

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

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**Date:**           **Tuesday 14<sup>th</sup> October 2025**

**Time:**           **11.00 am**

**Venue:**          **Westminster Suite, 18 Smith Square, London SW1P 3HZ**

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**1.     Apologies for Absence**

To receive apologies for absence (Page 3 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 meeting held on 21<sup>st</sup> January 2025 as a correct record (Pages 4-11, enclosed).

**4.     Chair's Update (Verbal)**

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 12-21, enclosed).

**6.     Budget Monitoring Update for Financial Year 2025/26**

To consider a report on the Income and Expenditure position at 31<sup>st</sup> July 2025 for the year 2025/26 and to consider a report on the Reserves position at 31<sup>st</sup> July 2025 against the approved Reserves levels in order to comply with the approved Financial Regulations (Pages 22-27, enclosed).

7. **Defraying the Expenses of the Joint Committee**  
To review the basis for defraying expenses during the 2025/26 Financial Year (Pages 28-33, enclosed).
8. **Expenditure Falling Outside of the Financial Delegations**  
To note any expenditure falling Outside the financial regulations 2025/26 (Pages 34-36, enclosed).
9. **PATROL Annual Return 2024/25**  
To consider a report on the findings of External Assurance and the Internal Auditors for the year 2024/25 (Pages 37-47, enclosed).
10. **Risk Management Framework**  
To note the latest review of the Risk Register (Pages 48-52, enclosed).
11. **Appointments to the Advisory Board**  
To approve the appointments to the Advisory Board (Pages 53-54, enclosed).
12. **Bournemouth, Christchurch and Poole Council: Increase in PCN trial** To receive a verbal update in relation to the Bournemouth, Christchurch and Poole Council increase in PCN trial.
13. **Public Affairs Report**  
To note the Public Affairs report for the period Aug-Oct 2024 (Pages 55-63, enclosed).
14. **Driving Improvement Awards-Announcement of theme for 2026**
15. **Date of next meeting**  
To note the date of the next meeting as follows:-  
Tuesday 20<sup>th</sup> January 2026 in Birmingham.

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.gov.uk](mailto:sbaxter@patrol.gov.uk)

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

**PATROL Adjudication Joint Committee – Executive Sub Committee- 14<sup>th</sup>  
October 2025**

**Apologies**

**Councillors**

Cllr Rob Bryher -Bristol City Council

Cllr Colin Hutchinson – Calderdale Council

## ITEM 3

Minutes of a meeting of the

### **PATROL Adjudication Joint Committee Executive Sub Committee**

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

#### **PRESENT**

Councillor Stuart Hughes (Devon County Council) in the Chair.  
Councillor Graham Burgess (Hampshire County Council) Vice Chair.

Councillor Paula Burdess - Blackpool Council  
Councillor Colin Hutchinson - Calderdale Borough Council  
Councillor Laura Crane - Cheshire East Council  
Councillor Graham McAndrew - East Herts Council  
Councillor Vanessa Churchman - Isle of Wight Council  
Councillor Sam Riches - Lancaster City 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 Andrew Stevens - Swansea City Council  
Councillor Jermaine Atiy-Alla - Torbay Council  
Councillor Katya Dray - Warwick District Council  
Councillor Mike Eyles - Westmorland and Furness Council

#### **OFFICERS IN ATTENDANCE**

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

#### **ALSO IN ATTENDANCE**

Mark Fletcher - National Highways

#### **35 APOLOGIES FOR ABSENCE**

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

Councillor Will Mee, Broxtowe Borough Council, Councillor Andy Freeman, Newark and Sherwood District Council, Councillor Chris Goodwin, Oldham Council and Councillor Stephen Hibbert, West Northamptonshire Council.

### **36 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **37 MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> OCTOBER 2024**

Consideration was given to the minutes of the previous meeting of the PATROL Adjudication Joint Committee-Executive Sub Committee held on Tuesday 15<sup>th</sup> October 2024.

#### **RESOLVED**

That the minutes of the meeting of the PATROL Adjudication Joint Committee-Executive Sub Committee held on Tuesday 15<sup>th</sup> October 2024 be approved as a correct record and signed by the chair.

### **38 CHAIR'S UPDATE**

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

- Driving Improvement Awards: Launch of Brighton & Hove Council and North Essex Parking Partnership campaigns in relation to CEO abuse alongside confirmation of the 25/26 Driving Improvement Awards theme-blude badge abuse.
- Devolution following on from the Government's White Paper published in December.
- PATROL's response to the government's consultation on enabling remote attendance at local authority meetings, which closed in December.
- Appointment of new Secretary of State for Transport, Heidi Alexander, MP who replaced Louise Haigh, MP.
- Pavement parking.
- Moving traffic powers including current and future tranches.
- Levels of civil penalty charge notices.
- PATROL's engagement with the Ministry of Housing Communities and Local Government in respect of granting of local authorities' powers to use ANPR camera enforcement for off-street car parks. Alongside this a request for a general reversal of the 2015 changes that restricted local authority use of camera enforcement.

Further to his update, the Chair also announced that Councillor Laura Crane, representing Cheshire East Council would be standing down from both the Joint Committee and the Executive Sub Committee. Councillor Crane had been a dedicated and proactive member of both committees for several years.

Councillor Hughes wished her the best of luck in her new role and thanked her for her contribution to PATROL.

## **RESOLVED**

That the update be noted.

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

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

- **Statistics relating to PCNs appealed and the general trends pre and post pandemic including:-**
  - (i) Appeals types/appeals received, with CAZ activity making up to 36.6 %of the appeals.
  - (ii) Increase in Moving Traffic appeals.
  - (iii) Number of PCNs appealed.
  - (iv) Percentage of penalties issued resulting in an appeal.
  - (v) Hearing types including e-decisions, telephone and video hearings.
  - (vii) Case closure statistics.
- **Adjudicator training** – This took place in November 2024 in Birmingham and was mandatory training with all adjudicators required to attend. Further to the face-to-face training two online sessions also took place during the year.

The Chief Adjudicator was complimented on how she and the team managed the appeals system particularly when compared to the private parking appeals process which was felt to be unsympathetic to the motorist. It was noted by one councillor that he rarely received complaints in respect of the Traffic Penalty Tribunal and congratulated Caroline and her colleagues on operating a professional and sympathetic approach to the motorist.

A question was raised in respect of whether there was any data available in terms of increased traffic movement across the country. In response to this, it was confirmed that the tribunal did not monitor traffic statistics but that the DfT does publish some statistics on road usage. Councillor Stevens commented that in his authority in Wales, traffic monitoring equipment on thoroughfares was installed in order to allow officers to see which routes were congested.

Further issues were raised in relation to wider traffic issues, including:-

- PCNs being issued on housing estates currently being developed by private companies employed by the house builders.
- Incidents of scam emails being issued to people advising of a parking contraventions.

- Problems outside schools whereby motorists were leaving the engine running (idling) when parked up.

In respect of the concerns raised in relation to developers issuing PCNs on an unadopted highway, officers advised that a diplomatic approach would be the best way forward with the council contacting the developer directly to come to a solution for example the introduction of a temporary school drop off point.

Officers requested further detail from the Councillor who raised the issue to understand more about the activity by developers.

In respect of the idle engine issue, Councillor Churchman asked if Civil Enforcement Officers had the authority to approach drivers asking them to turn the engine off. In response to this question, the Chief Adjudicator confirmed officers could advise them to although there might be some reluctance to undertake this course of action. Only the police had the power to enforce. In response to this comment, Councillor Crane confirmed that all Cheshire East CEOs had the ability to issue a letter on the spot to motorists parked with their engines running which provided an outline of the law in respect of this matter.

#### **RESOLVED**

That the update be noted.

### **40 BUDGET MONITORING UPDATE FOR 2024/25**

Consideration was given to a report on the income and expenditure position at 31<sup>st</sup> October 2024 for the year 2024/25 alongside consideration of the reserves position at 31<sup>st</sup> October 2024 against the approved reserves levels in order to comply with the approved financial regulations.

#### **RESOLVED**

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

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

### **41 REVENUE BUDGETS FOR 2025/26**

Consideration was given to the revenue budgets for 2025/26.

#### **RESOLVED**

That the revenue budget for 2025/26 as detailed in the report be adopted.

### **42 RESERVES POLICY STATEMENT**

Consideration was given to the Reserves Policy Statement.

#### **RESOLVED**

1. That the proposed Reserves Policy Statement for 2025/26 be approved.

2. That the PATROL reserve level for 2025/26 of £2,333,708 be approved. The equivalent amount for 2024/25 was £2,222,251.

3. That approval be given to the balance of any surplus from 2024/25 to be carried forward to 2025/26.

4. That the delegation of authority to the Chair and Vice Chair to authorise the withdrawal of funds from the PATROL Free Reserves to meet budgetary deficits be approved.

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

Consideration was given to a report defraying the expenses of the Joint Committee.

##### **RESOLVED**

1. That for the Financial Year 2025/26, a continuation in charge of **25 pence per PCN** issued for member authorities be approved and the expected impact on reserves contained within the report be noted.

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

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 to 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 in to a Memorandum of Understanding. Ring-fenced balances associated with these schemes would be reported separately to the Executive Sub Committee within budget monitoring reports.

5. That 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 Invoicing would be undertaken based on monthly returns received from enforcement authorities as in 2024/25.

#### **44     ANNUAL INVESTMENT STRATEGY 2025/26**

Consideration was given to a report seeking the Executive Sub Committee's approval of the Annual Investment Strategy for 2025/26.

### **RESOLVED**

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

## **45 APPOINTMENT OF EXTERNAL AUDITORS**

Consideration was given to a report seeking the Executive Sub Committee's approval in relation to the appointment of External Auditors for the periods 2024/25 to 2026/27.

### **RESOLVED**

That appointment of BDO LLP as External Auditors for the period 2024/25 to 2026/27 be approved.

## **46 REVIEW OF FINANCIAL DOCUMENTATION**

Consideration was given to a report requesting the Executive Sub Committee to approve several financial documents and policies.

A query was raised in relation to why the Non-Staff Expenses Policy did not include claims for electric vehicles. In response it was confirmed that the policy was a replica of the organisations host authority Cheshire East Council and as part of the service level agreement PATROL was required to adopt the same policies.

## **RESOLVED**

That the following documents be approved:-

- 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

### **47 EXPENDITURE FALLING OUTSIDE OF THE SCHEME OF FINANCIAL DELEGATIONS**

Consideration was given to a report on any expenditure falling outside of the Scheme of Financial Delegations 2024/25.

## **RESOLVED**

That the report at appendix one be noted.

### **48 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.

## **RESOLVED**

That the report be noted.

