus of £5,250 for PATROL, and Reserves balances as follows:

<b>Forecast Opening Bal 25/26</b>	<b>4,632,606</b>
Budgeted surplus / (deficit) 25/26	5,250
Budgeted Approved Reserves	2,333,708
<b>Budgeted FREE Reserves</b>	<b>2,304,149</b>

**4.9** A reduction in charge to 23 pence per PCN issued would result in a contribution from Reserves of £395,820 for PATROL (excluding ringfenced balances).

<b>Forecast Opening Bal 25/26</b>	<b>4,632,606</b>
Budgeted surplus / (deficit) 25/26	-395,820
Budgeted Approved Reserves	2,333,708
<b>Budgeted FREE Reserves</b>	<b>1,903,078</b>

**4.10** It is therefore considered that there are sufficient FREE Reserves to allow for a continued charge of 25 pence per PCN and that this is the recommendation for approval. This would represent a distribution of funds back to contributing authorities.

## **5.0 Implications**

### **5.1 Finance**

**5.1.1** Detailed in the report.

### **6.1 Legal Implications**

**6.1.1** In accordance with the PATROL Adjudication Joint Committee Agreement.

### **7.1 Risk Management**

**7.1.1** Financial resilience is monitored within the Risk Management Strategy.

**PATROLAJC Executive Sub Committee**

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<b>Date of Meeting:</b>	21 <sup>st</sup> January 2025
<b>Report Title:</b>	Annual Investment Strategy 2025/26
<b>Report of:</b>	Laura Padden, Director, PATROL

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**1.0 Purpose of Report**

- 1.1. To seek the Executive Sub Committee's approval of the Annual Investment Strategy for 2025/26.

**2.0 Recommendations**

- 2.1. That investments will only be made with low-risk institutions with offices in the UK.
- 2.2. The CIPFA requirements in the Treasury Code of Practice require the use of credit ratings as a qualifying level – Cheshire East Council (our lead authority) will be requiring grade A- for 2025/26. This relates to the lowest published long-term credit rating from Fitch, Moody's or Standard and Poor's.
- 2.3. Investments will take the form of fixed term deposit accounts. Deposits will be spread over at least two banks to reduce risk. The banks are currently Santander and HSBC which have the required credit rating.
- 2.4. The availability of new investments will be reviewed regularly to ensure that the best products are chosen in terms of rate of return and accessibility.
- 2.5. That security and risk will be prioritised over return for any investment.
- 2.6. That the Director will sign off any proposed deposits in terms of amount, duration and rate.

**3.0 Reasons for Recommendations**

- 3.1 To comply with the Joint Committee Financial Regulations.

## **4.0 Background**

**4.1** The Joint Committee or its Executive Sub Committee is responsible for approving the Joint Committee's Annual Investment Strategy.

**4.2** The Annual Investment Strategy will be informed by the Joint Committee's Risk Management Strategy and the Treasury Management Strategy of the host authority.

**4.3** The Joint Committee has determined:

*“We will avoid risks that threaten our ability to undertake our principal objectives in a way which provides quality and value. We will maintain a sufficient level of reserves to support liquidity and absorb short term fluctuations in income and expenditure beyond our control.”*

**4.4** Interest generated has been as follows on average per month.

2020/21	£1,232
2021/22	£318
2022/23	£590
2023/24	£7,807
2024/25	£11,236 (to September 2024)

**4.5** Deposits utilised in the year include six-month and 12-month deposits and continuous transfer of overnight balances from the current account, leaving a residual balance of £30,000. Deposits are placed with a variety of withdrawal notice periods to ensure adequate access to funds. In addition, deposits are made across a number of banks.

## **5.0 Implications**

### **5.1 Finance**

**5.1.1** Set out in the report.

### **6.1 Risk Management**

**6.1.1** The Annual Investment Strategy is informed by the Joint Committee's Risk Management Strategy.

**PATROLAJC Executive Sub Committee**

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<b>Date of Meeting:</b>	21 <sup>st</sup> January 2025
<b>Report Title:</b>	Appointment of External Auditors
<b>Report of:</b>	Laura Padden, Director, PATROL

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**1.0 Purpose of Report**

- 1.1. To seek approval for the appointment of External Auditors for the periods 2024/25 to 2026/27.

**2.0 Recommendation**

- 2.1. To approve BDO LLP as External Auditors for the period 2024/25 to 2026/27 accounts.

**3.0 Reasons for Recommendation**

- 3.1 To formally appoint an External Auditor to the PATROL Joint Committee.

**4.0 Background**

- 4.1 From April 2015, the implementation of the Local Audit and Accountability Act 2014 meant that Joint Committees are no longer required to have their own accounts separately prepared and audited. However, the Joint Committee decided to continue with this practice in the interests of transparency and accountability.
- 4.2 BDO LLP have provided the External Audit function in accordance with the requirements of the Small Bodies Annual Return which is utilised for bodies with an annual turnover of less than £6.5 million
- 4.3 The combination of External Audit and Internal Audit provides assurance to the Joint Committee of the appropriateness of accounting processes undertaken on their behalf, and therefore of the accuracy and completeness of financial reporting.
- 4.4 External Audit charges have remained relatively constant with the total cost of audit being £3,360 for the 2023/24 audit.

**4.5** The purpose of this report is to seek approval to the appointment of BDO LLP as the External Auditor for 3 years for the period 2024/25 to 2026/27.

## **5.0 Implications**

### **5.1. Finance**

**5.1.1** The fee for external audit for 2023/24 was £3,360 (plus VAT)

### **6.1 Risk Management**

**6.1.1** The External Audit provides assurance to the Joint Committee.

## **PATROLAJC Executive Sub Committee**

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**Date of Meeting:** 21<sup>st</sup> January 2025  
**Report Title:** Review of Financial Documentation  
**Report of:** Laura Padden, Director, PATROL

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### **1.0 Purpose of Report**

**1.1** To request that the Executive Committee approve the following documents:

- a. Financial Regulations 2025/26
- b. Scheme of Financial Delegation 2025/26
- c. Managers Expenses Policy 2025/26
- d. Staff Expenses Policy 2025/26
- e. Non-Staff Expenses Policy 2025/26
- f. Gifts & Hospitality Expenses Policy 2025/26

### **2.0 Recommendations**

**2.1** To agree to adopt the policies listed at 1.1 above.

### **3.0 Reasons for Recommendations**

**3.1** Required under the Joint Committee Financial Regulations.

### **4.0 Background**

**4.1** The following policies set out the principles by which PATROL will safeguard the assets of the Joint Committee.

**a. Financial Regulations 2025/26 (enclosed)**

These Regulations lay down for the guidance of members and officers, principles to be followed in securing the proper administration of the Joint Committee's financial affairs and shall be reviewed by the Executive Sub Committee on an annual basis.

**b. Scheme of Financial Delegation 2025/26 (enclosed)**

Details the specific application of delegation from the Financial Regulations in terms of limits, authorisations and individuals / roles.

**c. Managers Expenses Policy 2025/26 (enclosed)**

Detail the amounts that can be claimed for work related travel and subsistence.

Split into two policies:

Managers – over Grade 11

Staff – up to and including Grade 11

**d. Staff Expenses Policy 2025/26**

Details the amounts staff may claim in respect of out-of-pocket expenses.

**e. Non Staff Expenses Policy 2025/26 (enclosed)**

Details the amounts that can be claimed for non-PATROL staff.

**f. Gifts & Hospitality Expenses Policy 2025/26 (enclosed)**

Details the amounts staff can receive in terms of gifts and hospitality.

**5.0 Implications**

**5.1 Finance**

**5.1.1** To adhere to the Financial Regulations.

**6.0 Risk Management**

**6.1.1** To set a framework to adhere to the Financial Regulations and provide assurance of the processes and controls which safeguard the Committee's assets.



## APPENDIX A

### PATROL ADJUDICATION SERVICE JOINT COMMITTEE

#### FINANCIAL REGULATIONS

#### 2025-26 DRAFT

#### 1. General

- 1.1 These Regulations should be read in conjunction with the Joint Committee's Financial Standing Orders and Rules of Financial Management contained within the Joint Committee's Agreement, the Scheme of Delegation to the Director and the Scheme of Financial Delegation to officers.
- 1.2 Where the Joint Committee has established a sub committee whose terms of reference include delegated financial functions, or where there is a specific delegation to such a sub committee, the reference to Joint Committee within the Regulations will include the sub committee.
- 1.3 These Regulations lay down for the guidance of members and officers, principles to be followed in securing the proper administration of the Joint Committee's financial affairs and shall be reviewed by the Joint Committee on an annual basis.
- 1.4 The Director, as the officer responsible for the administration of the Joint Committee's affairs, shall report to the Joint Committee any significant failure to comply with these regulations which comes to their attention.
- 1.5 The Director shall be responsible for the accountability and control of all resources managed by them on behalf of the Joint Committee and will maintain a written record where decision making has been delegated to others.
- 1.6 The Director will ensure the organisational structure provides an appropriate segregation of duties to provide adequate internal controls to minimise fraud or malpractice.
- 1.7 The Director can allow exceptions to these Regulations if it is believed that the best interests of the Joint Committee would be served if the Regulations were not applied. A written record of these decisions must be kept and reported to the Joint Committee at the next available meeting.
- 1.8 Whenever any matter arises which may involve financial irregularity, the Director shall be notified immediately, and if an irregularity is disclosed the matter shall, at the discretion of the Director and after consultation with the Joint Committee's Treasurer (the Lead Authority's S151 Officer), be referred by them to the Joint Committee.

1.9 The Director and the Joint Committee Treasurer will determine whether the matter should be referred to Internal Audit. In addition, in a case where the Director advises that there is prima facie evidence of a criminal offence having been committed, the matter shall be reported to the Police forthwith.

## **2. Accounting Arrangements**

2.1 The Statement of Responsibilities for the Statement of Accounts sets out the role of the Director and the Treasurer.

2.2 The Treasurer to the Joint Committee is the responsible Financial Officer for the purposes of the Annual Return.

2.3 The Director shall ensure that appropriate financial arrangements and procedures are in place on behalf of the Joint Committee in order that the Treasurer can be provided with the necessary accounting records.

2.4 The Director will make arrangements for the preparation and audit of annual accounts.

2.5 The Director will publish and make available a final accounts/audit timetable to member authorities following the annual meeting of the Joint Committee.

