

PATROL ADJUDICATION JOINT COMMITTEE
Executive Sub Committee
Agenda

Date: **Tuesday 20th January 2026**

Time: **11.00 am**

Venue: **The Studio, 7 Cannon Street, Birmingham B2 5EP**

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Minutes of the Previous Meeting

To approve the minutes of the PATROL Adjudication Joint Committee Executive Sub Committee meeting held on 14th October 2025 as a correct record (Pages 5-12, 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 13-22, enclosed).

6. Budget Monitoring Update 2025/2026

To consider a report on the Income and Expenditure position at 31st October 2025 for the year 2025/2026 and to consider a report on the Reserves position at 31st October 2025 against the approved Reserves levels in order to comply with the approved Financial Regulations (Pages 23-28, enclosed).

7. Revenue Budgets for 2026/2027

To adopt the revenue budget estimates for 2026/2027 (Pages 29-34, enclosed).

8. Reserves Policy Statement

To review the Reserves Policy Statement for the Joint Committee for 2026/2027 and to request that the Executive Sub Committee approves the Reserves Policy Statement for 2026/2027 (Pages 35-39, enclosed).

9. Defraying the Expenses of the Joint Committee

To review the basis for defraying expenses during the 2026/2027 Financial Year (Pages 40-45, enclosed).

10. Annual Investment Strategy 2026/2027

To approve the Annual Investment Strategy for 2026/2027 (Pages 46-47, enclosed).

11. Review of Financial Documentation

To consider a report reviewing the financial matters and documentation of the following (Pages 48-81, enclosed):-

- a. Financial Regulations 2026/2027
- b. Scheme of Financial Delegation 2026/2027
- c. Managers Expenses Policy 2026/2027
- d. Staff Expenses Policy 2026/2027
- e. Non-Staff Expenses Policy 2026/2027
- f. Gifts & Hospitality Expenses Policy 2026/2027

12. Expenditure Falling outside of the Financial Delegations

To consider a report on any expenditure falling outside of the Financial Delegations 2025/2026 (Pages 82-84, enclosed).

13. Risk Management Framework

To note the latest review of the Risk Register (Pages 85-89, enclosed).

14. Appointments to the Advisory Board

To approve the appointments of Lorraine Rushton (Cheshire East Council) and Kamran Khan (National Highways) to the Advisory Board (Pages 90-91, enclosed).

15. PATROL / TPT Summer User Group Feedback Survey

To consider a report on the PATROL / TPT Summer User Group Feedback Survey (Pages 92-94, enclosed).

16. Public Affairs Report

To note the Public Affairs report for the period Oct-Jan 2026 (Pages 95-102, enclosed).

17. Date of next meeting of the PATROL Adjudication Joint Committee

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

Tuesday 14th July 2026 at the Local Government Association Headquarters, 18 Smith Square, London, SW1P 3HZ

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

ITEM 1

PATROL Adjudication Joint Committee – Executive Sub Committee – 20th January 2026

Apologies

Councillors

Cllr Trevor Muten - Brighton & Hove City Council

Cllr Jonathan Pessol - North Kesteven District Council

Cllr Subhash Mohindra - Slough Borough Council

Cllr Geoff Driscoll - Uttlesford District Council

Cllr Karl Perks - Worcestershire City Council

ITEM 3

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

held on 14 October 2025 in the Westminster Suite, 18 Smith Square,
London, SW1P 3HZ

PRESENT

Councillor Graham Burgess (Hampshire County Council) in the Chair
Councillor Sam Riches (Lancaster City Council, Vice Chair)

Councillor Trevor Muten - Brighton & Hove City Council
Councillor Marilyn Peters - Dartford Borough Council
Councillor Jon Andrews - Dorset Council
Councillor Vanessa Churchman - Isle of Wight Council
Councillor Jonathan Pessol - North Kesteven District Council
Councillor Chris Aldred - North Yorkshire Council
Councillor Carl Quartermain - Redcar & Cleveland Borough Council
Councillor Subhash Mohindra - Slough Borough Council
Councillor Guy Pannell - South Hams District Council
Councillor Paul Barnes - South Holland District Council
Councillor Andrew Stevens - Swansea Council
Councillor Jermaine Atiya-Alla - Torbay Council
Councillor Geof Driscoll - Uttlesford District Council
Councillor Karl Perks - Worcestershire City Council

OFFICERS IN ATTENDANCE

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

ALSO IN ATTENDANCE

Marc Samways - Hampshire County Council, Chair of the Advisory Board and
Paul Nicholls - Brighton and Hove City Council, Vice Chair of the Advisory
Board.