### **49 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:-

- **Appointment of Heidi Alexander, MP, as the new Secretary of State for Transport**
- **Pavement Parking Briefing Note** - This had been circulated to members, providing information that could be used when councillors contacted their local MPs to highlight the ongoing issues related to pavement parking.

Discussion ensued surrounding the problem of pavement parking particularly in respect of trade vehicles parking on pavements therefore leading to impaired peripheral vision for pedestrians when crossing roads. Councillor Churchman believed councils needed to focus on a wide scale commercial vehicle pavement parking ban on urban streets when implementing any legislation. She also expressed her view that government should provide funding that could

be used to encourage homeowners to convert their front gardens into parking spaces.

It was clear from the debate that there was no 'one solution fits all' to resolving the issue of pavement parking and that the approach taken by local authorities would be different depending on the area. The Director highlighted that officers had yet to hear which solution government would opt for, if any. Once a preference was identified, then officers would work with councils in preparing guidance on how to manage any enforcement powers that may materialise.

- **Moving Traffic Powers** – The DfT has confirmed that a fourth tranche would be opened this year and was scheduled to close in July 2025 (similar timetable to 2024's tranche 3). She strongly encouraged councils that wished to obtain moving traffic powers, to submit applications by June/July as it was unknown if or when further tranches would be opened.

## **RESOLVED**

That the update be noted.

### **50 DATE OF NEXT MEETING OF THE PATROL ADJUDICATION JOINT COMMITTEE**

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

Tuesday 15<sup>th</sup> July 2025 at the Local Government Association Headquarters, 18 Smith Square, London, SW1P 3HZ. It was noted that the Annual Reception and Awards would take place after the Joint Committee meeting and would be held in Church House, Westminster.

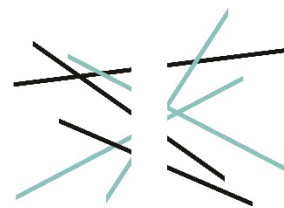
### **51 DATE OF NEXT MEETING OF THE PATROL ADJUDICATION JOINT COMMITTEE - EXECUTIVE SUB COMMITTEE**

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

The meeting commenced at 11am and concluded at 12.17pm.

Councillor S Hughes  
(Chair)



**Traffic Penalty Tribunal** England and Wales

## General Progress Report – to July 2025

### 1. Appeals summary

#### 1.1 PCNs appealed – General Trends

The below table and graph show PCNs appealed to the Tribunal from 1 April 2021 to 31 March 2025. These figures include Statutory Declarations and Witness Statements.

#### PCNs appealed

taken from Annual Stats

	Totals		Like for Like *		Parking and BL/MT only **		
	number	% change	number	% change	number	% change	
<b>2021/22</b>	26,337	45.3%	19,682	8.6%	11,809	20.0%	full year
<b>2022/23</b>	29,963	13.8%	21,693	10.2%	12,208	3.4%	full year
<b>2023/24</b>	37,038	23.6%	25,335	16.8%	14,552	19.2%	full year
<b>2024/25</b>	38,493	3.9%	30,327	19.7%	15,847	8.9%	full year

\* Like for Like excludes CAZ

\*\* excludes CAZ and RUC

	PCNs appealed			
	22/23	23/24	24/25	YoY change
<b>Parking - England</b>	6,949	8,933	9,596	7.4%
<b>Parking - Wales</b>	612	756	770	1.9%
<b>Bus Lanes</b>	4,544	4,699	4,424	-5.9%
<b>Moving Traffic</b>	103	164	1,057	544.5%
<b>Dartcharge</b>	8,478	9,567	13,559	41.7%
<b>LFV</b>	9	25	31	24.0%
<b>Mersey Gateway</b>	998	1,185	881	-25.7%
<b>CAZ</b>	8,270	11,703	8,166	-30.2%
<b>Durham</b>	0	6	9	50.0%
<b>Total</b>	<b>29,963</b>	<b>37,038</b>	<b>38,493</b>	<b>3.9%</b>

	PCNs Appealed - Year to Date		
	2025/26 to date	2024/25 - 4m	Var
<b>Parking - England</b>	3,472	3,239	233
<b>Parking - Wales</b>	324	233	91
<b>Bus Lanes</b>	1,300	1,612	-312
<b>Moving Traffic</b>	719	150	569
<b>Dartcharge</b>	2,081	6,230	-4,149
<b>LFV</b>	11	7	4
<b>Mersey Gateway</b>	167	396	-229
<b>CAZ</b>	2,102	2,700	-598
<b>Durham</b>	3	4	-1
<b>Total</b>	<b>10,179</b>	<b>14,571</b>	<b>-4,392</b>

### Key points:

- Overall increase in PCNs appealed between 23/24 and 24/25 of 3.9%
- Change by appeal stream appeals between 23/24 and 24/25 as follows:
  - Parking England 7.4%
  - Parking Wales 1.9%
  - Bus Lanes -5.9%
  - Moving Traffic 544.5%
  - Dartcharge 41.7%
  - Littering From Vehicles 24.0%
  - Mersey Gateway -25.7%
  - CAZ -30.2%
  - Durham 50.0%
- For the part year to July 2026 – PCNs appealed are 4,392 lower than in the previous year. This is mainly due to Dartcharge operational issues in 24/25 (causing a drop Year on Year of 4,149) and a tail off in the CAZ schemes (drop of 598 YoY).

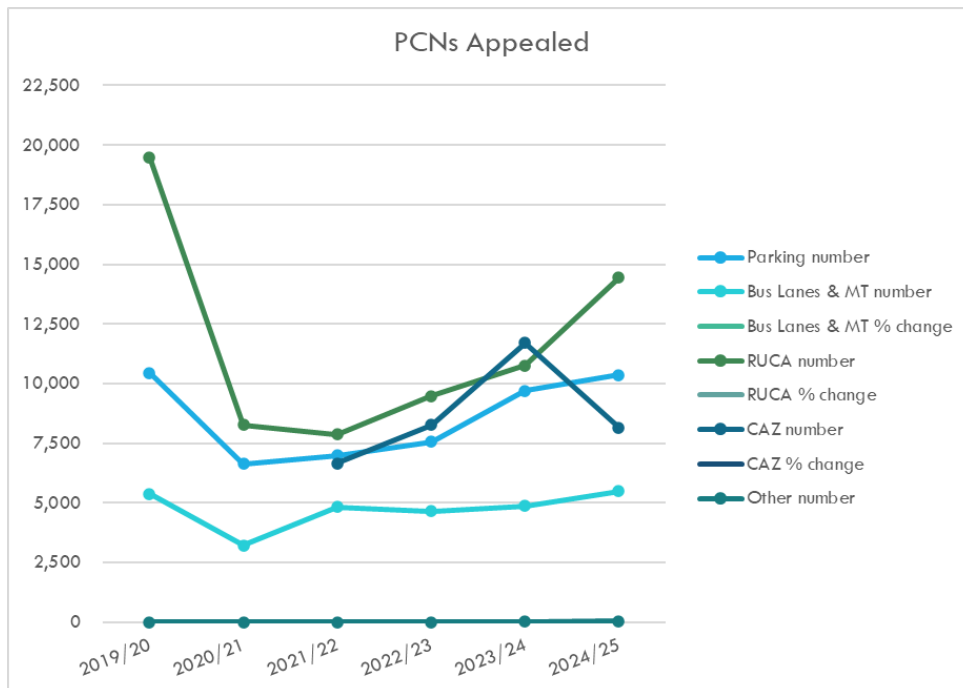
### Split between types of appeals.

#### Proportions

	2022/23		2023/24		2024/25		2025/26	
Parking	7,561	25.2%	9,689	26.2%	10,366	26.9%	3,796	37.3%
Bus Lanes & MT	4,647	15.5%	4,863	13.1%	5,481	14.2%	2,019	19.8%
RUCA	9,476	31.6%	10,752	29.0%	14,440	37.5%	2,248	22.1%
CAZ	8,270	27.6%	11,703	31.6%	8,166	21.2%	2,102	20.7%
Other	9	0.0%	31	0.1%	40	0.1%	14	0.1%
	<b>29,963</b>	<b>100.0%</b>	<b>37,038</b>	<b>100.0%</b>	<b>38,493</b>	<b>100.0%</b>	<b>10,179</b>	<b>100.0%</b>

## Key points:

- Parking, Bus Lanes and Moving Traffic now account for a larger proportion of appeals received (37.3% and 19.8% respectively)
- RUCA appeals have similarly seen a drop as a proportion of appeals received from 37.5% in 24/25 to 22.1% in 25/26 – this is due to the drop in the Dartcharge appeal numbers described above
- CAZ appeals account for 20.7% of appeals received (a drop from 21.2% in 24/25)



## 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.

### Rate of Appeal

	2023/24			2024/25			2025/26 to date		
	PCNs Issued	PCNs Appealed	Appeal Rate %	PCNs Issued	PCNs Appealed	Appeal Rate %	PCNs Issued	PCNs Appealed	Appeal Rate %
Bus Lanes	1,984,040	4,699	0.24%	1,913,982	4,424	0.23%	526,868	1,300	0.25%
Moving Traffic	213,414	164	0.08%	522,138	1,057	0.20%	277,025	719	0.26%
Parking - England	5,432,055	8,933	0.16%	6,425,415	9,596	0.15%	2,163,595	3,472	0.16%
Parking - Wales	351,246	756	0.22%	236,516	770	0.33%	67,977	324	0.48%
Dartcharge	2,107,430	9,567	0.45%	3,019,126	13,559	0.45%	818,403	2,081	0.25%
Mersey Gateway	652,923	1,185	0.18%	621,586	881	0.14%	203,705	167	0.08%
CAZ	1,366,108	11,703	0.86%	1,007,202	8,166	0.81%	186,420	2,102	1.13%
LFV + Durham	1,922	31	1.61%	6,577	40	0.61%	1,107	14	1.27%
<b>Total</b>	<b>12,109,138</b>	<b>37,038</b>	<b>0.31%</b>	<b>13,752,542</b>	<b>38,493</b>	<b>0.28%</b>	<b>4,245,100</b>	<b>10,179</b>	<b>0.24%</b>

	23/24 to 24/25	
	Change in number of PCNs Issued	Change in number of PCNs Appealed
Bus Lanes - England	-3.5%	-5.9%
Bus Lanes & MT - Wales	144.7%	544.5%
Parking - England	18.3%	7.4%
Parking - Wales	-32.7%	1.9%
Dartcharge	43.3%	41.7%
Mersey Gateway	-4.8%	-25.7%
CAZ	-26.3%	-30.2%
LFV + Durham	242.2%	29.0%
Total	13.6%	3.9%

Exc CAZ	19.7%	14.1%
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### 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 England where an increase of 18.3% Year on Year in PCNs issued compares with only a 7.4% increase in appeals received Year on Year.
- 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. Bus Lanes and Moving Traffic

Following the granting of additional powers to enforce Moving Traffic Contraventions to a number of authorities we have considered the effect on PCN issuance. The analysis is complicated by some Enforcement Authorities reporting (to us) the PCNs issued as Bus Lane PCNs and some as Moving Traffic PCNs. We have therefore considered the combined Bus Lane and Moving Traffic PCN number pre and post Go Live to try to establish a trend overall.