2.6 The Director, where applicable, shall be responsible for the submission of all claims for grant to Government Departments, or to the EU.

## **3. Banking Arrangements, Cheques and Purchase Cards**

3.1 All arrangements with the Joint Committee's bankers, including the procedures for the ordering and safe custody of cheques and purchase cards, shall be made under arrangements approved by the Director.

3.2 All cheques drawn on behalf of the Joint Committee shall be signed by two named signatories on the bank mandate. Electronic payments will also require approval from two individuals, who must have been granted access to the online banking system by the online bank administrator (Central Services Manager).

3.3 There is to be a clear segregation of responsibility between the preparation of payments and the authorisation of payments.

3.4 Purchase card limits will be as set out within the Scheme of Financial Delegation.

3.5 All Card Holders will sign a Credit Card Undertaking form. The Credit Card Undertaking form sets out agreed procedures including storage, authorised users and record keeping requirements.

- 3.6 Only the Central Services Manager will be permitted to withdraw cash against their card and this will be authorised in advance by the Director.
- 3.7 Bank reconciliation will be undertaken on a monthly basis (within 30 days) and signed by two members of staff with one signature being that of the Central Services Manager.

#### **4. Revenue and Capital Budgets**

- 4.1 The Director, in consultation with appropriate Officers, shall prepare annual estimates of expenditure and income, including the proposals for the basis for defraying that expenditure through member authorities. The budget and the basis for defraying expenditure through member authorities must be approved by the Joint Committee by the end of January each year.
- 4.2 The Director will provide a copy of the Joint Committee's approved budget to the Treasurer if requested.
- 4.3 The Director will monitor income and expenditure against the budget and will report to meetings of the Joint Committee showing budgeted, actual and where appropriate, projected expenditure. Monitoring will take place and be evidenced monthly with Budget Holders.
- 4.4 The Director shall be authorised to approve transfers between expenditure heads up to a maximum of £25,000. These transfers will be reported to the Joint Committee at the next available meeting as part of the budget monitoring arrangements.
- 4.5 Where it is anticipated that total expenditure will exceed the approved budgeted expenditure by 2.5%, the Chair and Vice Chair of the Joint Committee should be notified by the Director at the earliest opportunity following consultation with the Chair of the Advisory Board.

#### **5. Income**

- 5.1 The collection of all money due to the Joint Committee shall be under the supervision of the Director.
- 5.2 All money received shall be without delay passed for payment to the Joint Committee's bank account.
- 5.3 The Director shall be furnished with information to ensure the prompt rendering of accounts for the collection of income.
- 5.4 Following year-end, where invoicing is based on estimates, the Director (delegated to the Central Services Manager) shall request a self-certification of penalty charge notices issued by authorities.

- 5.5 Any Debt unpaid after 90 days of issue will be provided for in the accounts as soon as it becomes 90 days old.
- 5.6 Under the Bad Debt Policy, where remittance remains outstanding after 90 days, invoices may be raised for Costs and Interest associated with late payment. These invoices will continue to accrue until such time as remittance is made.
- 5.7 The Director shall report all bad debts to the Joint Committee for these to be provided for in accordance with the approved Bad Debt Policy. This report will include the cause of the bad debt and the recovering measures taken in accordance with the Debt Recovery Procedure.
- 5.8 Through regular budget monitoring reports, the Director will apprise the Joint Committee of variations in achieved income in order that the Joint Committee can take appropriate actions in a timely manner.

## **6. Borrowing and Investments**

- 6.1 The Joint Committee approves on an annual basis an Annual Investment Strategy prepared in consultation with the Treasurer. Where applicable, this will take into account any Joint Committee policies in relation to reserves.

## **7. Orders and Contracts**

- 7.1 The Scheme of Delegation to the Director and the Scheme of Financial Delegation include the required procedures, record keeping and procurement thresholds.
- 7.2 In evaluating quotations or tenders, the aim will be to achieve the most economically advantageous outcome, taking into account quality, cost and delivery experience. Such decisions will be documented. Where the lowest price option is not chosen, the Director must approve prior to goods/services being commissioned.
- 7.3 Only budget holders and staff who have received training in accordance with the Scheme of Financial Delegation may order goods or services.
- 7.4 The Director will ensure that staff involved in procurement are aware of financial thresholds and the need for aggregation with single suppliers in respect of purchasing thresholds. Market testing on rolling contracts over £2,000 will be undertaken on a three-year cycle.
- 7.5 The Director is required to obtain approval from the Joint Committee in respect of the supply of goods, services, materials, equipment, building and civil engineering works in excess of £250,000 per contract.
- 7.6 The Director has the authority to waive these rules (excluding those falling within the EU threshold) where the interests of the Joint Committee would be best served.

Such circumstances would include where there is only one contractor that is able to provide goods and services or where the need for such goods and services was urgent and the above procedure would be detrimental to the Joint Committee. Forward planning and market testing will be deployed to ensure that cases of waiver are minimised. The Director shall maintain a record of such decisions and report to the Joint Committee at the next committee meeting.

7.7 A Contracts Register will be kept of all ongoing contracts.

## **8. VAT**

8.1 The Director will make arrangements for VAT to be reclaimed from the Joint Committee's Lead Authority on a quarterly basis.

## **9. Reserves**

9.1 Where applicable, the Joint Committee will approve a Reserves Policy Statement on an annual basis. The Joint Committee will be asked to approve arrangements for placing elements of the reserve on deposit, with regard to ensuring sufficient cash flow and minimising risk. This is documented in the Annual Investment Strategy.

## **10. Equipment**

10.1 The Director will ensure that all staff are aware of their responsibility for the security and proper recording of equipment under their control including their personal responsibility with regard to the protection and confidentiality of information whether held in manual or computerised records in accordance with the Information Security Policy.

10.2 All equipment over £1,000 in value must be recorded in the Equipment Inventory in accordance with the Asset Management Policy.

10.3 All IT equipment and communications devices will be recorded in an IT register where the purchase value is greater than £100.

10.4 A sample of assets will be physically verified annually by the Central Services Manager (or a delegated member of staff) and provided for Internal Audit review.

## **11. Insurance**

11.1 The Director shall arrange such insurances as they consider necessary.

11.2 Officers shall give prompt notification to the Director of all new risk or any alterations which may affect existing insurances.

11.3 Officers shall inform the Director promptly in writing of any events which may involve the Joint Committee in a claim.

## **12. Risk**

12.1 The Director will present a Risk Register for review by the Joint Committee at each meeting in accordance with the Joint Committee's Risk Management Strategy. In addition, the Director will ensure that effective Business Continuity Planning arrangements are in place in accordance with the Joint Committee's Business Continuity Management Policy.

## **13. Internal Audit**

13.1 The Joint Committee shall review the internal audit strategy.

13.2 The Director will arrange for the internal audit of accounts and internal assurance framework of the Joint Committee. Internal audit is currently undertaken by the Lead Authority's Internal Audit Department.

13.3 The Director will ensure that Internal Auditors have right of access to such records and explanations as they require to complete the work undertaken.

13.4 Audit Reports will be presented to the Joint Committee.

## **14. External Audit**

14.1 The Joint Committee will be asked to approve the appointment of auditors.

14.2 The Director will make such arrangements as are necessary to facilitate this audit.

14.3 The Director will ensure that External Auditors have right of access to such records and explanation as they require to complete the work undertaken.

14.4 Audit Reports will be presented to the Joint Committee.

## **15. Petty Cash**

15.1 The Director shall make such arrangements as they consider necessary for defraying petty cash and other expenses by means of an imprest system in accordance with a procedure to be agreed with the Treasurer. The Petty Cash shall be secured in the safe overnight, limited to a balance of £50 and reconciled each month independently.

## **16. Expenses**

16.1 The Director shall ensure that expense claims are underpinned by guidelines approved by the Joint Committee's Advisory Board.

## **17. Gifts and Hospitality Register**

- 17.1 The Director will ensure that a register is held for the purposes of recording gifts and hospitality and that staff are made aware of its existence.

## **18. Declaration of Interest**

- 18.1 All staff with financial responsibilities will be advised of their obligation to declare any interest on an annual basis. Members and Officers at each meeting will be provided with the opportunity to declare a pecuniary or non-pecuniary interest, where interests arise, individuals will be asked to complete the Declaration of Interest Form in addition to the interest being minuted.

## **19. Anti-fraud, anti-corruption and whistleblowing**

- 19.1 Compliance with these financial regulations is supported by policies and procedures in respect of anti-fraud, anti-corruption and whistleblowing. Where staff has concerns in this respect, they should approach their Line Manager or the Director.

If they wish to speak to someone external to the organisation, they can contact Protect (previously Public Concern at Work) which operates a confidential helpline on 020 3117 2520. Further advice and guidance can also be found on their website [www.protect-advice.org.uk](http://www.protect-advice.org.uk)

The Director will ensure that staff are aware of the relevant internal and external contact points in these circumstances.

## **20. Document Retention**

- 20.1 All financial documents will be retained for a period of six years in addition to the current year.

## **21. Review and approvals**

- 21.1 These Financial Regulations will be reviewed by the Joint Committee on an annual basis.

## APPENDIX B



## PATROL ADJUDICATION SERVICE JOINT COMMITTEE

### Scheme of Financial Delegation

**Contact Details:** Laura Padden – Director

**Version / Date:** 2025/26



## Introduction

This Scheme of Delegation should be read in conjunction with the current PATROL Joint Committee’s Financial Regulations and the Scheme of Delegation to the Director

### 1 Budget Management

#### i) In year budget management

The table below sets out which managers have been delegated the task of managing capital and revenue budgets.

<b>Manager</b>	<b>Budget area</b>	<b>Name</b>
<b>Chief Adjudicator</b>	Adjudicator fees and expenses	Caroline Hamilton
<b>Central Services Manager</b>	Central Services functions including departmental staffing, premises, staff recruitment, training and Human Resources	Erica Maslen
<b>Stakeholder Engagement Manager</b>	Stakeholder departmental staffing and associated engagement expenditure IT departmental staffing, technology provision and development (software, hardware and infrastructure)	Iain Worrall
<b>Director</b>	Senior salaries, Case Management staffing budget Joint Committee initiatives, expenditure from approved reserves, consultancy and legal advice. PR, Communications and other expenditure not falling within the above delegations.	Laura Padden

ii) **Changing the Service budget in year**

<b>Manager</b>	<b>Budget Area</b>	<b>Approval Limit</b>
Director	All	£25,000

iii) **Planning future years budgets**

Responsibility:	Director and Central Services Manager in conjunction with budget managers set out above
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## 2 Authorisations

i) **Procurement – Purchasing Goods and Services, Contracts & Tenders, Requisitions and Orders**

The following limits apply to the approval of submission of tenders; acceptance of tenders; post contract negotiations; agreeing variations and lease, hire or rental agreements.