20 APOLOGIES FOR ABSENCE

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

Councillors David Pidwell, Bassetlaw District Council, Kirsten Bradley, Gosport Borough Council and Henry Nottage, Sheffield City Council.

Further to this, apologies were also received from Erica Maslen, PATROL and Rob Shoebridge, Derby City Council, Advisory Board member.

21 DECLARATIONS OF INTEREST

There were no declarations of interest.

22 MINUTES OF THE MEETING HELD ON 21st JANUARY 2025

RESOLVED

That the minutes of the meeting of the PATROL Adjudication Joint Committee Executive Sub Committee held on 21st January 2025 be approved as a correct record and signed by the Chair subject to the word in the first bullet point under Minute No. 38 'Chair's Update' being amended to 'read blue badge abuse' and not 'blude badge abuse'.

23 CHAIR'S UPDATE (VERBAL UPDATE)

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

- Changes in Cabinet members and junior ministers following the resignation of Angela Rayner;
- Pavement parking - Promise of an update by the end of the year from Minister Greenwood alongside the commissioning of some new detailed research into the issue during a Westminster Hall debate;
- Approved devices powers (aided by ANPR) - PATROL had recently engaged with the MHCLG on the granting of approved devices powers for local authorities, to cost-efficiently enforce their off-street car parks, saving valuable officer resources and time to focus on other, more serious contraventions;
- Summary of the 'Beyond the Uniform' campaign in relation to PATROL's Driving Improvement Awards.

RESOLVED

That the Chair's update be noted.

24 CHIEF ADJUDICATOR'S UPDATE (GENERAL PROGRESS REPORT)

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

- Summary of appeals including appeal numbers and rates;
- Data regarding the method of reporting of appeal decisions;
- Impact of Moving Traffic Powers on councils PCN issue rates;

- Appeal types;
- Case completion times and reasons for longer case closure times;
- Completion of the adjudicator appraisal scheme for some of the cohort of adjudicators. This took place in September 2025 with the next round of appraisals scheduled to be completed in 2027;
- Annual in person adjudicator training conference to take place in Wilmslow on 1st December 2025 and the matters to be covered.

One question was asked in respect of why Dartford Crossing appeals were increasing. Laura Padden, Director of PATROL, explained that the apparent rise in appeals at Dartford Crossing in 2024 was due to a change in contractor. During the transition, a large number of Penalty Charge Notices (PCNs) were temporarily held back, resulting in artificially low figures in previous reports. Now that the new system was fully operational, the backlog of appeals was being processed, which made the current figures appear inflated. However, she emphasised that no material changes had occurred in enforcement, and it was simply a reporting anomaly.

A further question was raised in relation to an increase of 544% in moving traffic PCNs. In response the Director confirmed a significant number of councils had now obtained moving traffic powers. With the six-month warning notice period ending it was anticipated that there would be an increase in PCNs for the next few months.

RESOLVED

That the Chief Adjudicator's update be noted.

25 BUDGET MONITORING UPDATE FOR FINANCIAL YEAR 2025/26

Consideration was given to a report on the Income and Expenditure position at 31st July 2025 for the year 2025/26 alongside consideration of a report on the Reserves position at 31st July 2025 against the approved Reserves levels in order to comply with the approved Financial Regulations.

A question was raised in respect of unfilled vacancies. In response members were advised that an unexpected resignation of a senior manager had taken place in August and whilst the role was being redesigned and reviewed it was classified as an unfilled vacancy and therefore contributed to the savings.

RESOLVED

1. That the Income and Expenditure position at 31st July 2025 for the year 2025/26 be noted.
2. That the Reserves position at 31st July 2025 against the approved Reserves levels be noted.

26 DEFRAYING THE EXPENSES OF THE JOINT COMMITTEE

Consideration was given to a report which reviewed the basis for defraying expenses during the 2025/26 Financial Year.