Where we know that the data reported is incomplete or inaccurate we have excluded this data until we address the queries raised.

The table below looks at the average number of PCNs issued (total both Bus Lanes and Moving Traffic) pre the start of Moving Traffic Enforcement and post. Trends that look unusual (such as a decrease) are also being investigated further and will be updated in the next report.

Enforcement Authority	Notified Start Date	Av No PCNs Prior MTE	Av No PCNs Post MTE	Change
Bristol City Council	01/03/2025	8,815	9,143	3.7%
Buckinghamshire Council	01/10/2023	0	1,491	100.0%
Central Bedfordshire Council	11/12/2024	133	464	248.9%
Cheshire West and Chester Council	17/01/2024	570	927	62.6%
City of Stoke on Trent Council	24/02/2025	2,259	1,268	-43.9%
Coventry City Council	04/09/2024	3,679	4,323	17.5%
Derby City Council	15/07/2022	3,136	5,140	63.9%
Durham County Council	10/08/2022	456	353	-22.6%
Gloucestershire County Council	20/05/2024	414	2,604	529.0%
Hertfordshire County Council	16/07/2024	0	134	100.0%
Kent County Council	02/04/2024	4,860	3,790	-22.0%
Leeds City Council	30/07/2024	1,295	5,487	323.7%
Leicester City Council	30/04/2024	2,907	3,209	10.4%
Liverpool City Council	02/01/2024	963	4,774	395.7%
Luton Borough Council	01/11/2022	507	854	68.6%
Medway Council	01/11/2023	532	2,955	455.5%
North Northamptonshire Council	01/02/2024	633	2,891	356.7%
Nottingham City Council	01/11/2024	3,594	6,646	84.9%
Oldham Metropolitan Borough Council	07/10/2024	642	798	24.3%
Oxfordshire County Council	31/10/2022	4,704	6,880	46.3%
Reading Borough Council	01/08/2022	5,837	5,473	-6.2%
Rotherham Metropolitan Borough Council	01/09/2024	0	386	100.0%
Royal Borough of Windsor and Maidenhead	15/04/2024	0	960	100.0%
South Gloucestershire Council	01/02/2025	861	902	4.8%
Southampton City Council	26/02/2024	1,278	4,069	218.4%
Surrey County Council	01/06/2024	964	2,630	172.8%
Thurrock Council	01/07/2024	0	406	100.0%
Trafford Metropolitan Borough Council	09/03/2025	0	433	100.0%
Walsall Metropolitan Borough Council	01/09/2023	2,173	2,459	13.2%
West Berkshire District Council	08/01/2024	97	275	183.5%
West Northamptonshire Council	05/09/2023	1,379	2,891	109.6%
Wigan Metropolitan Borough Council	25/11/2024	0	2,048	100.0%
		<b>52,689</b>	<b>87,063</b>	<b>65.2%</b>

## 4. 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 25% of cases closed.

	Cases requiring a Decision				
	TOTAL	F2F	Video + Tel	E-decision	
2025/26	6,678	0	1,351	5,327	<i>part year</i>
2024/25	16,069	0	3,389	12,680	<i>full 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	
2025/26	100.0%	0.0%	20.2%	79.8%	<i>part year</i>
2024/25	100.0%	0.0%	21.1%	78.9%	<i>full 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>

2025/26					
	Video+ Tel	F2F	E-D	No Contest	Month TOTAL
April	318	0	1,140	413	1,871
May	277	0	1,010	416	1,703
June	249	0	1,101	466	1,816
July	249	0	1,094	493	1,836
August	258	0	982	405	1,645
<b>TOTAL</b>	<b>1,351</b>	<b>0</b>	<b>5,327</b>	<b>2,193</b>	<b>8,871</b>
	15.2%	0.0%	60.0%	24.7%	100.0%

## 5. 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 **4.6% for the 12 months 2024/25**.

## 6. 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 3<sup>rd</sup> September 2025 there were 1,709 PCNs that were awaiting a decision.

Authority	Number PCNs
Dartcharge	410
Bradford CAZ	123
Birmingham CAZ	138
Brighton & Hove Parking	27
Sheffield CAZ	30
Birmingham Parking	61
Brighton & Hove Bus Lanes	42
Mersey Gateway	47
Liverpool Parking	27
Manchester Parking	30
Swansea Parking	31
< 25 PCNs per LA	743

note: does NOT include WS/SD

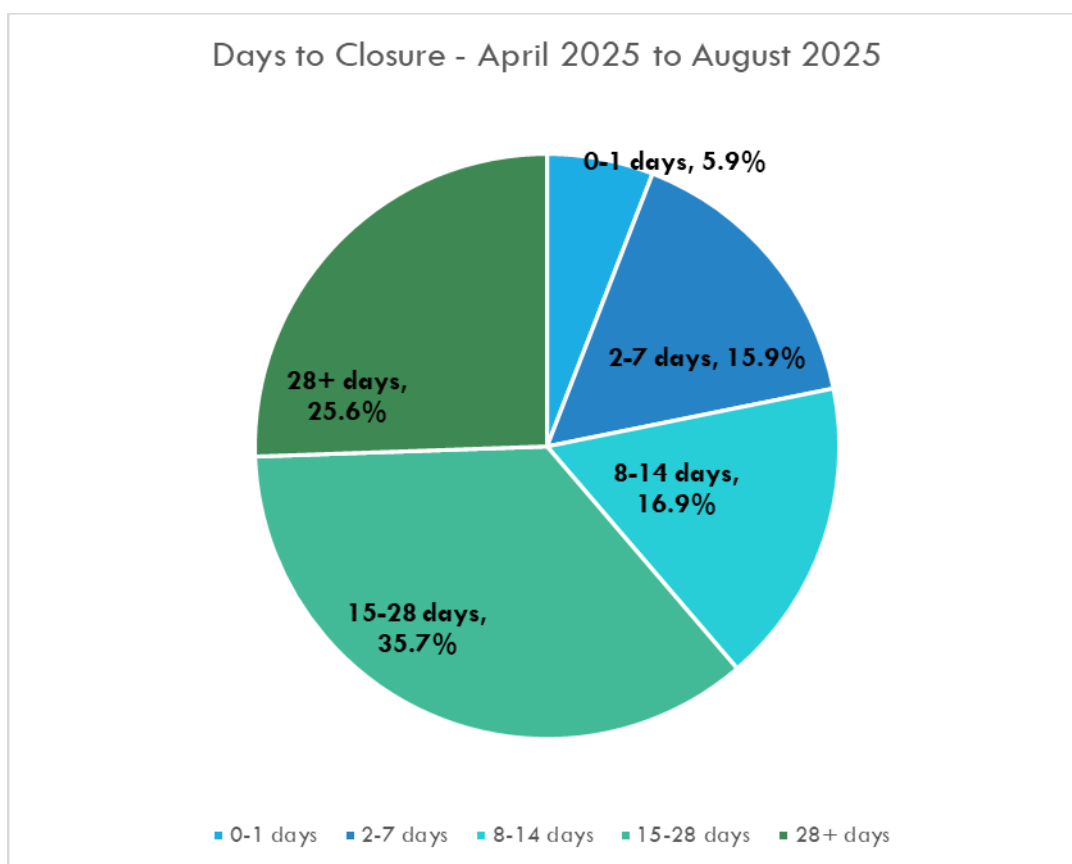
**1,709**

The data below shows appeal case closure times for cases closed between April 2025 and August 2025.

#### April 25 to Aug 25

Case Closure	
0-1 days	7.3%
2-7 days	14.0%
8-14 days	16.7%
15-28 days	42.2%
28+ days	19.8%
	100%

Case Closure	
7%	0-1 day
27%	Less than 7 days
45%	Less than 14 days
82%	Less than 28 days
18%	More than 29 days



## 7. Outcomes

The tables below show the Outcomes of PCNs received by the Tribunal in 2024/25. This data excludes Statutory Declarations and Witness Statements.

## Summary of Appeals by Outcome

2024/25

	PCNs Appealed	Not Contested by Authority	Allowed by Adjudicator	Total Allowed inc Not Contested	Refused by Adjudicator inc Withdrawn by Appellant and Out of Time	Consent Order	Awaiting Decision
England Parking	8,107	1,891	1,318	3,209	4,258	181	459
Wales	682	124	140	264	361	19	38
Bus Lanes	3,813	1,144	411	1,555	1,996	93	169
Moving Traffic	1,066	223	111	334	578	59	95
Mersey Gateway	882	602	9	611	187	46	38
National Highways	13,586	1,712	81	1,793	1,245	10,095	453
LFV	29	5	4	9	19	1	0
Clean Air Zones	6,609	1,829	516	2,345	3,555	312	397
Durham	9	1	1	2	7	0	0
<b>Total for Tribunal</b>	<b>34,783</b>	<b>7,531</b>	<b>2,591</b>	<b>10,122</b>	<b>12,206</b>	<b>10,806</b>	<b>1,649</b>

2024/25

	PCNs Appealed	Not Contested by Authority	Allowed by Adjudicator	Total Allowed inc Not Contested	Refused by Adjudicator inc Withdrawn by Appellant and Out of Time	Consent Order	Awaiting Decision
England Parking	100.0%	23.3%	16.3%	39.6%	52.5%	2.2%	5.7%
Wales	100.0%	18.2%	20.5%	38.7%	52.9%	2.8%	5.6%
Bus Lanes	100.0%	30.0%	10.8%	40.8%	52.3%	2.4%	4.4%
Moving Traffic	100.0%	20.9%	10.4%	31.3%	54.2%	5.5%	8.9%
Mersey Gateway	100.0%	68.3%	1.0%	69.3%	21.2%	5.2%	4.3%
National Highways	100.0%	12.6%	0.6%	13.2%	9.2%	74.3%	3.3%
LFV	100.0%	17.2%	13.8%	31.0%	65.5%	3.4%	0.0%
Clean Air Zones	100.0%	27.7%	7.8%	35.5%	53.8%	4.7%	6.0%
Durham	100.0%	11.1%	11.1%	22.2%	77.8%	0.0%	0.0%
<b>Total for Tribunal</b>	<b>100.0%</b>	<b>21.7%</b>	<b>7.4%</b>	<b>29.1%</b>	<b>35.1%</b>	<b>31.1%</b>	<b>4.7%</b>

## Key Points:

- For PCNs appealed in 2024/25 – the average No Contested by Enforcement Authorities was 21.7% across all appeal types. Within this Mersey Gateway No Contested 68.3% of PCNs appealed.
- 35.1% of PCNs appealed were Refused – this includes those rejected for registration by the Adjudicator
- 7.4% of PCNs appealed were allowed

In October 2024 we conducted an extensive piece of work to look at outcomes and their relationship to timescales for conclusion of cases.