Up to £2,000	a written quotation submitted by the requisitioner and authorised by the Budget Manager
Between £2,000 and £30,000	three written quotations submitted against an outline specification by the Budget Manager
£30,000 to £172,514 (EU threshold)	formal tender process to at least three candidates authorised by the Director

EU threshold to £250,000	Follow EU tender rules initiated by the Director
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The primary budget holders may have authorised approvers within their teams who can approve up to £500 expenditure without budget holder approval on agreed budget areas.

Authorised Approver	Primary Budget Holder
Business and HR Manager	Central Services Manager
Technology Manager	Stakeholder Engagement Manager
Appeals Manager	Director
Democratic Services Manager	Director

**ii) Purchase Cards**

Card Holder (Role)	Transaction & Monthly Limit	Approver (Role)
Central Services Manager	£10,000	Director
Office and Facilities Manager	£10,000	Director
Business Support Officer	£10,000	Central Services Manager or Director
Technology Manager	£5,000	Central Services Manager or Director
Appeals Manager	£5,000	Central Services Manager
Stakeholder Engagement Manager	£5,000	Central Services Manager or Director
Director	£10,000	Central Services Manager

### iii) Imprest Accounts

We no longer hold Petty Cash.

Where cash is required, only the Central Services Manager is authorised to draw cash from the Joint Committee’s current account in accordance with the Joint Committee’s approved Cash Policy.

## 3 Human Resources

Area of Delegation	Limit (Grade / £)	Designated Authorising Officers	Notes
Authorising that a post within the establishment is to be filled	All	Central Services Manager / HR Manager with Approval from the Director	The Business Manager will be notified to update the HR system.
Authorising: <ul style="list-style-type: none"> <li>• Staff appointments*</li> <li>• Promotions</li> </ul>	All	Central Services Manager / HR Manager with Approval from the Director	As above
Authorise Changes to Employment Contracts	All	Central Services Manager / HR Manager with Approval from the Director	As above
Approval for overtime to be worked	Where allowed within contract / within policy	Senior Manager for their department Senior Manager / HR Manager	As above
Authorise Redundancies/Early Retirements	All	Director in conjunction with Joint Committee	As above

Area of Delegation	Limit (Grade / £)	Designated Authorising Officers	Notes
Authorise Payments: <ul style="list-style-type: none"> <li>• Staff Overtime Claims</li> <li>• Staff Expense Claims</li> </ul>	Where allowed within contract / within policy	Senior Manager for their department Senior Manager/HR Manager	As above
Authorise contractor/agency worker timesheets (or equivalent claims)	All	Central Services Manager/ HR Manager / Director	As above

Note: Adjudicator recruitment and terms and conditions is delegated to the Chief Adjudicator.

#### 4 Management of Assets

Area of Delegation	Limit (£)	Designated Authorising Officers
Maintenance of Asset Inventory	>£100	Central Services Manager and Technology Manager
Authorising disposal of equipment or materials	≤ £5,000	Director or Central Services Manager in absence of Director
	> £5,000	Chair of Joint Committee
Authorising write off and / or disposal of IT hardware & software	≤ £5,000	Director or Central Services Manager in absence of Director

## 5 Banking and Income

No bank accounts may be opened or arrangements made with any other bank except by agreement with the Director. New investment deposits with current banking institutions will be authorised by the director.

Area of Delegation	Designated Accounting Officers	Notes
Authority to raise an external/internal invoice	Finance Manager	
Authority to cancel debt (e.g. credit notes).	Central Services Manager / Director	
Authority to write off debt	Director	

### i) On-line banking authorisations

All transactions and amendments to user profiles and limits require 2 approvers (neither of which can be the user requesting the change).

Designated User	Raise Payments and Changes	Authorise with one other (two authorisations required for ALL payments)
Director	Yes	Yes
Central Services Manager	Yes	Yes
Finance Manager	Yes	No
Office and Facilities Manager	Yes	Yes
Democratic Services Manager	No	Yes

Stakeholder Engagement Manager	No	Yes
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## 6 General Ledger

Area of Delegation	Limit (£)	Designated Authorising Officers	Notes
Journals	£350,000 in respect of income adjustments	Finance Manager Central Services Manager	<b>Two signatures required</b>
Additions, Changes and Deletions to Accounting Codes	£ 5,000 £25,000	Finance Manager Central Services Manager	
Amendments to budgeted amounts	All	Central Services Manager Director	

## 7 Insurance

Area of Delegation	Designated Authorising Officers
Obtain and maintain appropriate insurance cover	Director and Central Services Manager
Dealing with claims (e.g. Statement of Disclosure, Defence etc.)	Director and Central Services Manager

## 8 Information Management

Area of Delegation	Designated Authorising Officers
Responsibility for Document Retention/Information Management arrangements	Central Services Manager / Director
Responsibility for Freedom of Information/Data Protection Act requests	Central Services Manager / Director / Chief Adjudicator

## 9 Building/Security

Area of Delegation	Officer/Building
Building Specific Responsible Officers as required by Health and Safety Policy	Central Services Manager/Office and Facilities Manager
Key holders/Secure Access	Central Services Manager/Office and Facilities Manager
IT Physical Access to secure areas	IT Manager

## 10 Other

<b>Business/Service owner of relevant policies/procedures (e.g. regular maintenance/update)</b>	Central Services Manager
<b>Service/Area specific Instructions/Regulations</b>	Adjudicators/Appeals Manager



<b>Contracts Register</b>	Central Services Manager
<b>Access to Systems / Network</b>	IT Manager within policies
<b>Risk Management</b>	Director via Senior Managers

### 13. Review

This scheme will be reviewed on an annual basis and approved at the Executive Sub Committee meeting in January prior to the commencement of the next financial year..

## APPENDIX C

### TRAFFIC PENALTY TRIBUNAL & PATROL

#### GUIDE TO MANAGERS EXPENSES & TIME CLAIMS

##### For Staff Grade 12 and upwards

2025/26 DRAFT

### Introduction

It is recognised that from time to time, in the course of performing their duties, staff will be required to incur out of pocket expenses and work longer hours, for instance when attending meetings/conferences/events or training days.

This particularly applies to senior managers within the organisation who do not 'clock' within the flexi system but who may work irregular hours in a variety of locations.

**This policy is to be applied to managers who are in a Grade 12 post or above, plus the Chief Adjudicator.**

**This policy is separate to the Home Working Policy.**

### Train Travel

All train travel is to be booked centrally via designated staff (unless unforeseen circumstances arise which mean travel has to be re-arranged).

When travelling on the London Underground evidence from your bank statement which shows TfL charges may be submitted instead of actual tickets or receipts, where you have used the card debit payment facility.

#### **When booking, should be:**

- Standard class except where a first class ticket is equivalent or cheaper.
- Booked as far in advance as is practically possible to ensure that the best fare is obtained
- The outward journey should be on a specific train time
- Where possible, the return journey should also identify a specific train time but it is recognised that in some circumstances this will not always be possible
- Underground tickets can either be bought centrally, or reimbursement claimed using the above expenses process.

### Air Travel

**Air Travel is expected to be a rare event.**

However, from time to time, it may be more cost effective to fly than use other forms of transport.

A full cost comparison should be supplied for approval by the Director or Central Services Manager **before** a booking request is made. Where cheaper travel alternatives are available, the request for air travel will be refused.

## Car Travel

Where a member of staff is Home Based, car travel to the office will be paid at the standard rate based on the mileage stated on the Working from Home Agreement.

HMRC rules require that the reimbursement of all such mileage is for a **valid business reason**. If you are unsure, you should check with the Central Services Manager to avoid non-reimbursement.

Authorised travel to other locations must be based on the shortest route and will be assessed against AA route finder or similar prior to reimbursement.

Where claims are to be made the Claimant must provide evidence on request of appropriate business insurance for the vehicle used, and a copy of the relevant MOT. This is an audit requirement.

The current rates for mileage are:

	Engine size	Engine Size
OCCASIONAL USERS	451 -999cc	1000cc+
Per mile first 8,500	46.9p	52.2p
Per mile after 8,500	13.7p	14.4p

## Car Hire

**Car Hire is expected to be a last resort and should be approved by the Director in writing in ADVANCE.** As with Air Travel, a full cost comparison must be supplied for consideration.

When hiring a car, the hire charge should exceed no more than £40 per day before any insurance or insurance waiver charges. Director approval must be sought if it is necessary to hire a vehicle that exceeds this charge per day.

If the car hire period spans a weekend / bank holiday or other non-working day, line manager approval must also be sought.

**Any charge due to damage that is not covered by insurance is the responsibility of the driver and will need to be repaid to the organisation.**

## Car Parking

Car Parking options and charges should be explored and the most cost effective rate sought.

**Under NO circumstances will staff be reimbursed for any fines or penalties incurred.**

## **Taxis**

Taxis journeys are to be a last resort, and other forms of transport should be used where possible.

All taxi journeys must be accompanied by a receipt. Details of the pickup, drop off and reason for journey must be detailed on the expense claim.

## **Meals**

### **Breakfast**

If you are travelling before 7.30 a.m. to attend a meeting/event/training session, you may make a claim for breakfast up to a maximum of £5.00.

Claims will NOT be accepted where breakfast is included in a hotel booking.

### **Light Refreshments**

Claims for light refreshments are permissible on journeys of one hour or more if travelling to an event/external meeting/training session. Permissible claims include hot and cold drinks/light snacks.

### **Lunch**

If you are away from the office for a whole day and lunch is not provided as part of the meeting/event you are attending, a claim can be made for lunch up to a maximum of £10.00. Alcoholic drinks are not permissible. Claims must be accompanied by an itemized, VAT receipt.

### **Evening Meal**

If you are required to stay away from home overnight (see below), you may claim up to £35 for an evening meal. A valid detailed VAT receipt must be provided for any claim. Alcohol will not be reimbursed.

If your return journey is expected to be more than two hours **AND** your external meeting/event/training session ends at 6.00pm or later, you may claim up to £15.00 for a meal prior to departure or en-route if travelling by train. Alcohol will not be reimbursed

## **Accommodation**

All accommodation is to be booked centrally via designated staff and as far in advance as possible.

Accommodation cost will be within committee approved guidelines, and will endeavor to ensure a balance between hotel cost and the cost of travel between the hotel and venue.

Should you experience disruption during your journey which means that accommodation needs to be arranged at short notice, you should seek the approval of the Director should any deviation from this policy be required.

**We recognise that this may not always be possible if travelling late in the day in which case you should arrange payment of any charges yourself and reclaim these back.**

**The following limits will apply:**

- Outside London - £125 (Net of VAT) maximum per person per night
- Within London - £180 (Net of VAT) maximum per person per night
- Where accommodation exceeds the above limits the Director must give approval.

## **Miscellaneous Expenditure**

All miscellaneous expenditure must be accompanied by a VAT receipt (this enables PATROL to reclaim any VAT due) and full details regarding the reason for the claim and event/external meeting/training session the expenditure relates to.

Examples of permissible miscellaneous expenditure include:

- Stationery (whilst at conferences etc)
- Wireless connectivity (on trains or in hotels)
- Toll charges (Detail which toll on claim form)
- Tea/Coffee/Milk for office

## **Purchasing off the internet**

It is recognised that from time to time staff may need to make small purchases from an Internet Store, for office use. Examples of this would include stationery or IT consumables. Purchases above £50.00 must be approved in advance by the Director or Central Services Manager.

The organisation AMAZON account should be utilized wherever possible.

All items claimed for must be supported by a VAT receipt.

## **Gifts and Hospitality**

Please refer to the separate Policy.

## **Approval**

All Hotel and Travel bookings **MUST** be made centrally.

Where exceptional circumstances apply (for example due to disrupted travel) the member of staff must pay for additional costs themselves and claim back via an Expenses Claim Form.

Hotels and Travel must **NOT** be paid for via an Organisational Credit Card. The **ONLY** exception to this is where the item is of a large value and the Director has approved the expenditure in writing in advance against a PATROL Credit Card to ensure that the member of staff is not disadvantaged by the cost, or where there has been unexpected disruption to travel plans.

The Director reserves the right to refuse reimbursement of expenses.

## **Expenses falling outside these guidelines**

Where you are aware in advance of expenses that will fall outside these guidelines, please raise with the Director before your trip/purchase. Where unanticipated expenditure arises, please raise with the Director on your return. An itemised, VAT receipt must accompany claim otherwise the expenditure will not be reimbursed.

## **Claiming expenses**

Claims should be submitted using the most up to date standard claim form to the Finance Team as soon as possible and certainly no later than 3 months following the expenditure.

Claims received by 12pm Wednesday will be paid the same day by electronic transfer, to be received by the claimant on the Friday of the same week.

**First time claimants will need to provide their bank account details (sort code, account number, account holder name).**

## **Time and Non-Clocking Staff**

It is recognised that senior staff may work more irregular hours in line with business requirements.

However, as part of our commitment to Wellbeing, we do not expect any member of staff to work hours longer than an average of 37 hours per week (if on a full-time contract). This includes travel time.

You must make your manager aware if this happening on a regular basis. Any hours worked outside the standard day (07:00 to 18:00) can be classed as TOIL and added to your balances with approval from your manager.

When attending events such as conferences, you should agree in advance with your manager how much time can be claimed for the event and added to your balances.

## **Review**

This policy will be reviewed annually and approved at the January Executive Sub Committee for the following Financial Year

## APPENDIX D

### TRAFFIC PENALTY TRIBUNAL & PATROL

#### GUIDE TO STAFF OUT OF POCKET EXPENSES For Staff up to and including Grade 11

2025/26 DRAFT

### Introduction

It is recognised that from time to time, in the course of performing their duties, staff will be required to incur out of pocket expenses, for instance when attending meetings/conferences/events or training days

The following provides guidance on what staff may claim in respect of out-of-pocket expenses. Please note that all expenditure must be supported by a full, itemised, VAT receipt, if none is available expenses may not be paid.

This policy is to be applied to staff up to (and including) Grade 11.

**This policy is separate to the Home Working Policy.**

### Train Travel

All train travel is to be booked centrally via designated staff (unless unforeseen circumstances arise which mean travel has to be re-arranged).

When travelling on the London Underground evidence from your bank statement which shows TfL charges may be submitted instead of actual tickets or receipts, where you have used the card debit payment facility.

#### **When booking, should be:**

- Standard class except where a first class ticket is equivalent or cheaper.
- Booked as far in advance as is practically possible to ensure that the best fare is obtained
- The outward journey should be on a specific train time
- Where possible, the return journey should also identify a specific train time but it is recognised that in some circumstances this will not always be possible
- Underground tickets can either be bought centrally, or reimbursement claimed using the above expenses process.

### Air Travel

**Air Travel is expected to be a rare event.**

However, from time to time, it may be more cost effective to fly than use other forms of transport. A full cost comparison should be supplied for approval by the Director or Central Services Manager **before** a booking request is made.

**Where cheaper travel alternatives are available, the request for air travel will be refused.**

## **Car Travel**

Where a member of staff is Home Based, car travel to the office will be paid at the standard rate based on the mileage stated on the Working from Home Agreement.

HMRC rules require that the reimbursement of all such mileage is for a **valid business reason**. If you are unsure, you should check with the Central Services Manager to avoid non-reimbursement.

Authorised travel to other locations must be based on the shortest route and will be assessed against AA route finder or similar prior to reimbursement.

Where claims are to be made the Claimant must provide evidence of appropriate business insurance for the vehicle used, and a copy of the relevant MOT. This is an audit requirement.

The current rates for mileage are:

	Engine size	Engine Size
<b>OCCASIONAL USERS</b>	451 -999cc	1000cc+
Per mile first 8,500	46.9p	52.2p
Per mile after 8,500	13.7p	14.4p

## **Car Hire**

**Car Hire is expected to be a last resort and should be approved by the Director in writing in ADVANCE.** As with Air Travel, a full cost comparison must be supplied for consideration.

When hiring a car, the hire charge should exceed no more than £40 per day before any insurance or insurance waiver charges. Director approval must be sought if it is necessary to hire a vehicle that exceeds this charge per day. If the car hire period spans a weekend / bank holiday or other non-working day, line manager approval must also be sought.

**Any charge due to damage that is not covered by insurance is the responsibility of the driver and will need to be repaid to the organisation. Should be:**

## **Car Parking**

Car Parking options and charges should be explored and the most cost-effective rate sought.

**Under NO circumstances will staff be reimbursed for any fines or penalties incurred.**

## **Taxis**

Taxis should be used as a last resort, where alternative public transport routes are not available.



All taxi journeys must be accompanied by a receipt. Details of the pickup, drop off and reason for journey must be detailed on the expense claim.

## **Meals**

### **Breakfast**

If you are travelling before 7.30 a.m. to attend a meeting/event/training session, you may make a claim for breakfast up to a maximum of £5.00.

Claims will NOT be accepted where breakfast is included in a hotel booking.

### **Light Refreshments**

Claims for light refreshments are permissible on journeys of one hour or more if travelling to an event/external meeting/training session.

Permissible claims include hot and cold drinks/light snacks.

### **Lunch**

If you are away from the office for a whole day and lunch is not provided as part of the meeting/event you are attending, a claim can be made for lunch up to a maximum of £10.00. Alcoholic drinks are not permissible. Claims must be accompanied by an itemised, VAT receipt.

### **Evening Meal**

If you are required to stay away from home overnight (see below), you may claim up to £35 for an evening meal. A valid detailed VAT receipt must be provided for any claim. Alcohol will not be reimbursed.

If your return journey is expected to be more than two hours AND your external meeting/event/training session ends at 6.00pm or later, you may claim up to £15.00 for a meal prior to departure or en-route if travelling by train. Alcohol will not be reimbursed

## **Accommodation**

All accommodation is to be booked centrally via designated staff in the office as far in advance as possible. It is expected that accommodation will be booked close to the working venue and that additional costs to and from hotel and venue will NOT be required.

Accommodation cost will be within committee approved guidelines. Should you experience travel disruption during your journey, you should seek the approval of the Director should any deviation from this policy be required.

### **The following limits will apply:**

- Outside London - £125 (Net of VAT) maximum per person per night
- Within London - £180 (Net of VAT) maximum per person per night
- Where accommodation exceeds the above limits the Director must give approval.

## Miscellaneous Expenditure

All miscellaneous expenditure must be accompanied by a VAT receipt (this enables PATROL to reclaim any VAT due) and full details regarding the reason for the claim and event/external meeting/training session the expenditure relates to.

Examples of permissible miscellaneous expenditure include:

- Stationery (whilst at conferences etc.)
- Wireless connectivity (on trains or in hotels)
- Toll charges (Detail which toll on claim form)
- Tea/Coffee/Milk for office

## Approval

Out of pocket expenses for travel and accommodation can only be claimed for via an Expenses Claim Form, and **NOT** paid for via an Organisational Credit Card.

The **ONLY** exceptions to this is where the item is of a large value and the Director has approved the expenditure in writing in advance against a PATROL Credit Card to ensure that the member of staff is not disadvantaged by the cost, or where there has been unexpected disruption to travel plans.

The Director reserves the right to refuse reimbursement of expenses.

## Purchasing off the internet

It is recognised that from time to time staff may need to make small purchases from an Internet Store, for office use. Examples of this would include stationery or IT consumables. Purchases above £50.00 must be approved in advance by the Director or Central Services Manager.

The organisation's AMAZON account should be utilised wherever possible.

All items must be supported by a VAT receipt.

## Expenses falling outside these guidelines

Where you are aware in advance of expenses that will fall outside these guidelines, please raise with the Director before your trip/purchase. Where unanticipated expenditure arises, please raise with the Director on your return. An itemised, VAT receipt must accompany your claim otherwise the expenditure will not be reimbursed.

## Claiming expenses

Claims should be submitted using the most up to date standard claim form to the Finance Team as soon as possible and certainly no later than 3 months following the expenditure.