This is shown below and covers the period January 2024 to October 2024.

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

**PATROLAJC Executive Sub Committee**

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**Date of Meeting:** 14<sup>th</sup> October 2025

**Report Title:** Budget Monitoring Update for 2025/26

**Report of:** 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> July 2025 for the year 2025/26 in order to comply with the approved Financial Regulations.
- 1.2** To report the Reserves position at 31<sup>st</sup> July 2025 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> July 2025 for the year 2025/26.
- 2.2** To note the Reserves position at 31<sup>st</sup> July 2025 against the approved Reserves levels.

**3.0 Reasons for Recommendations**

- 3.1** To comply with the approved Financial Regulations.
- 3.2** To inform the Risk Register.

**4.0 Background**

- 4.1** At 31<sup>st</sup> July 2025 Income is £24,422 over budget (positive variance). This is primarily due to higher than anticipated Parking Income (£47,868) and higher Bank Interest Received (£5,976).

It is believed that some of the Bus Lane drop in Income is offset by the increased Moving Traffic Income and the way in which enforcing authorities report to us.

- 4.2** Expenditure is under budget by £189,975 (positive variance).

This results in a surplus to date of £155,525 against a budgeted deficit of £58,872 (a positive variance of £214,397)

Of this £155,525, £82,002 relates to PATROL with the balance being ring- fenced to National Highways (£56,182) and Halton Borough Council (£17,342).

The detail is provided at **Appendix 1**.



The Balance Sheet and Cash Flow are additionally shown at **Appendix 2** for information.

SUMMARY TO DATE			
	31/07/2025	31/07/2025	31/07/2025
	Year to Date	Budget	Var to Budget
Income	1,121,432	1,097,010	24,422
Expenditure	965,907	1,155,882	189,975
Surplus / (Deficit)	<b>155,525</b>	<b>-58,872</b>	<b>214,397</b>
<b>Breakdown of Surplus</b>			
PATROL	82,002	-53,583	135,584
Halton Borough Council	17,342	5,297	12,045
National Highways	56,182	-10,586	66,768
	<b>155,525</b>	<b>-58,872</b>	<b>214,397</b>

#### The savings in expenditure are explained by:

- Savings in Staff Costs due to unfilled vacancies and timing of recruitment, outsourcing of post, the departure of a senior manager (role not yet filled) plus the Inflationary Increase due to staff but not yet paid (total £83,952)
- Savings in Supplies and Services due to and unspent provisions for Legal Costs and Initiatives (total £30,378).
- Savings on Adjudicator Fees due a lower number of cases requiring a decision (and therefore accruing a fee) than this time last year (total savings against budget £31,336).
- IT savings of £19,533 due to the timing of planned projects / upgrades

#### 4.3 Reserves to date are summarised as follows:

	To Date	Budget	Var to Budget
Reserves b/f from 24/25	4,637,104	4,637,104	0
Surplus / (Deficit) for year 25/26 - YTD	155,525	-58,872	214,397
Drawdown of Reserves 2025/26	-75,944		
<b>Closing Balance</b>	<b>4,716,686</b>	<b>4,578,233</b>	<b>214,397</b>
<i>Approved Reserves</i>	2,333,708	2,333,708	0
<b>FREE Reserves to Date</b>	<b>2,382,978</b>	<b>2,244,525</b>	<b>138,453</b>
less:			
NH balance to date	94,863 	74,079	20,784
MG balance to date	22,967 	29,438	-6,471
<b>PATROL FREE Reserves to date</b>	<b>2,265,147</b>	<b>2,141,007</b>	<b>124,140</b>

At 31st July 2025 there is a Reserves balance of £4,716,686 giving a Free Reserves balance of £2,382,978.

Of this FREE Reserves Balance of £2,382,978, £94,863 is ring-fenced to National Highways and £22,967 ring-fenced to Halton Borough Council. This leaves a balance of FREE Reserves to PATROL of £2,265,147.

## 5.0 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 31/07/2025

	Year to Date						Full Year		
	31/07/2025	31/07/2025	31/07/2025	31/07/2025	31/01/2025	Var to Current Yr	31/03/2026	31/03/2025	Var to Prior Yr
	Year to Date	Budget	Var to Budget	Var to Budget	Prior YTD		Full Year Budget	Prior Year Result	
<b>Income:</b>									
PATROL *	574,049	526,181	47,868	9.1%	506,280	67,769	1,578,544	1,724,265	-145,721
Bus Lane Income	130,863	156,656	-25,793	-16.5%	139,711	-8,848	469,968	481,397	-11,429
Moving Traffic Income	70,613	32,863	37,750	114.9%	24,227	46,386	98,589	127,294	-28,705
<b>Road User Charging:</b>									
National Highways - Income	204,601	200,254	4,346	2.2%	365,419	-160,818	600,763	754,782	-154,019
Halton Borough Council - Income	50,926	53,620	-2,694	-5.0%	53,388	-2,462	160,860	155,397	5,464
Clean Air Zones - Income	48,974	93,389	-44,415	-47.6%	87,076	-38,102	280,167	232,366	47,801
LFV - Income	1,744	380	1,364	358.8%	910	834	1,140	3,697	-2,557
Bank Interest Received	39,310	33,333	5,976	17.9%	44,726	-5,416	100,000	131,680	-31,680
Sale of Assets	0	0	0	0.0%	290	-290	0	290	-290
Other Income	354	333	20	6.1%	11,400	-11,046	1,000	12,939	-11,939
<b>Total Income</b>	<b>1,121,432</b>	<b>1,097,010</b>	<b>24,422</b>	<b>2.2%</b>	<b>1,233,427</b>	<b>-111,995</b>	<b>3,291,031</b>	<b>3,624,106</b>	<b>-333,075</b>
<b>Expenditure:</b>									
Adjudicators	324,336	355,672	31,336	8.8%	270,968	-53,368	1,107,016	905,431	-201,585
Staff	414,021	497,973	83,952	16.9%	393,063	-20,958	1,493,919	1,248,329	-245,590
Premises / Accommodation	30,001	29,853	-148	-0.5%	26,433	-3,568	89,560	79,425	-10,135
Transport	6,025	7,833	1,808	23.1%	8,701	2,676	23,500	14,664	-8,836
Supplies and Services	63,655	94,033	30,378	32.3%	39,731	-23,924	282,100	199,094	-83,006
IT	130,262	149,795	19,533	13.0%	121,251	-9,011	449,384	476,408	27,024
Services Management and Support	20,890	19,602	-1,288	-6.6%	20,347	-543	58,807	61,040	2,233
Audit Fees	1,120	1,120	0	0.0%	-385	-1,505	3,360	2,415	-945
Bad Debts - movement on provision	-24,403	0	24,403	0.0%	-16,628	7,775	0	-3,370	-3,370
<b>Total Expenditure</b>	<b>965,906.95</b>	<b>1,155,882</b>	<b>189,975</b>	<b>16.4%</b>	<b>863,481</b>	<b>-102,426</b>	<b>3,507,646</b>	<b>2,983,435</b>	<b>-524,211</b>
<b>Surplus / (Deficit)</b>	<b>155,525</b>	<b>-58,872</b>	<b>214,397</b>		<b>369,946</b>	<b>-214,421</b>	<b>-216,615</b>	<b>640,670</b>	<b>-857,285</b>
		-0			0	0	0		0
<b>Breakdown of Surplus</b>	<b>155,525</b>	<b>-58,872</b>	<b>214,397</b>	<b>-364.2%</b>	<b>369,946</b>	<b>-214,421</b>	<b>-216,615</b>	<b>640,670</b>	<b>-857,285</b>
<b>PATROL *</b>	<b>82,002</b>	<b>-53,583</b>	<b>135,584</b>	<b>-253.0%</b>	<b>218,061</b>	<b>-136,059</b>	<b>-200,748</b>	<b>431,741</b>	<b>-632,489</b>
<b>Halton Borough Council</b>	<b>17,342</b>	<b>5,297</b>	<b>12,045</b>	<b>227.4%</b>	<b>20,441</b>	<b>-3,099</b>	<b>15,891</b>	<b>45,468</b>	<b>-29,577</b>
<b>National Highways</b>	<b>56,182</b>	<b>-10,586</b>	<b>66,768</b>	<b>-630.7%</b>	<b>131,444</b>	<b>-75,262</b>	<b>-31,758</b>	<b>163,462</b>	<b>-195,220</b>

## Appendix 2:

### BALANCE SHEET - PATROL

	Apr-25 p1	May-25 p2	Jun-25 p3	Jul-25 p4
<b>Current Assets</b>				
LA Debtors	589,167	156,362	100,857	673,545
Other Debtors	58,607	54,673	124509.21	147,631
VAT				
Cash and Bank	3,950,676	4,241,830	4,007,838	3,910,033
<b>Total</b>	<b>4,598,450</b>	<b>4,452,866</b>	<b>4,233,205</b>	<b>4,731,208</b>
<b>Current Liabilities</b>				
Trade Creditors	65,775	158,159	150,645	152,822
Other Public Bodies				
Other Creditors	-112,676	-219,069	-643,690	-138,300
<b>Total</b>	<b>-46,901</b>	<b>-60,910</b>	<b>-493,045</b>	<b>14,522</b>
<b>Net Current Laibilities</b>	<b>4,645,351</b>	<b>4,513,776</b>	<b>4,726,249</b>	<b>4,716,686</b>
Long Term (Liabilities)/Assets	0	0	0	
<b>NET ASSETS</b>	<b>4,645,351</b>	<b>4,513,776</b>	<b>4,726,249</b>	<b>4,716,686</b>
<b>Financed By:</b>				
Reserves BF	4,637,105	4,637,105	4,637,105	4,637,105
Reserves drawdown	-12,767	-56,104	-62,030	-75,944
Current Year Surplus	21,012	-67,226	151,174	155,525
<b>TOTAL NET WORTH</b>	<b>4,645,350</b>	<b>4,513,775</b>	<b>4,726,249</b>	<b>4,716,686</b>

## CASH FLOW - PATROL

	Apr-25 p1	May-25 p2	Jun-25 p3	Jul-25 p4
<b>Opening Cash Balance</b>	<b>4,071,518</b>	<b>3,950,676</b>	<b>4,241,830</b>	<b>4,007,838</b>
Decrease / (Increase) in LA Debtors	-538,336	432,805	55,505	-572,688
Decrease / (Increase) in Other Debtors	44,387	3,934	-69,836	-23,121
Decrease / (Increase) in VAT Debtor	0	0	0	0
Increase / (Decrease) in Trade Creditors	-133,805	92,383	-7,513	2,177
Increase / (Decrease) Public Body Creditors	0	0	0	0
Increase / (Decrease) in Other Creditors	498,667	-106,392	-424,622	505,390
Movement on Reserves	8,246	-131,575	212,474	-9,563
<b>Closing Cash Balance</b>	<b>3,950,676</b>	<b>4,241,830</b>	<b>4,007,838</b>	<b>3,910,033</b>
	0	0	0	0

## **PATROLAJC Executive Sub Committee**

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**Date of Meeting:** 14th October 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 review 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 that the charge of **25 pence per PCN issued (effective from 1<sup>st</sup> October 2023) remains unchanged for the remaining 6 months of the financial year** for member authorities and notes the expected impact on reserves at 4.6 below.