Claims received by 12pm Wednesday will be paid the same day by electronic transfer, to be received by the claimant on the Friday of the same week. First time claimants will need to provide their bank account details (sort code, account number, account holder name).

## **Review**

This policy will be reviewed annually and approved at the January Executive Sub Committee for the following Financial Year.

## APPENDIX E

### PATROL (Parking and Traffic Regulations Outside London)

#### GUIDE TO CLAIMING TRAVEL EXPENSES (Non-PATROL staff)

2025-26 DRAFT

### Introduction

Owing to increasing budgetary pressures faced by local authorities and in order to promote engagement with its Joint Committee, PATROL will meet the travel costs associated with Members or invited officers attending meetings of the **Executive Sub Committee** which take place in January and October. In accordance with our individual agreements with local authorities, costs associated with attending the annual meeting in July will be borne by the authority being represented.

Meetings of the Executive Sub Committee are generally held in either London or Birmingham. Those attending meetings will be required to make their own travel arrangements in accordance with this policy should they intend to make a claim for reimbursement of expenses. PATROL reserves the right to refuse reimbursement where expense claims fall outside of this policy or where evidence in support of a claim is missing, incomplete or does not meet our requirements to comply with financial regulations.

### Train Travel

All train travel should be booked standard class except where a first-class ticket is equivalent or cheaper. **Trains should be booked as far in advance as is practically possible to ensure the best value for money and lowest fares.** The outward journey should be on a specific train time. Where possible, the return journey should also identify a specific train time but it is recognised that in some circumstances this will not always be possible. Original travel tickets will act as a receipt when reclaiming expenditure.

### Travel to railway station

Public transport or mileage claims may be made in respect of the journey from home to the railway station. The mileage rates are as follows:

	Engine size 451 - 999cc	Engine size 1000cc+
Per mile first 8,500	46.9p	52.2p
Per mile after 8,500	13.7p	14.4p

## **Alternative travel**

**Any attendee wishing to make alternative travel to meetings, for example travelling by car then the claim will be capped at the price of a standard train ticket.**

**It is also an audit requirement that claims cannot be processed without evidence of a current MOT and evidence that business travel is covered on the claimant's car insurance.**

## **Accommodation**

Overnight accommodation will be provided on request for invited attendees with a train journey in excess of 2.5 hours who would otherwise be unable to reach the meeting venue in time for the start of the meeting. Any accommodation required will be booked directly by PATROL. Should you be unable to attend the meeting after accommodation has been booked, you should notify PATROL as soon as possible to avoid late cancellation charges.

## **Subsistence**

If there is a requirement to stay away from home overnight, then an allowance of up to £35 for an evening meal will be made available. A valid detailed VAT receipt must be provided for any claim. Alcohol will not be reimbursed.

## **Claiming expenses**

Claims should be submitted to the Finance Team using the attached claim form as soon as possible and no later than 3 months following the expenditure.

Forms should be emailed to [accounts@patrol-uk.info](mailto:accounts@patrol-uk.info) and include copies of all receipts.

Claims received by 12pm Wednesday will be paid the same day by electronic transfer, to be received by the claimant on the Friday of the same week

First time claimants will need to provide their bank account details (sort code, account number, account holder name).

## **Review**

This policy will be reviewed on an annual basis for approval at the annual meeting, or when necessary.

## APPENDIX F

### PATROL (Parking and Traffic Regulations Outside London)

#### GIFTS AND HOSPITALITY EXPENSES

2025-26 DRAFT

### Introduction

This policy is designed to help staff with complying with the above and seeks to protect staff and the organisation from accusations of showing favour to any other organisation or individual. The policy also aims to ensure that conduct in relation to gifts and hospitality is compliant with the Bribery Act 2010.

You should also never accept any gift and/or hospitality from any person or organisation with which you know we are considering entering into a contract. Please note, there is not an expectation that you will be aware of all of the organisation's work; rather, the expectation is that if you **are** aware of such work, you should act accordingly.

### Gifts

Gifts are easily identified and are categorised based on their value. In most circumstances, this will need to be estimated. When considering the value of a gift, you should consider all gifts received from one person or organisation over a reasonable timescale as a single gift (e.g. if you receive five items each worth £5, you should consider them as a single gift worth £25).

#### The categories of gifts are as follows:

**Category A** – Gifts of little or no intrinsic value: These are smaller gifts, such as those typically handed out at conferences (e.g. pens, diaries etc.). These gifts are often primarily marketing tools and typically cost less than £5. These types of gifts can be accepted and kept by the individual. They do not need to be recorded in the Gift and Hospitality Register.

**Category B** – Gifts with an estimated intrinsic value of £5-£25: These are typically gifts given in gratitude or to mark an occasion (such as Christmas). Examples of gifts which may be received in this category are alcohol, flowers or foodstuffs. These types of gifts can be accepted, but should normally be raffled or shared. Gifts received in this category should be recorded in the Gift and Hospitality Register.

**Category C** – High Value Gifts: On some occasions, gifts of a high value (in excess of £25) will be offered. These gifts should not be accepted, as accepting such gifts may look to people outside the organisation as if they have been offered in order to compromise the judgement or integrity of the organisation. In some circumstances, it may be difficult to refuse a high value gift (for example, when it is offered by an international delegation and refusal could cause offence). In these circumstances, the gift can be accepted. If appropriate, the gift may then be raffled, donated to charity. Any gift offered in this category must be recorded in the Gift and Hospitality Register even if it is refused.

**Category D** - Gifts from any organisation against which, to the best of your knowledge, we are, or are considering entering in to a contract: **These gifts should never be accepted, regardless of their value, as there is a clear risk that this would create a perception outside the organisation of an attempt to compromise the organisations's judgement or integrity.** If offers of gifts in this category fall in to the criteria of Category B or C Gifts, they should be recorded in the Gift and Hospitality Register.

## **Giving Gifts**

The purchasing of gifts is subject to audit scrutiny and therefore **MUST** be approved in advance by the Director. Such gifts must **NOT** be purchased on an organisation credit card.

Claims for gifts not approved in advance may be refused by the Director.

## **Hospitality**

### **Receiving Hospitality**

Hospitality in the form of reasonable refreshments, intrinsic to another event (such as tea or coffee, a working lunch, or a lunch provided as part of an all-day training course), can be accepted. Hospitality such as this does not need to be recorded in the Gift and Hospitality Register.

Hospitality which is proportionate, for a clear business purpose and does not create a conflict of interest can be accepted and should be recorded in the Gifts and Hospitality Register.

Hospitality which is disproportionate, without a clear business purpose or may create a conflict of interest must be refused. The offer of hospitality should still be recorded in the Gifts and Hospitality Register.

Typically, offers of hospitality are made well in advance of the event in question. Therefore, you should be able to discuss a decision with the Director.

### **Providing Hospitality**

As a national organisation parties required to meet are based throughout the UK. Therefore it is not always possible to meet at the PATROL offices. Depending on timeframes, participant numbers and locations (ie London) it may be more cost effective to arrange a working lunch/dinner as opposed to hiring a venue.

Hospitality in the form of reasonable refreshments, intrinsic to another event (such as tea or coffee, a working lunch, or a lunch provided as part of an all-day training course), can be provided. Hospitality such as this does not need to be recorded in the Gift and Hospitality Register.

Hospitality which is proportionate, for a clear business purpose and does not create a conflict of interest can be provided and should be recorded in the Gifts and Hospitality Register.

Hospitality which is disproportionate, without a clear business purpose or may create a conflict of interest must not be offered.

Typically, offers of hospitality are made well in advance of the event in question. Therefore, you should be able to discuss a decision with the Director.

## **Claiming Hospitality Expenses**

The following provides a guide in terms of what may be claimed in respect of hospitality expenses. Please note that all expenditure must be supported by a full, itemised, VAT receipt, if not provided expenses may not be paid.

### **Meals**

#### **Light Refreshments**

It is accepted that if travelling with an external person involved with the meeting/event that you are attending that refreshments may be purchased and claimed for drinks and snacks for that person.

It is acceptable for informal meetings/catch ups to be carried out at drinks.

#### **Lunch**

There may be occasions where a working lunch is arranged and the member of staff covers and claims the cost. The amounts are at the manager's discretion but will be monitored by the Director and the Central Services Manager to gauge if reasonable and must meet the guidelines above.

#### **Evening Meal**

In the event that a manager and external parties are due to stay overnight within proximity of the event/conference it could be deemed worthwhile having a working dinner to plan or debrief. On these occasions it is expected the manager covers and claims the cost. The amounts are at the manager's discretion but will be monitored by the Director and the Central Services Manager to gauge if reasonable and must meet the guidelines above.

## **Claiming expenses**

Claims should be submitted using the relevant and most up to date claim form to the Finance Team. Claims submitted using out of date forms may not be processed.

### **Review**

This policy will be reviewed annually and approved at the January Executive Sub Committee for the following Financial Year





**PATROLAJC Executive Sub Committee**

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**Date of Meeting:** 21<sup>st</sup> January 2025

**Report Title:** Expenditure Falling Outside Of The Scheme Of Financial Delegations

**Report of:** Laura Padden, Director, PATROL

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**1.0 Report Summary**

**1.1** To report any expenditure falling outside of the Scheme of Financial Delegations 2024/25.

**2.0 Recommendation**

**2.1** To note the report at **Appendix 1**.

**3.0 Reasons for Recommendation**

**3.1** To comply with the Financial Regulations.

**4.0 Background and Options**

**4.1** The PATROL Adjudication Joint Committee approved the Financial Regulations and the Scheme of Financial Delegations 2024/25 at its meeting on 9<sup>th</sup> July 2024.

**4.2** The Scheme of Financial Delegations sets out (under section 2) that:

*The following limits apply to the approval of submission of tenders; acceptance of tenders; post contract negotiations; agreeing variations and lease, hire or rental agreements.*

<i>Up to £2,000</i>	<i>a written quotation submitted by the requisitioner and authorised by the Budget Manager</i>
<i>Between £2,000 and</i>	<i>three written quotations submitted against an outline specification by the Budget Manager</i>

£30,000	
£30,000 to £172,514 (EU threshold)	<i>formal tender process to at least three candidates authorised by the Director</i>
EU threshold to £250,000	<i>follow EU tender rules initiated by the Director</i>

**4.3** There may be occasions when it is not practical, or in the best interest of the Joint Committee, to obtain 3 quotes for expenditure for between £2,000 and £30,000.

**4.4** The Financial Regulations (section 1.7) and Scheme of Financial Delegations allow that 3 quotes need not be obtained, but that the Director will report this to the Joint Committee as follows:

*The Director can allow exceptions to these Regulations if it is believed that the best interests of the Joint Committee would be served if the Regulations were not applied. A written record of these decisions must be kept and reported to the Joint Committee at the next available meeting.*

## **5.0 Implications**

### **5.1 Finance**

**5.1.1** Compliance with approved procedures and controls.

### **6.1 Legal Implications**

**6.1.1** None.

### **7.1 Risk Management**

**7.1.1** Financial resilience is monitored within the Risk Management Strategy.

## Appendix 1:

### Expenditure Falling Outside the Scheme of Financial Delegations - Financial Year 24/25:

Financial		
Suppl	Year 24-25	Comment
1	114,085.66	Knowledge Base - System development
2	95,282.25	Knowledge Base (IT Support)
3	40,017.63	Specialist communications consultancy.
4	23,126.11	Temp Resource and Recruitment. Best candidates.
5	20,828.00	Ongoing commitment - server hosting (IT). Previously known as Melbourne Hosting
6	10,811.43	Data Storage - ongoing commitment
7	8,690.76	Network provision and Support - ongoing
8	8,363.62	On Line Customer Service Tool
9	6,605.25	Recruiter with preferred candidate
10	6,600.00	Ongoing Commitment - PC Phone System
11	6,333.92	Ongoing contract. To seek comparable quotes in 23/24
12	5,028.25	Outward postage
13	4,942.92	Preferred venue - Workshop
14	4,858.80	Recruiter with preferred candidate
15	4,705.99	HR database and time recording system
16	4,053.19	PO boxes
17	3,925.38	IT ticket management and workload planning
18	3,559.92	Reporting Tool
19	3,432.60	Travel to workshops etc, best price sought
20	3,367.62	2 factor security for FOAM
21	3,360.00	External Audit - Allocated
22	3,322.00	Preferred venue
23	3,183.18	Mobile Comms - all staff
24	3,048.55	Online centralised booking for travel.
25	2,736.00	Knowledge Base (IT support)
26	2,728.16	OnLine training for staff
27	2,493.22	Preferred Venue for Hotel Stays - London
28	2,127.08	Staff Training

\* supplier names are hidden due to commercial sensitivity

## PATROLAJC Executive Sub Committee

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<b>Date of Meeting:</b>	21 <sup>st</sup> January 2025
<b>Report Title:</b>	Risk Management Framework
<b>Report of:</b>	Laura Padden, Director, PATROL

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### **1.0 Purpose of Report**

- 1.1. To provide the Executive Sub Committee with a summary of the most significant threats facing the Joint Committee which may prevent or assist with the achievement of its objectives.

### **2.0 Recommendation**

- 2.1. To note the current assessment of risk as attached to appendix one of the report.

### **3.0 Reasons for Recommendation**

- 3.1 To report on arrangements for identifying, managing and reporting risk.

### **4.0 Background**

- 4.1 It is the role of the Advisory Board to review the report prior to consideration by the Joint Committee or its Executive Sub Committee. This review aims to provide assurance on the adequacy of the risk management framework and internal control environment. Risk management is not about being risk averse, it is about effectively managing risks that could affect the achievement of objectives and ensuring that an appropriate risk culture is in place.

- 4.2 A risk is concerned with a threat, or a possible future event, which will adversely or beneficially affect the Joint Committee's ability to achieve its objectives. Risk management is central to good governance and is all about people making the best decision at all levels within the organisation.

- 4.3 A strong risk framework:

- Strengthens governance effectiveness
- Provides a focusing mechanism
- Balances the scale of risk and reward
- Enables better decision making

**4.4** The Joint Committee summarises its risk appetite as follows:

*“We will avoid risks that threaten our ability to undertake our principal objectives in a way that provides quality and value. We will maintain a sufficient level of reserves to support liquidity and absorb short-term fluctuations in income and expenditure beyond our control.”*

There are presently 5 threats on the Corporate Risk Register. These are currently measured as being “low” or “medium” scale risks. The classification of risk is set out below.

**Risk Matrix**

		Consequence				
		5	4	3	2	1
Likelihood	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

**4.5** Background to Corporate Risks:

**4.6** Local authorities who undertake civil parking and bus lane enforcement are required by statute to make provision for independent adjudication. The relationship between the adjudicators and the Joint Committee is derived from and governed by the Traffic Management Act 2004.

**4.7** The main function of the Joint Committee is to provide resources to support independent adjudicators and their staff who together comprise the Traffic Penalty Tribunal. The tribunal’s appeal streams include:

- Parking
- Bus Lanes
- Moving Traffic
- Road User Charging (Dartford-Thurrock River Crossing, Mersey Gateway Bridge Crossing and Charging Clean Air Zones)
- Littering from vehicles

**4.8** The objectives of PATROL include:

- a) A fair adjudication service for Appellants including visible independence of adjudicators from the authorities in whose areas they are working.
- b) Consistency in access to adjudication.
- c) A cost effective and equitable adjudication service for all Parking Authorities and Bus Lane authorities in England and Wales.
- d) Flexibility to deal with a wide range of local authorities with varying levels of demand for adjudication.

The relationship between the adjudicators and the PATROL Adjudication Joint Committee is underpinned by a Memorandum of Understanding. The overriding principle of this memorandum is that the adjudicators are independent judicial office holders exercising a judicial function.

- 4.9** The adjudicators and the Joint Committee is committed to a fair adjudication service for appellants including visible independence of adjudicators from the authorities in whose area they are working.
- 4.10** The Director is responsible for coordinating the review of the Risk Management Framework with input from the Senior Management Team.
- 4.11** Following this scrutiny, the Risk Management Framework is reported to the PATROL Committee or its Executive Sub Committee. The framework has been reviewed and there are two changes to report from when the document was last considered at the January meeting of the Executive Sub Committee as well as minor changes to the format.
- 4.12** The changes to report relate to a reduction in risk in respect of CR1 (from 4 to 3) and CR5 (from 5 to 4).
- 4.13** Additional assurance is provided by Internal and External Audit. PATROL is not required to prepare and publish audited accounts but does so to promote transparency.

## **5.0 Implications**

### **5.1. Finance**

- 5.1.1** As reported within this report and financial reports on the agenda.

### **6.1 Risk Management**

- 6.1.1** Provides a framework for risk management.

Risk Register 2024/2025 - Reviewed October 2024

APPENDIX ONE

Risk No.	Risk	Risk Description including impact	Risk Owner(s)	Inherent Likelihood	Inherent Impact	Inherent Rating	Risk Accepted	Direction	Controls	Inherent Likelihood	Inherent Impact	Residual Rating	Comments
CR1	Inability to meet demand for service	(Cause) The tribunal provides a statutory function which is available to all vehicle owners who receive a Notice of Rejection of Representations in respect of specified penalties. (Threat) the tribunal is unable to meet its statutory obligations (impact) appellants are unable to appeal penalties.	Chief Adjudicator and Stakeholder Engagement & Systems Manager	1	3	3	Yes		This rating remains unchanged. The tribunal has a fully scalable online system and a flexible adjudicator and staffing model. The online process is complimented by assisted digital support for appellants who are unable to make their appeal online. The tribunal continues to refine and develop the online system in response to user feedback. The tribunal has demonstrated a seamless transition to homeworking for staff in response to the pandemic which has also seen a reduction in appeals. In addition to this a further assessment of adjudicator requirements was undertaken and a number of adjudicators from London were assigned to work with the Traffic Penalty Tribunal. These appointments will assist with the hearings process should there be a sudden increase in appeals.	1	3	3	No further action
CR2	Lack of Financial Resilience	(Cause)The basis for defraying Joint Committee expenses is based on variable rather than fixed charges. This means that the Joint Committee must manage unforeseen significant fluctuations in either Income or Costs such that (threat) Reserves are significantly eroded and (impact) financial obligations cannot be met.	Director and Central Services Manager	1	5	5	Yes		This rating remains unchanged. The reserves levels have now been restored to their minimum threshold. Whilst the number of PCNs issued is still lower than pre-pandemic levels, the addition of CAZ and moving traffic schemes is having a positive impact on overall volumes and income. We continue to strictly monitor income and expenditure and are now in the position to reduce the PCN charge without a negative impact on our operations, we have therefore reduced this risk but will continue to keep our monitoring and controls in place and being reactive to any fluctuations.	1	5	5	No further action
CR3	Loss of Data Confidentiality, Integrity & Availability (C,I,A)	(Cause) The Tribunal operates an on-line appeal system to improve the quality and flexibility for tribunal users. Support systems are also underpinned by a range of technologies. With this deployment of technologies, the risk of security breaches increases. This could result in the inability of IT to support the needs of the organization and users such that (threat) the statutory service is not accessible to all and (impact) appeals cannot be adjudicated online.  Potential breach of General Data Protection Regulations 2016 and Data Protection Act 2018.	Director and Stakeholder Engagement & Systems Manager	3	3	9	Yes		This rating remains unchanged. A range of security monitoring features, data management procedures and training are being reviewed/deployed in the light of GDPR and DPA 2018. These measures have been reviewed in light of homeworking. The data impact of the UK leaving the EU is being kept under review and hosting of the appeal system has transferred from the EU to UK.	3	3	9	No further action
CR4	Lack of Resource Planning	(Cause) Insufficient adjudicator or staff resources to support the needs of the organisation such that (threat) the organisation is unable to meet its statutory obligations and (impact) the quality or timeliness of the adjudication process, administrative standards or the achievement of development objectives compromised.	Chief Adjudicator and Director	2	2	4	Yes		This rating remains at 4 in the light of reduced appeals since the pandemic.  Current information shows that appeals are not increasing at a significant rate where additional resources would be required. There are vacancies within the team and these could be filled as and when required. Short term indications imply that the situation is unlikely to change in the near future. The appointment of a number of adjudicators from the London Tribunal means there is now the ability to call on additional resources if required should circumstances change.	2	2	4	No further action
CR5	Lack of preparation for business continuity	(Cause) that an internal or external incident occurs which renders the organisation unable to utilise part or all of its infrastructure such that (impact) the organisation is unable to deliver some or all of its services resulting in (impact) reduced accessibility to our service.	Central Services Manager and Stakeholder Engagement & Systems Manager	1	4	4	Yes		This rating remains unchanged. Planned technology upgrades have taken place to further support business continuity.  A detailed DR plan to mitigate risk is held and reviewed each year. This is accessible to all managers and has clearly defined responsibilities.	1	4	4	No further action