**2.2** That this will be reviewed at the January 2026 meeting in the light of actual income and expenditure information as part of the budget approval process for the year 2026-27.

**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 previous years.

### **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 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**

<b>Year</b>	<b>Per PCN</b>	<b>Annual</b>	<b>Per Case</b>
1991/01	70 pence	£500	£10
2001/03	70 pence	£500	£0
2003/05	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 pence	£0	£0

2023/24 – 2 <sup>nd</sup> 6m	25 pence	£0	£0
<b>2024/25</b>	<b>25 pence - approved</b>	<b>£0</b>	<b>£0</b>

- 4.3** The per PCN charge has more than halved since the inception of the Joint Committee and the annual and per case charges withdrawn entirely. Whilst the largest historical reductions were achieved through the introduction of a new appeals processing system, since then further reductions have been achieved through economies of scale and improving efficiencies which have resulted in financial savings despite reduced PCN activity since the Coronavirus pandemic.
- 4.4** It is recommended that for 2025-26, the Executive Sub Committee approves a rate of **25 pence per PCN for the second 6 months of the financial year** and that this is reviewed at the January 2026 meeting as part of the budget approval process for 2026-27. The committee has always expressed a preference for increments / decreases in 5 pence intervals; it is assumed that this remains unchanged.
- 4.5** 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.

- 4.6** The recommendations are made with the following context and background:
- Changes in the charge per PCN issued have little impact on each individual authority but when combined, results in a larger impact on Reserves for PATROL.
  - There are several uncertainties surrounding PATROL activity currently. These include:
    - Change in central government and potential policy changes
    - Proposed changes to PCN amount and any impact that may have on issuance and appeal rates
    - Take up of Moving Traffic powers and the commencement of active enforcement
    - CAZ schemes maturing
  - PATROL - unknown costs with seeking legal advice and defending possible claims

- The appeals system support contract is due for renewal and the cost of this is expected to increase – we will also consider our options in terms of system development, longevity and/or replacement
- The committee has always expressed a preference for increments / decreases in 5 pence intervals; it is assumed that this remains unchanged.

These issues all pose some potential risk / cost to PATROL. We therefore recommend prudence and maintaining Reserves at their current level.

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

- To maintain a charge per PCN of **25 pence per PCN issued for the second 6 months of the financial year 2025-26 (no change)**
- This would result in a forecast **deficit** for the year for PATROL of £149,853 (against a budgeted **deficit** of £200,748, a positive variance of £50,895).
- Forecast FREE Reserves at 25 pence for PATROL at 31<sup>st</sup> March 2026 of £2,033,292.
- These balances exclude National Highways and Mersey Gateway ringfenced balances
- To reduce the charge of 25 pence per PCN issued to 20 pence per PCN issued for the last 6 months of the financial year 2024-25 would result in a forecast **deficit** for the year for PATROL of £391,235 and forecast FREE Reserves of £1,791,911.
- Backdating the same reduction for the whole year would result in a **deficit** for the year of £631,677 and forecast FREE Reserves of £1,551,468

FORECAST based on 25 pence			
	31/03/2026	31/03/2026	31/03/2026
	FORECAST	Budget	Var to Budget
Income	3,352,866	3,291,031	61,835
Expenditure	3,408,652	3,507,646	98,994
Surplus / (Deficit)	<b>-55,786</b>	<b>-216,615</b>	<b>160,829</b>
<b>Breakdown of Surplus</b>			
PATROL	<b>-149,853</b>	<b>-200,748</b>	50,895
Halton Borough Council	25,066	15,891	9,175
National Highways	69,001	<b>-31,758</b>	100,759
	<b>-55,786</b>	<b>-216,615</b>	<b>160,829</b>

	FORECAST @ 25p	Budget	Var to Budget
Reserves b/f from 24/25	4,637,104	4,637,104	0
Surplus / (Deficit) for year 25/26	-55,786	-216,615	160,829
Drawdown of Reserves 2025/26	-75,944		
<b>Closing Balance</b>	<b>4,505,374</b>	<b>4,420,489</b>	<b>160,829</b>
<i>Approved Reserves</i>	<i>2,333,708</i>	<i>2,333,708</i>	<i>0</i>
<b>TOTAL FREE Reserves</b>	<b>2,171,666</b>	<b>2,086,781</b>	<b>84,885</b>
less:			
NH balance	69,001	-31,759	100,760
MG balance	25,066	15,892	9,174
<b>PATROL FREE Reserves FORECAST</b>	<b>2,077,600</b>	<b>2,102,648</b>	<b>-25,049</b>
	0	0	-0

<b>Effect on Reserves - PATROL ONLY:</b>	<b>£0.25</b>	<b>£0.20</b>	<b>6m &amp; 6m*</b>
<b>PATROL Opening Reserves of 2025/26</b>	<b>4,516,853</b>	<b>4,516,853</b>	<b>4,516,853</b>
<i>Of which are:</i>			
<i>General Approved Reserve</i>	1,753,823	1,753,823	1,753,823
<i>Approved Property Reserve</i>	350,765	350,765	350,765
<i>Approved Technology Reserve</i>	179,120	179,120	179,120
<i>Innovation &amp; Research</i>	50,000	50,000	50,000
<b>TOTAL Approved Reserve</b>	<b>2,333,708</b>	<b>2,333,708</b>	<b>2,333,708</b>
<b>Free Reserves at 01.04.25</b>	<b>2,183,145</b>	<b>2,183,145</b>	<b>2,183,145</b>
Surplus / (Deficit) ytd to March 2026	-149,853	-631,677	-391,235
Drawdown	0	0	0
<b>FREE Reserves to end March 2025</b>	<b>2,033,292</b>	<b>1,551,468</b>	<b>1,791,911</b>

**4.8** The three options would result in the following forecast surpluses compared to approved budget for 2024/25.

	£0.25 Surplus	£0.20 Surplus	6m & 6m* Surplus	BUDGET
<b>PATROL</b>	-149,853	-631,677	-391,235	-81,618
<b>National Highways</b>	69,001	-63,765	5,235	-100,534
<b>Mersey Gateway</b>	25,066	-7,119	9,381	34,457
	<b>-55,786</b>	<b>-702,561</b>	<b>-376,619</b>	<b>-147,695</b>

## **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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**Date of Meeting:** Tuesday 14<sup>th</sup> October 2025

**Report Title:** Expenditure Falling outside of the Financial Regulations

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

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### **1.0 Report Summary**

**1.1** To report any expenditure falling outside of the Financial Regulations 2025/26.

### **2.0 Recommendations**

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

### **3.0 Reasons for Recommendations**

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

### **4.0 Background and Options**

**4.1** The PATROL Executive Sub Committee approved the Financial Regulations and the Scheme of Financial Delegations 2025/26 at its meeting on Tuesday 21<sup>st</sup> January 2025.

**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 £30,000</i>	<i>three written quotations submitted against an outline specification by the Budget Manager</i>
<i>£30,000 to</i>	<i>formal tender process to at least three candidates authorised</i>

<i>£172,514 (EU threshold)</i>	<i>by the Director</i>
<i>EU threshold to £250,000</i>	<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 25/26:

01/04/25 to 31/08/25

Supplier	Financial Year 25-26	Comment
1	94,072.14	Knowledge Base - System development
2	24,113.63	Specialist communications consultancy.
3	17,751.07	Knowledge Base (IT Support)
4	12,917.25	Landlord
5	12,873.75	Ongoing commitment - server hosting (IT). Previously known as Melbourne Hosting
6	7,631.67	Adjudicator Training - preferred venue
7	7,354.90	Data Storage - ongoing commitment
8	6,658.21	Network Protection - Vulnerability Scanner - ongoing supplier
9	6,600.00	Ongoing Commitment - PC Phone System
10	6,430.00	Knowledge Base (IT Support)
11	4,973.00	Staff Development - preferred supplier
12	4,757.68	Temp Resource and Recruitment. Best candidates.
13	4,750.05	Network provision and Support - ongoing
14	4,649.98	Online centralised booking for travel. Best prices sought.
15	4,294.83	IT ticket management and workload planning
16	4,103.81	Award Winner - Driving Improvement Awards
17	3,838.68	Knowledge Base (IT support)
18	3,837.20	Preferred venue
19	3,724.70	Ongoing contract - Market Survey done
20	3,595.78	Preferred Venue for Hotel Stays - London and Other
21	2,700.30	Preferred Venue
22	2,502.59	2 factor security for FOAM
23	2,290.00	Preferred Venue
24	2,250.00	Preferred venue - Workshop
25	2,224.95	Reporting Tool
26	2,168.40	Mobile Comms - all staff

\* supplier names are hidden due to commercial sensitivity

## **PATROLAJC Executive Sub Committee**

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**Date of Meeting:** 14<sup>th</sup> October 2025  
**Report Title:** PATROL Annual Return 2024/25  
**Report of:** Laura Padden, Director, PATROL

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### **1.0 Report Summary**

- 1.1** To report the findings of the External agreed upon procedures and Internal Auditors for the year 2024/25.

### **2.0 Recommendations**

- 2.1** To note the findings of the BDO Reports for 2024/25 based upon agreed procedures - **(As reported at 4.4)**.
- 2.2** To note the findings of the Internal Audit Report for 2024/25 as reported to the PATROL Adjudication Joint Committee at their meeting on 14th July 2025 **(Appendix 1)**.
- 2.3** To approve the cessation of the work undertaken by BDO following instruction from them as set out in the Background to this report.