Impact	Definition
There is no impact on the organisation	Loss of service for > 30 Minutes
There is a minimal impact on the organisation	Loss of service for > 2 Hours
There is a minor impact on the organisation	Loss of service for > 8 Hours
There is a moderate impact on the organisation	Loss of service for > 1 Day
There is a serious impact on the organisation	Loss of service for > 3 Days
There is a severe impact on the organisation	Loss of service for > 7 Days
	Definition
Never	0% chance of successful exercise of threat during a one-year period
Rare	1% chance of successful exercise of threat during a one-year period
Unlikely	2% - 5% chance of successful exercise of threat during a one-year period
Possible	5% - 10% chance of successful exercise of threat during a one-year period
Likely	10% - 25% chance of successful exercise of threat during a one-year period
Very Likely	> 25% chance of successful exercise of threat during a one-year period
Definition	
No risk	
Very low risk	
Low risk	
Medium risk	
High risk	
Critical risk	



Impact Levels		Impact	Definition
0		There is no impact on the organisation	Loss of service for > 30 Minutes
1		There is a minimal impact on the organisation	Loss of service for > 2 Hours
2		There is a minor impact on the organisation	Loss of service for > 8 Hours
3		There is a moderate impact on the organisation	Loss of service for > 1 Day
4		There is a serious impact on the organisation	Loss of service for > 3 Days
5		There is a severe impact on the organisation	Loss of service for > 7 Days
Likelihood Levels			Definition
0		Never	0% chance of successful exercise of threat during a one-year period
1		Rare	1% chance of successful exercise of threat during a one-year period
2		Unlikely	2% - 5% chance of successful exercise of threat during a one-year period
3		Possible	5% - 10% chance of successful exercise of threat during a one-year period
4		Likely	10% - 25% chance of successful exercise of threat during a one-year period
5		Very Likely	> 25% chance of successful exercise of threat during a one-year period
Risk Levels = Impact Level x Likelihood Level			Definition
0			No risk
1 - 4			Very low risk
5 - 9			Low risk
10 - 14			Medium risk
15 - 20			High risk
21 - 25			Critical risk

# PATROL

## Public Affairs Update: To 6 December 2024

### 1. New Secretary of State for Transport



#### Heidi Alexander replaces Louise Haigh

Heidi Alexander, MP for Swindon South, has been appointed Secretary of State for Transport.

Ms Alexander has been promoted from her previous role as Minister of State at the Ministry of Justice and, prior to becoming an MP again in the July election, worked as deputy mayor for transport in London between 2018 and 2021. She was previously MP for Lewisham East.

Former Secretary of State Louise Haigh resigned on 28 November in relation to a historic criminal conviction. PATROL had engaged with Ms Haigh on a number of traffic management issues of priority (see Section 2) and is actively working with both the Department for Transport (DfT) and Ministry of Housing, Communities and Local Government (MHCLG) teams on these areas.

## 2. Current traffic management issues / areas of engagement

### a. Pavement Parking

- **England (outside London):** PATROL continues to await a formal response from the Department for Transport (DfT) – following its October 2020 consultation – on when policy changes will be announced, but has received a confirmation from the Department that the consultation will be responded to ‘in the coming months’. This was reinforced by then Secretary of State, Louise Haigh, at an evidence session to the Transport Committee on 13 November.

These updates follow PATROL writing to the former Secretary of State in July and subsequent engagement with the Department. **PATROL will update members on the response it receives from the DfT as soon as possible and appropriate.**

**RESOURCE FOR AUTHORITIES: While PATROL awaits the Government’s response, authorities are encouraged to write to the Secretary of State on the issue of pavement parking in their own area.**

- While the inclusion of data from local areas is key to the impact of such correspondence, PATROL has prepared a briefing document with suggested general wording, data and more to help authorities frame their own letters.
  - **Access PATROL’s pavement parking briefing document on the Member Portal at: <https://www.patrol-uk.info/ctspoyc>**
- **Wales:** The Welsh Government’s plans to give councils powers to enforce against pavement parking are currently on hold. The decision was made last year due to the pressure on authorities to implement enforcement alongside the planned default 20mph speed limit and reforms to the bus network. Consultation and introduction of the new pavement parking powers are expected in due course.
- **Scotland:** The *Transport (Scotland) Act 2019* bans pavement parking, double parking and parking at dropped kerbs, with certain exemptions designated by local authorities; for example, to ensure safe access for emergency vehicles.

Authorities currently enforcing or planning to enforce pavement parking include: Aberdeenshire, East Lothian, Edinburgh, Fife, Glasgow, Highland, North Ayrshire and South Ayrshire.

## b. Moving Traffic Powers in England (outside London)

- **Following PATROL's engagement with the DfT and former Secretary of State in July, notification of the Department's intent to proceed with granting moving traffic powers to Tranche 3 authorities was received in October. The Tranche 3 Designation Order was laid on 11 October and, subject to parliamentary approval, will come into force on 7 December.**

View the order at: <https://www.legislation.gov.uk/uksi/2024/1135/introduction/made>

### **The following 22 local authorities are included in the new October 2024 order:**

Bolton Council, Bury Council, Devon County Council, Dudley Metropolitan Council, Hull City Council, Leicestershire County Council, North Somerset Council, North Yorkshire Council, Nottinghamshire County Council, Plymouth City Council, Portsmouth City Council, Sandwell Metropolitan Borough Council, Sefton Council, Solihull Metropolitan Borough Council, Southend-on-Sea City Council, Stockport Metropolitan Borough Council, Suffolk County Council, Sunderland City Council, West Sussex County Council, Wiltshire Council, City of Wolverhampton Council and City of York Council.

- Local authorities already approved to enforce moving traffic restrictions are as follows:
  - **Tranche 2: July 2023 order – 40 authorities:** Birmingham City Council, Bournemouth, Christchurch and Poole Council, Bradford Council, Bristol City Council, Cambridgeshire County Council, Central Bedfordshire Council, Cheshire West and Chester Borough Council, Coventry City Council, Gloucestershire County Council, Herefordshire County Council, Hertfordshire County Council, Lancashire County Council, Leeds City Council, Leicester City Council, Liverpool City Council, Manchester City Council, Medway Council, Newcastle City Council, North Northamptonshire Council, Nottingham City Council, Oldham Council, Peterborough City Council, Rochdale Council, Rotherham Metropolitan Borough Council, Salford City Council, Sheffield City Council, Shropshire Council, South Gloucestershire Council, Southampton City Council, Stoke-on-Trent City Council, Thurrock Borough Council, Trafford Council, Walsall Council, West Berkshire District Council, West Northamptonshire Council, West Sussex County Council, Wigan Council, Royal Borough of Windsor and Maidenhead Council, Wirral Council and Wokingham Borough Council.
  - **Tranche 1: July 2022 order – 12 authorities:** Bath & North East Somerset Council, Bedford Borough Council, Buckinghamshire Council, Derby City Council, Durham County Council, Hampshire County Council, Kent County Council, Luton Borough Council, Norfolk County Council, Oxfordshire County Council, Reading Borough Council and Surrey County Council.
- The Traffic Penalty Tribunal decides appeals relating to the enforcement of moving traffic contraventions. **To date, 325 appeals have been registered at the Tribunal against PCNs issued by the following 19 English authorities:** Bath & North East Somerset, Buckinghamshire, Derby, Durham, Liverpool, Luton, Manchester, Medway, North Northamptonshire, Oxfordshire, Peterborough, Reading, Rotherham, Southampton, Walsall, West Berkshire, West Northamptonshire, Windsor & Maidenhead and Wokingham.
- **IMPORTANT: A fourth tranche is planned for 2025, with applications likely to be accepted no later than June / July next year. Please advise PATROL ASAP if your authority has plans to adopt moving traffic powers.**

## c. Level of civil parking penalty charges and financial impact of enforcement in England

- PATROL has conducted research into how the current civil parking penalty charge levels are impacting its authorities. The research – carried out with the BPA and the support of the LGA between May and August last year – produced stark findings relating to the financial position of authorities and the impact on enforcement.
- The main findings of the research, based on data from participating PATROL authorities, are as follows:
  1. Over a third of authorities' (34%) parking services no longer pay for themselves (operating costs have increased 29% on average).
  2. More than half of authorities (54%) believe the current levels of parking penalty charges are ineffective as a deterrent.
  3. Over two thirds of authorities (70%) reported individual motorists regularly receiving and paying PCNs in their area.
- In response, PATROL, the BPA and the LGA made the following recommendations to the DfT and then Department for Levelling Up, Housing and Communities (DLUHC) in January:
  1. The levels of civil penalty charges in England and Wales enforced under the *Traffic Management Act 2004* (TMA) should be increased to £100 (lower-level contraventions) and £130 (higher level), as appropriate.
  2. The PATROL Joint Committee should be given the ability to regularly consult on and review civil penalties (for parking and other traffic schemes) as part of PATROL's statutory function, bringing powers in line with the London model.
  3. Automatic Number Plate Recognition (ANPR) powers should be granted to authorities enforcing off-street car parks.
  4. Statutory enforcement documents (post-PCN) should be issued digitally, rather than by first-class post, where motorists have engaged with the digital route.
- A copy of the research report is available at: [https://www.patrol-uk.info/docs/PATROL-PCN-Research-Docs/PATROL\\_BPA\\_LGA\\_Research\\_report\\_Civil\\_parking\\_penalty\\_levels\\_RELEASE\\_100424.pdf](https://www.patrol-uk.info/docs/PATROL-PCN-Research-Docs/PATROL_BPA_LGA_Research_report_Civil_parking_penalty_levels_RELEASE_100424.pdf)
- The research was shared with the DfT as part of PATROL's engagement with the new government and former Secretary of State in July. Subsequently, Future of Roads Minister, Lilian Greenwood, cited PATROL's research in response to a written parliamentary question on penalty charge levels in October, indicating that the issue was being considered.
- **UPDATE: PATROL is currently actively engaged with London Councils (as well as the BPA and LGA) on a further joint engagement, which will seek the matter of penalty charge levels to be considered by the Department for the whole of England and Wales in the round.**