### **3.0 Reasons for Recommendations**

- 3.1** To comply with the Financial Regulations.

### **4.0 Background and Options**

- 4.1** The PATROL Adjudication Joint Committee approved the Draft Annual Returns for 2024/25 at its meeting on 15th July 2025.
- 4.2** The Joint Committee approved the appointment of BDO LLP to 'audit' the annual returns for the periods 2024/25, 2025/26 and 2026/27 (3 years) at its meeting in January 2025.

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.

BDO LLP have now written to PATROL to inform us that the nature of the work that they undertake for PATROL should not be classified or reported under the term '*audit*' but '*agreed upon procedures*' as this is the nature of the work they perform.

They have also sought our agreement that their report is not shared, minuted or published without their permission.

PATROL has sought legal advice in relation to this request and has been advised that the item is unlikely to meet the test to be a Part II item and that it is unlikely that an exemption from disclosure would apply in the event of receipt of a request under the Freedom of Information Act 2000.

On this basis, we recommend that the Executive Sub Committee approve the recommendation that the work undertaken by BDO is ceased. The term '*agreed upon procedures*' does not give the same level of assurance as the term '*audit*' and is likely to be confusing for the reader. In addition, preparation of the report is extremely time consuming, and the work by BDO will cost circa £4000 for 2025/26. If we are unable to publish a report by BDO to give assurance externally, it would seem prudent that the decision to appoint BDO is reversed.

**4.3** Additionally, we are able to place reliance on the Internal Audit work undertaken by Cheshire East Council as our host authority that gives assurance transactions are in accordance with all policies approved by Joint Committee or Executive Sub Committee and that any anomalies are reported as soon as known.

**4.4** The Small Bodies Annual Return was presented to the Joint Committee in July 2025. This, along with our additional explanations and working papers have been reviewed by BDO. They report that '**No exceptions were found**'.

**4.5** The Internal Audit Report is shown at **Appendix 1**. The Internal Auditors gave a **GOOD** assurance on controls within the organisation reporting no issues.

## **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.

## Appendix 2 – Annual Internal Audit Report:

# Internal Audit – Assurance Report PATROL (Parking and Traffic Regulations Outside London) 2024/25

Report Status: Final  
Report Date: 10th June 2025  
Prepared by: Lucy Draper

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- Ashley Hughes - Executive Director of Resources, Section 151 Officer

### Final Report Owner:

- Laura Padden – PATROL, Director

### Version Control

Version Number	Date	Changes
1.0	03.06.2025	Draft report prepared
1.1	04.06.2025	Report reviewed by Acting Principal Auditor
1.2	10.06.2025	Report approved by Head of Audit, Risk and Assurance

## Executive Summary

### 1. Background

1.1 PATROL (Parking and Traffic Regulations Outside London) has been established to enable councils undertaking civil parking enforcement in England and Wales and civil bus lane and moving traffic enforcement in Wales to exercise their functions under:

- Section 81 of the Traffic Management Act 2004 (TMA) and Regulations 17 and 18 of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 (the English General Regulations).
- Section 81 of the TMA and Regulations 16 and 17 of the Civil Enforcement of Road Traffic Contraventions (General Provisions) Wales Regulations 2013 (the Welsh General Provisions Regulations).
- Regulations 12 and 13 of The Road User Charging (RUC) Schemes (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2013 (the Road User Charging Regulations).
- Regulation 18 of The Littering from Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018.

1.2 These functions are exercised through PATROL in accordance with Regulation 16 of the English General Regulations and Regulation 15 of the Welsh General Provisions Regulations.

1.3 The Bus Lane Adjudication Service Joint Committee (BLASJC) was established to enable councils in England undertaking civil enforcement of bus lanes to exercise their functions under Regulation 11 of The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005 (the Bus Lane Regulations).

1.4 Until March 2023, these functions were exercised through BLASJC in accordance with Regulation 12 of the Bus Lane Regulations. However, legislation was introduced to transfer the bus lane enforcement regime outside London from the Transport Act 2000 to the bus lane enforcement provisions in the Part 2 of Schedule 8 of the 2004 Act. Meaning there was no longer a requirement for a separate Bus Lane Adjudication Service Joint Committee or Bus Lane Adjudication Service Joint Committee Executive Sub Committee.

1.5 Under the above legislation and regulations, councils operating civil traffic enforcement functions are responsible for funding the provision of adjudication. The councils carry out this duty through a Joint Committee.

1.6 The PATROL Adjudication Joint Committee performs this function in accordance with legislation and regulations and the constituent authorities of the Joint Committee defray expenses in such a proportion as the Joint Committee decides.

1.7 The Traffic Penalty Tribunal also provides adjudication in respect of penalties issued for failure to pay the road user

## Executive Summary

charge at the Dartford-Thurrock River Crossing, the Mersey Gateway Bridge and the Durham Road User Charge Zone and in relation to Clean Air Zones, Moving Traffic offences and Littering from Vehicles penalty notices.

- 1.8 PATROL is classed as a small relevant body in accordance with the Accounts and Audit Regulations 2015, and prior to 2015/16 had to complete a Small Bodies Annual Return (SBAR) summarising their annual activities at the end of each financial year. This requirement was removed in 2015/16 by the Accounts and Audit Regulations 2015; however, the Body has decided to complete the SBAR on an annual basis as good practice and in the spirit of openness and transparency.
- 1.9 Cheshire East Council was appointed as the Host Authority to the PATROL Adjudication Joint Committee and Bus Lane Adjudication Joint Committee on 1 January 2013. As part of this role, the Council has delivered the Body's Internal Audit service.
- 1.10 Where reference is made to policies and procedures in this report, these are PATROL's, not Cheshire East Council's unless specified otherwise.

### 2. Scope of Review and Risks Covered

- 2.1. PATROL staff moved to Home Based contracts following the COVID pandemic with staff operating under home working agreements. As such, Internal Audit has carried out the programme of testing remotely and placed reliance on information being supplied electronically.

- 2.2. In order to complete Section 4 of the 2024/25 SBAR, we had to determine whether the 10 stated internal control objectives have been achieved throughout the 2024/25 financial year to a standard adequate to meet the needs of the Body. The control objectives are:

- A. Appropriate accounting records have been kept properly throughout the year.
- B. The Joint Committee's financial regulations have been met, payments were approved and VAT appropriately accounted for.
- C. The Joint Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- D. The annual taxation or levy or funding requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- F. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.
- G. Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.
- H. Asset and investment registers were complete and accurate and properly maintained.
- I. Periodic and year-end bank account reconciliations were properly carried out.

## Executive Summary

J. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors properly recorded.

2.3. To satisfy the above control objectives, we carried out a programme of audit testing on the following areas:

- Assets
- Banking and Cheques
- Budgetary Control
- Income
- Payroll
- Procurement
- Purchase Cards
- Risk Management

2.4 PATROL did not operate a petty cash/imprest system during 2024/25 (Control F on the SBAR). However, they do have seven purchase cards linked to their bank account. As such, and as per the testing carried out in previous years, a review of processes and controls in operation in relation to the cards was undertaken.

2.5 Where sample testing was undertaken, sampling was proportionate to the volume of transactions in relation to the PATROL, Bus Lanes, RUCA, Clean Air Zones, moving traffic and littering. Furthermore, the samples selected included transactions completed throughout the whole of 2024/25 to ensure that the findings are as comprehensive and reliable as possible and capture an accurate reflection

of the practices in place. Although reasonable assurance can be drawn from these findings it is never possible to give complete assurance that all issues have been uncovered, as we are unable to test every transaction.

2.6 We have previously issued a draft report to present our key findings and actions (reported on an exception basis), to confirm the factual accuracy of the findings and agree recommended actions where appropriate. This final report is issued now as agreed.

### 3. Key Findings and Recommended Actions

3.1. A total of 77 controls have been tested covering all areas detailed in the control objectives on the SBAR. This draft report is intended to highlight any areas where improvements are required, either in the control itself or to improve compliance with the controls.

3.2. As a result of the testing, no issues were identified during the review and as such, no recommended actions have been raised in this report.

### 4. Conclusion and Opinion

4.1. The audit concluded that the 10 control objectives detailed on the 2024/25 SBAR are effectively managed for the PATROL Adjudication Joint Committee. **Appendix A** confirms the results of the audit work as it will be entered on the SBAR.

4.2. Internal Audit use a formal opinion system, details of which are given in **Appendix B**. Based upon the findings and

## Executive Summary

actions raised, a "Good Assurance" opinion has been given.

### Good Assurance

Controls are in place to mitigate against the risks identified in the Terms of Reference. Testing has shown that controls are working effectively and consistently to ensure that key risks are well managed.

## Appendix A – Summary of Results for the Small Bodies Annual Return

Section	Objective	Agreed		
		Yes	No	Not Covered
A	Appropriate accounting records have been kept properly throughout the year	✓		
B	The Joint Committee's financial regulations have been met, payments were approved and VAT appropriately accounted for	✓		
C	The Joint Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for	✓ *		
G	Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied	✓		
H	Asset and investment registers were complete and accurate and properly maintained	✓		
I	Periodic and year-end bank account reconciliations were properly carried out	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors properly recorded	✓		

\* PATROL did not operate a petty cash system during 2024/25, however there are seven purchase cards linked to the bank account, therefore, a review of processes and controls in operation in relation to the cards was undertaken.

## Appendix B – Audit Opinion and Priority Rating for Individual Findings

### Audit Opinion

An overall opinion on the control environment will be given on completion of the audit work. This opinion relates only to those risks identified or systems tested. Where the audit opinion given is either limited or no assurance, consideration will be given to including those areas in the Annual Governance Statement.

There are four possible opinions: good assurance, satisfactory assurance, limited assurance, and no assurance.

The following table explains the various assurance levels in terms of the controls in place and how testing has shown them to be operating. It also gives an indication as to the priority rating of recommendations you might expect at each assurance level, although please note this is for guidance only as the final opinion lies at the discretion of the Auditor.

Assurance Level	Explanation
<b>Good Assurance</b>	Controls are in place to mitigate against the risks identified in the terms of Reference. Testing has shown that controls are working effectively and consistently to ensure that key risks are well managed. No high level recommendations have been made although there may be a small number at medium level. Some changes in the control environment may be beneficial to enhance performance and realise best practice.
<b>Satisfactory Assurance</b>	Controls are adequate to address the risks identified in the terms of reference. Testing has shown that there are some inconsistencies in the application of the controls, and attention is needed to improve the effectiveness of these controls. Recommendations will normally be no higher than medium level.
<b>Limited Assurance</b>	Controls are either not designed to mitigate the risks identified in the terms of reference, or testing has shown there to be significant non-application of controls. There are likely to be a number of high priority recommendations and/or a large number at the medium level. Attention is needed to improve the quality and effectiveness of the control environment in order to ensure key risks can be managed well.
<b>No Assurance</b>	There is an absence of controls to mitigate against the risks identified in the terms of reference. The majority of recommendations made are high priority, and key risks are not being properly managed. Urgent attention is required by management to improve the control environment. This area may be considered for inclusion in the organisation's Annual Governance Statement. It may also be appropriate for this area to be included in the sections/directorate Risk Register, and for the action plan to address these fundamental weaknesses to become part of the Service Delivery Plan.

## Appendix B – Audit Opinion and Priority Rating for Individual Findings

### Priority Rating for Individual Findings

Every audit finding and supporting recommendation will be rated in line with the criteria shown below. Timescales for necessary actions will be discussed with service managers, but the broad expectations for consideration and implementation are outlined below.

Priority	Explanation		
	Risk	Controls and Testing	Timescale
<b>High</b>	<p>Action is required to mitigate against a risk which is assessed as likely to arise, and having a high impact should it do so.</p> <p>A fundamental risk may involve failure to:</p> <ul style="list-style-type: none"> <li>• Meet key business objectives</li> <li>• Meet statutory objectives</li> <li>• Adhere to Cheshire East policies</li> <li>• Prevent fraud or material error</li> </ul>	<p>Controls to mitigate risks identified in the terms of reference are either absent or poorly designed.</p> <p>Testing has shown that controls are significantly failing to work as intended.</p>	<p>This action needs immediate consideration by management.</p> <p>Implementation of necessary actions may take longer, but an action plan to address the issues should be developed immediately.</p>
<b>Medium</b>	<p>Action is required to mitigate against a risk which is assessed as being likely to arise OR having a significant impact if it should arise.</p>	<p>Controls to mitigate risks identified in the terms of reference are in place.</p> <p>Testing has shown that controls are working as intended, with some minor inconsistency.</p>	<p>This action needs to be considered by management within 3 months.</p> <p>Implementation of necessary actions may take longer, but an action plan to address the issues should be developed within 3 months.</p>
<b>Low</b>	<p>Action is required to mitigate against a risk which is assessed as having a low impact or being unlikely to arise.</p> <p>Implementation of these actions will further strengthen internal control and improve potential for achieving best practice.</p>	<p>Controls to mitigate risks identified in the terms of reference are in place.</p> <p>Testing has shown that the controls are being applied consistently and effectively.</p>	<p>This action needs to be considered by management within 6 months.</p> <p>Implementation of necessary actions may take longer, but an action plan to address the issues should be developed within 6 months.</p>

## PATROLAJC Executive Sub Committee

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<b>Date of Meeting:</b>	14 <sup>th</sup> October 2025
<b>Report Title:</b>	Risk Management
<b>Report of:</b>	Laura Padden, Director, PATROL

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### 1.0 Purpose of Report

- 1.1 To provide councillors 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 which is attached as appendix one to this 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 Joint Committee or its Executive Sub Committee to review the risk management documentation at each meeting. This review aims to provide assurance on the adequacy of the risk for the organisation. 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 register and 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 documentation with input from the Senior Management Team.
- 4.11** Following this scrutiny, risk levels are reported to the PATROL Committee or its Executive Sub Committee. Councillors reviewed the risk documentation at the Joint Committee meeting in July where no changes were made.
- 4.12** 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** As detailed in the risk management documentation.

Risk Register 2025/2026 - Reviewed July 2025													
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. Since the recruitment of adjudicators from London to the Traffic Penalty Tribunal, we have a number of adjudicators that have retired or moved on to full time positions. We are currently considering options for the recruitment of adjudicators in either 25/26 or 26/27 to restore the number of available adjudicators to optimum operating levels.	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. We continue to strictly monitor income and expenditure and in the light of the decision to reduce the PCN charge without a negative impact on our operations; however, we will continue to keep our monitoring and controls in place and be 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 digital security monitoring features, data management procedures and training are regularly deployed in accordance with GDPR and DPA 2018. These measures have been reviewed in light of homeworking. We have also created a dedicated, full-time role for the monitoring of cyber security and data protection, as well as the addition of a Cyber Security Risk Register, phishing simulations and additional cyber security training. The 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 unchanged in the light of reduced appeals since the pandemic. We have now completed a mini restructure and filled the outstanding staff vacancies that we were carrying for the implementation of moving traffic regulations and their associated appeals. Ongoing monitoring of caseload and volumes to assess and regularly review capacity. Some recent and forthcoming departures of adjudicators may require a recruitment campaign to ensure that adjudicator numbers remain stable and recruitment options are currently being considered.	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 risk remains unchanged. A detailed DR plan to mitigate risk is held and reviewed each year and planned technology upgrades have taken place to further support business continuity. This is accessible to all managers and has clearly defined responsibilities.	1	4	4	No further action

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

## PATROLAJC Executive Sub Committee

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<b>Date of Meeting:</b>	14 <sup>th</sup> October 2025
<b>Report Title:</b>	Appointments to the Advisory Board
<b>Report of:</b>	Director PATROL on behalf of the Advisory Board

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### 1.0 Purpose of Report

- 1.1. This report sets out the recommendations for appointments to the Advisory Board for an indefinite period.

### 2.0 Recommendations

- 2.1. To approve the appointment of Marisa Baker (National Highways).
- 2.2. To approve the appointment of Alistair Critchlow (Rhondda Cyon Taf County Borough Council).
- 2.3. To approve the appointment of Ian Rees (Neath Port Talbot Council).

### 3.0 Reasons for Recommendations

- 3.1 To fill vacancies on the Advisory Board due to retirements 2025.

### 4.0 Background

- 4.1 Richard Waters (Carmarthenshire County Council) has already retired, and Mark Fletcher (National Highways) will retire in December.
- 4.2 Mark Fletcher has confirmed that Marisa Baker will be succeeding him as his replacement at National Highways and therefore Marisa needs to be formally appointed to the Advisory Board. To identify a successor for Richard Waters, a call for expressions of interest was issued to all Welsh authorities. In response, Ian Rees and Alistair Critchlow responded and were invited to attend the September Advisory Board meeting as observers. Following their participation, both officers confirmed a desire to join the Advisory Board on a permanent basis.

## **5.0 Implications**

### **5.1. Finance**

**5.1.1** The budget makes provision for the Advisory Board.

### **6.1 Risk Management**

**6.1.1** The Advisory Board scrutinises the Joint Committee and Executive Sub Committee's governance and financial progress and provides local authority insight into industry wide issues.

### **7.1 Legal**

**7.1.1** The Joint Committee's governance arrangements make provision for the appointment of an Advisory Board.

### Public Affairs Update: To 29 September 2025

#### **BREAKING: 5 September reshuffle impacting PATROL contacts**

In a 5 September reshuffle following the sudden resignation of Deputy Prime Minister and Housing Secretary, Angela Rayner, PATROL's key ministerial contacts at the DfT and MHCLG moved to new roles. A temporary departure and then reinstatement of Lilian Greenwood at the DfT (now as Parliamentary Under-Secretary of State for Local Transport) means PATROL is seeking clarification of her onward role, given that elsewhere at the DfT, Simon Lightwood's role has changed to Minister for Roads and Buses. Keir Mather has also joined the DfT as Parliamentary Under-Secretary of State. At the MHCLG, with the departure of Alex Norris, three new ministers have been appointed – Alison McGovern as Minister of State, with Miatta Fahnbulleh and Samantha Dixon as Parliamentary Under-Secretaries.

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

#### a. Pavement Parking

**CURRENT STATUS – England (outside London):** PATROL continues to await a formal response from the Department for Transport (DfT) on when policy changes will be announced, following the October 2020 consultation into the issue.

On Wednesday 3 September, the (former) Minister for the Future of Roads, Lilian Greenwood, indicated at a Westminster Hall debate that the Department would publish a response 'very soon'. While confirming that the current status quo was 'not acceptable', the Minister cited ongoing English devolution changes and other broader government priorities that needed to be considered in the round first, suggesting the issue was as much one of social justice as transport. Greenwood also referred to the significant changes to the country, transport and the use of streets and pavements since 2020 (for example, the proliferation of online ordering and deliveries, as well as the use of e-bikes and scooters), stating that policy must evolve as such. In a recent written question response on 4 September, Minister Greenwood confirmed the DfT has a 0.6 full-time equivalent policy lead working on pavement parking, indicating the Government's determination to take action on the issue soon.

##### **DfT commissioning new research into pavement parking**

The Minister did announce during her statement that the DfT has commissioned new research into the extent and impact of pavement parking across the country, the results of which will also allow for evaluation of any future policy implementation. **PATROL will be engaging with the Department on the scope of this research and how authorities can contribute at a scheduled meeting in November.**

##### **Briefing document for authority correspondence**

While PATROL awaits the Government's response, and in lieu of the Department's own research, authorities are encouraged to write to the Secretary of State on the issue of pavement parking in their own area. PATROL has prepared a briefing document with suggested general wording, data and more to help authorities frame their own letters.

**Access the document on the Member Portal at:** <https://www.patrol-uk.info/ctspoyc>.

**CURRENT STATUS – Wales:** The Welsh Government's plans are on hold.

**CURRENT STATUS – Scotland:** The *Transport (Scotland) Act 2019* bans pavement parking, double parking and parking at dropped kerbs, with certain exemptions. Authorities enforcing include the major cities, Aberdeen, Dundee, Edinburgh, Glasgow, St Andrews and Stirling, as well as other councils.

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

**PATROL has recently conducted research with its authorities into how the current civil parking penalty charge levels are impacting its authorities. The main findings of the research were 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 penalty charge notices (PCNs) in their area.

**In response, PATROL (with the support of the British Parking Association [BPA]) is currently engaged with the DfT and Ministry of Housing, Communities & Local Government (MHCLG) on the following recommendations:**

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 and depoliticising the issue moving forward.
3. Approved device enforcement powers should be granted to authorities for the civil enforcement of 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.

**CURRENT STATUS – DfT:** The recommendations relating to DfT authority are currently with the Department, following extensive engagement with the policy team amid numerous changes to the Transport ministerial team over the last year.

The Minister has indicated a national review of penalty charge levels would be required before any action is taken for English authorities. Responding to recent media reports, the Department has also indicated there are no plans to raise penalty levels in England. This is despite levels for London being uplifted only in February.

PATROL (together with the BPA) has expressed its dissatisfaction with this 'two-tier' position and has requested a face-to-face meeting with the Minister to understand her reasoning and express again its recommendations.

The Minister has indicated enthusiasm on changing the requirement for first-class posting of enforcement documents, with an update expected soon.