**This planned engagement will also have a keener focus on allowing ANPR powers for off-street car parks (with the necessary dialogue with the Ministry of Housing, Communities and Local Government [MHCLG] underway in parallel).**

## d. Restricting the generation of surplus funds from traffic contraventions

- The DfT (under the previous government) gathered evidence on councils' abilities to generate and / or retain a surplus from traffic enforcement, the practices that may lead to such surpluses being generated and what the impact may be if the revenue was surrendered to HM Treasury, rather than being used to fund local transport projects.
  - View the consultation at: <https://www.gov.uk/government/calls-for-evidence/restricting-the-generation-of-surplus-funds-from-traffic-contraventions/restricting-the-generation-of-surplus-funds-from-traffic-contraventions>
- The consultation followed the publication of the then government's *Plan for drivers* earlier in October last year, which targeted to improve the experience of driving and services provided for motorists.
  - The latest information on the Plan, set out by the then Conservative Secretary of State for Transport Mark Harper in March, is available at: <https://www.gov.uk/government/speeches/plan-for-drivers-ensuring-traffic-measures-have-local-support>

Of most relevance to PATROL authorities is the *Plan's* stated aim to 'crack down' on 'unfair enforcement' and 'improve drivers' lives, reduce congestion and make journeys smoother'. Measures in the plan include:

- New guidance on Low Traffic Neighbourhoods  
<https://www.gov.uk/government/publications/implementing-low-traffic-neighbourhoods/implementing-low-traffic-neighbourhoods>.
  - The call for evidence on restricting surpluses.
  - Updated bus lane guidance  
<https://www.gov.uk/government/publications/bus-user-priority-ltn-124>.
  - Delivering the National Parking Platform ending the need to use multiple parking apps (over 200 local authorities have signed up to the scheme to date).
  - Development of new sector-led guidance on moving traffic enforcement powers, including the strengthening of statutory guidance (this appears to have been shelved for now).
- In light of PATROL's research referenced at Item '2c', which conversely found councils are facing financial shortfalls and that any surpluses were generally small or non-existent, PATROL responded to the call for evidence, making reference to its findings and subsequent recommendations.
    - PATROL's response is available to view or download at: [https://www.patrol-uk.info/wp-content/uploads/2024/05/DfT-Call-for-Evidence\\_Restricting-surpluses\\_PATROL-Response\\_090524.pdf](https://www.patrol-uk.info/wp-content/uploads/2024/05/DfT-Call-for-Evidence_Restricting-surpluses_PATROL-Response_090524.pdf)
  - **PATROL awaits a response from Government, which is expected in the coming months.**

## e. Level of private parking penalty charges and debt recovery fees in England

- The then DLUHC (under the previous government) consulted last year on the level of penalty charges that private parking operators can charge, as well as the associated debt recovery fees.
  - The consultation (<https://www.gov.uk/government/calls-for-evidence/private-parking-code-of-practice-call-for-evidence/private-parking-charges-and-debt-recovery-fees-call-for-evidence>) was part of the Government's industry reform efforts through the *Parking (Code of Practice) Act 2019*. The Government's proposed new Code of Practice was published in February 2022, but then withdrawn pending further consultation.
- PATROL prepared a response to the consultation calling for greater consistency and parity between the private and civil schemes from the perspective of the motorist user experience. This included the recommendation that penalty charges be set at the same levels, the discount period for paying being the same (50%) and, at least in time, ANPR powers being granted for civil parking enforcement (echoing the findings of the research on civil penalty charge levels).
  - PATROL's response is available to view or download at: [https://www.patrol-uk.info/wp-content/uploads/2024/05/PATROL-response-to-Private-Parking-CfE\\_FINAL\\_061023.pdf](https://www.patrol-uk.info/wp-content/uploads/2024/05/PATROL-response-to-Private-Parking-CfE_FINAL_061023.pdf)
- Separately to DLUHC (now the Ministry of Housing Communities and Local Government) and work on its new Code of Practice, the BPA and International Parking Community released their own version of a Code of Practice in June 2024.
  - The organisations state their Code (<https://www.britishparking.co.uk/write/Documents/AOS/NEW%20Redesigned%20Documents/sectorsingleCodeofPractice.pdf>) is based on the Government's, but with a series of amendments, and that their members should be required to meet the new standards by December 2026.
- **A response from the Government is awaited and PATROL will respond or provide further information and evidence accordingly.**

## f. Other items of interest since last report

- **28 November: POLICY UPDATE AND CONSULTATION**

- **DfT announces plans for Integrated National Transport Strategy**

The new strategy will put ‘people first’ and aims to join up transport networks, empower local leaders and drive economic growth. A call for evidence accompanies the announcement, seeking views from the public on how best to deliver the strategy.

<https://www.gov.uk/government/news/transport-secretary-unveils-her-vision-for-integrated-transport-across-england>

**Call for evidence:** <https://www.gov.uk/government/calls-for-evidence/integrated-national-transport-strategy-a-call-for-ideas>

- **21 November: CONSULTATION OUTCOME – Motorcycles in bus lanes**

<https://www.gov.uk/government/consultations/motorcycles-in-bus-lanes>

The DfT has advised the safety benefits of allowing motorcycles into bus lanes are not clear at this time. Where data is available, the evidence varies. The response rate to this consultation, from local authorities and stakeholder organisations, was low and did not provide a robust evidence base on which to amend the current policy.

- **19 November: LOCAL AUTHORITY GUIDANCE**

- **School Streets: how to set up and manage a scheme**

New guidance to help ‘design activity into neighbourhoods and reduce congestion on the roads during school run times.’

<https://www.gov.uk/government/news/government-guidelines-to-make-school-runs-happier-healthier-and-greener>

- **15 November: LOCAL AUTHORITY GUIDANCE**

- **New CCTV / recording device certifications**

<https://www.gov.uk/government/publications/list-of-certifications-granted-for-approved-devices>

- **13 November: TRANSPORT COMMITTEE EVIDENCE**

- **Former Secretary of State’s evidence session to the committee**

This session covered funding for Active Travel schemes, local authority funding and possible action on pavement parking. View a transcript of the session at:

<https://committees.parliament.uk/oralevidence/14994/html/>

- **30 October: WHITE PAPER**

- **Budget references forthcoming ‘English Devolution White Paper’**

The Autumn Budget referenced an ‘English Devolution White Paper’, which will set out the new government’s plans to work with councils ‘to move to simpler structures that makes sense for local areas.’

The Government has said it is ‘working closely’ with local leaders on the upcoming paper. As of 24 November, reports indicate that 10 areas of England will form the first wave of reorganisation. These include Essex, Kent, Surrey and Hertfordshire.



## 2. Roll-out of Clean Air Zones (CAZs) and similar schemes in England (outside London) and Wales

### Overview of confirmed local authority plans

Location	Current status
<b>Bath</b>	<ul style="list-style-type: none"> <li>• Zone launched 15 March 2021.</li> </ul>
<b>Birmingham</b>	<ul style="list-style-type: none"> <li>• Zone launched 1 June 2021.</li> </ul>
<b>Portsmouth</b>	<ul style="list-style-type: none"> <li>• Zone launched 29 November 2021.</li> </ul>
<b>Oxford (ZEZ)</b>	<ul style="list-style-type: none"> <li>• Pilot zone launched 28 February 2022.</li> <li>• Public consultation on wider zone currently ongoing until 3 October 2022.</li> </ul>
<b>Bradford</b>	<ul style="list-style-type: none"> <li>• Zone launched 26 September 2022.</li> </ul>
<b>Bristol</b>	<ul style="list-style-type: none"> <li>• Launch launched 28 November 2022.</li> </ul>
<b>Newcastle, Gateshead and North Tyneside</b>	<ul style="list-style-type: none"> <li>• Launch launched 30 January 2023.</li> </ul>
<b>Sheffield</b>	<ul style="list-style-type: none"> <li>• Launch launched 27 February 2023.</li> </ul>
<b>Greater Manchester</b> (Greater Manchester Combined Authority)	<ul style="list-style-type: none"> <li>• Alternative plans to a charging zone under discussion.</li> </ul>
<b>Cardiff</b>	<ul style="list-style-type: none"> <li>• Council investigating possibility of a Congestion Charge.</li> </ul>

### 3. Launch of the Driving Improvement Awards



- **PATROL has launched the Driving Improvement Awards – a new programme to fund and develop public awareness and engagement campaigns that focus on important or long-standing issues faced by authority enforcement teams.**
- Authorities have the chance to submit a bid for funding for up to £25K to develop a communication campaign or activity to effect change, both in the local area and replicable nationally. This could include, for example, new public information, social media, marketing, branding or PR. Bids will be encouraged around a specific theme each year, based on current or pressing events, issues and trends in the parking and traffic enforcement landscape.
- PATROL's aim is for the programme and its funding package to help create engaging content that drives improvement in either the delivery of services or engagement with the public around the key issues. More importantly, the content or campaign produced by the winning authority will be made available to all councils to use, helping to ensure the campaign(s) receive national exposure and have a greater impact.
- Brighton & Hove City Council and North Essex Parking Partnership (NEPP) were announced as joint 2024 winners at PATROL's Annual Reception on 9 July. Other councils shortlisted were: Arun District Council, Halton Borough Council and Telford & Wrekin Council. Find out more about the winning bids at: <https://www.patrol-uk.info/patrol-launches-new-driving-improvement-awards/>.
- **Both Brighton and NEPP are now actively working with the PATROL team on their plans for the joint campaign focused on the issue of abuse experienced by local authority enforcement staff. The roll-out is expected in early 2025, with associated materials and a report to be presented at PATROL's 2025 Reception.**

#### 2025 entries now open: Bids to be focused on Blue Badge misuse

This year's Driving Improvement Awards seeks bids focused on the misuse of Blue Badges, with recent data indicating continuing rises in both badge thefts and fraudulent usage.

Blue Badge abuse undermines the integrity of the disabled parking scheme and the rights of disabled motorists, so it is critical for councils to increase public awareness and education on the issue and its prevalence in their communities.

**Bids for the Driving Improvement Awards 2025 can be submitted through an online form hosted at: <https://www.surveymonkey.com/r/PATROLDIAwards2025>.**