**CURRENT STATUS – MHCLG:** The recommendation to allow authorities approved device powers for civil enforcement of off-street car parks is in process with the MHCLG, following an earlier meeting with the parking policy team inviting a paper setting out possible solutions.

## **Further insight: Trial of higher penalty charge levels with Bournemouth, Christchurch and Poole (BCP) Council throughout August 2025**

The Council were granted powers to increase their penalty charge level temporarily to £160 (in line with London rates) during a set 'trial' period between 1–31 August 2025. This was approved directly by the Secretary of State for Transport, Heidi Alexander, and followed lobbying from MPs in the area.

The trial aimed to assess whether the penalty charge increase in a designated area covering the main Bournemouth seafront would lead to greater compliance and improved driver behaviour. The seafront regularly sees problem parking throughout the busy seasonal months.

PATROL engaged extensively with the DfT once the trial was announced, particularly around preparedness and resilience of the Traffic Penalty Tribunal appeals system and related administrative impact.

**CURRENT STATUS:** An update on PCNs issued during the trial is awaited, and engagement with the Council and Department continues, with a scheduled meeting with the policy team in November. It is hoped the trial will contribute to shaping future national policy on the deterrent effect of PCNs and the level of charges, in line with PATROL's ongoing engagement on this issue.

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

**CURRENT STATUS:** Applications for a fourth tranche of authorities to receive moving traffic enforcement powers have now closed and a new Designation Order is expected soon.

**The Designation Order for Tranche 3 came into force on 7 December 2024, with the following new 22 authorities included:**

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.

## d. Regulation of private parking enforcement in England

Following the withdrawal of the Government's own private parking Code of Practice in 2022, the BPA and International Parking Community released their own version 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.

This followed a Westminster Hall debate in May (<https://hansard.parliament.uk/Commons/2025-05-06/debates/DE2A42ED-5A2B-49E3-835E-CFD8ADB3806B/ParkingRegulation>) that covered regulation of the private parking sector, with numerous MPs expressing a series of concerns, including:

- continuing unfair practices, such as unclear signage, broken machines, poor-performing mobile apps and inaccurate ANPR readings, as well as aggressive correspondence from operators
- criticism of the existing industry appeals bodies, including their independence and conflicts of interest. One MP, Martin Rhodes (Labour, Glasgow North) stated:

*'The International Parking Community and the Independent Appeals Service are both trading names of one company, United Trade and Industry Ltd. This overlap raises legitimate concerns about perceived conflicts of interest, as the same corporate entity that profits from private parking companies through membership fees is responsible for overseeing the code of practice and adjudicating disputes under it. This lack of separation, clearly, could undermine trust in the fairness of the process.'*

MPs from all parties urged a statutory (not voluntary) Code of Practice moving forward, with independent regulation and a single appeals body. The Minister, Alex Norris MP, Parliamentary Under-Secretary of State at MHCLG, acknowledged that action was needed following the withdrawal of the Government's Code in 2022.

**CURRENT STATUS:** Subsequently, in July, the MHCLG began a consultation

(<https://www.gov.uk/government/consultations/private-parking-code-of-practice/private-parking-code-of-practice>) on its preparation for a new statutory Code, seeking views for raising standards across the private parking industry and stating: *'The government's proposals seek to better protect and support motorists whilst balancing the legitimate needs of private parking operators to manage car parks. The proposals centre around the government introducing a Code which seeks to raise standards across the private parking industry and delivers on the Secretary of State's duty to introduce a code of practice which promotes good practice. The proposals are changes to the Withdrawn Code. The proposals have taken into account the Industry Code as this is what private parking operators are currently expected to adhere to.'*

Key sections of the consultation included the cap on parking charges, debt recovery fees, the value of discount for early payment, a proposed Scrutiny and Oversight Board, the second-stage appeals process and additional mitigation.

PATROL submitted a response to the consultation on 5 September, which sought parity between the private and civil schemes as far as possible, echoing its ongoing engagement with the DfT on penalty charge levels and civil approved device powers, as well as setting out a number of insights relating to the appeals process.

## e. 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* (<https://www.gov.uk/government/speeches/plan-for-drivers-ensuring-traffic-measures-have-local-support>) in October 2023, which targeted the improvement of drivers' experience and services provided for motorists.

In light of PATROL's research referenced at Item '1b', 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 on surpluses, making reference to its findings and subsequent recommendations.

**CURRENT STATUS:** PATROL awaits a formal response to the consultation on surpluses from the DfT. The (former) Minister for the Future of Roads, Lilian Greenwood, indicated the Department was still considering the consultation as of 9 June.

## f. Other items of interest since last report

- **25 September: Guidance**  
– **Updated CCTY and recording devices for traffic offences**  
<https://www.gov.uk/government/publications/list-of-certifications-granted-for-approved-devices#full-publication-update-history>
- **2 September: PRESS RELEASE**  
– **£104 million government investment to deliver faster, more reliable travel for millions**  
Towns and rural areas across the country will benefit from an additional £104 million to improve local transport funding as part of a wider £2.3 billion investment by the Government to support local transport connections, drive growth and access. Find out more at:  
<https://www.gov.uk/government/news/104-million-government-investment-to-deliver-faster-more-reliable-travel-for-millions>
- **9 July: PRESS RELEASE**  
– **DfT issues warning about scam text messages asking people to pay fines**  
The DfT has alerted the public about scam text messages claiming to be from the department that ask people to pay fines for outstanding traffic tickets. Find out more at:  
<https://www.gov.uk/government/news/dft-issues-warning-about-scam-text-messages-asking-people-to-pay-fines>

**PATROL has ensured this alert is syndicated on its own and the Traffic Penalty Tribunal website.**

- **7–28 July: GUIDANCE**  
– **Traffic Signs Regulations and General Directions updated**  
The TSRGD has been updated in July at Schedules 11 and 12. Find out more at:  
<https://www.gov.uk/government/publications/traffic-signs-working-drawings-tsrgd-2016-schedule-11#full-publication-update-history>

and

<https://www.gov.uk/government/publications/traffic-signs-working-drawings-tsrgd-2016-schedule-12#full-publication-update-history>

- **2 July: POLICY PAPER**  
– **Working together to create a national walking, wheeling and cycling network**  
Active Travel England and 12 mayors across England will work together to improve England's streets for everyone by creating a nationwide walking, wheeling and cycling network. This includes creating a national active travel network to give healthier and greener travel options to millions of people and pledging to provide 3,500 miles of safer routes to schools, shops and high streets, workplaces and transport hubs. Find out more at:  
<https://www.gov.uk/government/publications/working-together-to-create-a-national-walking-wheeling-and-cycling-network>
- **17 June: WRITTEN STATEMENT**  
– **Dartford Crossing charge update from Future of Roads Minister, Lilian Greenwood**  
From 1 September 2025, an increase in charges for car drivers up to £1 will come into force, together with an increase to the annual crossing charge for local users. Find out more at:  
<https://www.gov.uk/government/speeches/dartford-crossing-charge-update>

## 2. Driving Improvement Awards enters its second year and key assets being made available to authorities



**PATROL's Driving Improvement Awards offers member authorities the chance to submit a bid for funding to develop a public awareness campaign or activity to effect change in their area, with bids encouraged around a specific theme each year, based on current or pressing events, issues and trends in the traffic enforcement landscape.**

A key aim of awarding funding is that the winning campaign can act as a model of action for other authorities, with materials produced subsequently being made available for free use by other councils. In this way, councils can seek to replicate the success in their own communities, reducing the burden on their individual finances and drawing widespread attention to important issues.

- In the Awards' first year (2024-25), PATROL's Advisory Board chose the theme of abuse experienced by civil enforcement officers and other enforcement staff. The winning bids came from Brighton & Hove City Council and North Essex Parking Partnership (NEPP), who worked together and with PATROL to develop and deliver a campaign in their local areas – **'Beyond the Uniform'** – from January 2025.
- The campaign received significant engagement, with over a **three quarters of a million impressions** across social media and digital channels, as well as national media interest. In North Essex, a **73% decrease in incidents of abuse was recorded in Harlow during the campaign activation period year-on-year with the same period, with a 60% decrease for the year in full.**

### **Making Beyond the Uniform assets available to all authorities**

**PATROL is now making the full set of white-labelled creative assets and guidance documents developed for the campaign available to all member authorities. These include:**

- Ready-made Adobe Illustrator templates for common social media and print formats.
- Stock imagery.
- Simple PowerPoint and Word templates.
- Video files in MP4 format, ready for use or editing into new productions.
- Evaluation reports and practical advice from Brighton and NEPP.

The assets are also accompanied by a comprehensive toolkit, providing a full schedule of materials, background on the campaign's development and creative approach, as well as detail on both Brighton and NEPP's activities and results.

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The aim of the assets and documents are to help any authority activate the campaign locally, tackling staff abuse in their own communities and engaging the public, irrespective of communications resource or budget.

**All creative assets and guidance documents, together with the toolkit, are available to download from the PATROL website at:** <https://www.patrol.gov.uk/driving-improvement-awards-resources>.

- The files are password protected for security reasons, with PATROL's Awards team able to provide access via email at: [patrolawards@patrol.gov.uk](mailto:patrolawards@patrol.gov.uk). The team is also available for any questions on accessing the files or activating the campaign.

## Starting work on the 2025-26 campaign into Blue Badge abuse and misuse

**Cornwall Council has been named winner of the 2025-26 PATROL Driving Improvement Awards, with a bid focused on the issue of Blue Badge abuse and misuse.** Read more about the awards event and shortlist at: <https://www.patrol.gov.uk/cornwall-council-wins-2025-26-patrol-driving-improvement-awards/>

The council's winning bid, 'Whose badge is it', is a campaign combining public engagement with internal enforcement training, including the production of an animated film and new materials to aid prosecutions. The campaign will be supported by engagement with disability groups and targeted enforcement days, with success measured through increases in public reporting, prosecution outcomes, feedback from genuine badge holders and engagement across social media channels. The council has also proposed a dedicated officer secondment to be focused on Blue Badge abuse during the campaign period.

Blue Badge abuse and misuse was chosen as the theme for 2025-26 as an area of increasing concern for PATROL's authority members, and was even recently highlighted by Prime Minister Sir Keir Starmer in December last year, who committed the Government to tackling the problem. Since 2016, a 1000% increase in Blue Badge fraud and misuse has been reported, with some authorities estimating that over 20% of all Blue Badges are misused. Additionally, over 700,000 penalty charge notices have been issued by local authorities in all areas of the UK for contraventions relating to the misuse of disabled bays.

**CURRENT STATUS:** PATROL is working with Cornwall on the development and launch of its campaign, with the council set to activate and report back to the Joint Committee by July 2026.