RESOLVED

1. That for the Financial Year 2025/26, approval be given to the charge remaining at **25 pence per PCN issued (effective from 1st October 2023) for the last 6 months of the financial year** for member authorities and that the expected impact on reserves contained within paragraph 4.6 of the report be noted.

2. That the amount be reviewed at the January 2026 meeting in the light of actual income and expenditure information as part of the budget approval process for the year 2026/27.

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

Parking – England and Wales

Bus Lanes and Moving Traffic – England and Wales

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

Littering from Vehicles – England

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

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

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

27 EXPENDITURE FALLING OUTSIDE OF THE FINANCIAL REGULATIONS

Consideration was given to a report on the expenditure falling outside of the Financial Regulations 2025/26.

A suggestion was put forward that if possible, the Scheme of Financial Delegations should be amended and that the limit of £2,000 for a written quotation submitted by the requisitioner and authorised by the Budget Manager be increased to a limit of £5,000.

RESOLVED

That the report and suggestion to amend the Scheme of Financial Delegations be noted.

28 PATROL ANNUAL RETURN 2024/25

Consideration was given to a report outlining the findings of the external agreed upon procedures and internal auditors for the year 2024/25.

RESOLVED

1. That the findings of the BDO reports for 2024/25 based upon agreed procedures as reported at paragraph 4.4 of the report be noted.
2. That the findings of the Internal Audit report for 2024/25 as reported to the PATROL Adjudication Joint Committee at its meeting on 14th July 2025 (Appendix One of the report) be noted.
3. That approval be given for the cessation of the work undertaken by BDO following instruction from them as set out in the background to the report.

29 RISK MANAGEMENT FRAMEWORK

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

Members were advised that there were no changes to the report from when the document was last reviewed at the 14th July 2025 PATROL Adjudication Joint Committee meeting.

RESOLVED

That the report be noted.

30 APPOINTMENTS TO THE ADVISORY BOARD

Consideration was given to a report requesting approval of three new appointments to the Advisory Board due to retirements.

RESOLVED

1. That the appointment of Marisa Baker (National Highways) be approved.
2. That the appointment of Alistair Critchlow (Rhondda Cyon Taf County Borough Council) be approved.
3. That the appointment of Ian Rees (Neath Port Talbot Council) be approved.

31 BOURNEMOUTH, CHRISTCHURCH AND POOLE COUNCIL: INCREASE IN PCN TRIAL

Laura Padden, the Director of PATROL gave a verbal update in respect of the Bournemouth, Christchurch and Poole Council: Increase in PCN Trial.

Within the update she reported to members that following the July Joint Committee meeting, an announcement was made that Ministers had unexpectedly approved a trial allowing Bournemouth, Christchurch and Poole

Council to issue £160 Penalty Charge Notices (PCNs) along a designated coastal stretch within Bournemouth. The initiative aimed to tackle rising levels of inconsiderate parking during the peak August holiday and visitor season. The decision came as a surprise to PATROL, the council officers and local councillors, prompting urgent discussions to determine whether the existing IT infrastructure could accommodate the necessary code changes. Extensive discussions took place between PATROL, the DfT and the council as to how the trial could be implemented within the two-week timeframe. Despite concerns over the limited 30-day trial period and the small area concerned, PATROL worked quickly with its IT developer to implement the required changes to accommodate any resultant appeals. Officers expressed disappointment at the short notice and emphasised that additional preparation and a longer trial period time would have been preferable. Initial figures indicated that the volume of PCNs issued remained consistent with previous years. The full impact of the trial would only become clear once the Department for Transport had concluded its study and after enough of the penalties had been through the appeals process in order to understand the motorists' perspective and assess any volumetric impact on the tribunal.

Councillor Trevor Muten, representing Brighton and Hove City Council, noted similar seasonal parking issues in his area. He highlighted that the current PCN level failed to deter illegal parking, exacerbating traffic congestion. As a result, a formal request has been submitted for a similar trial to be considered in Brighton.

In response to a query about Blue Badge restrictions in car parks, the Chief Adjudicator clarified that enforcement depended on the individual terms and conditions set by each council.

Councillor Sam Riches asked whether the trial had led to an increase in Civil Enforcement Officers in the affected areas. The Director confirmed that the council operated under existing staffing levels, with no changes made for the trial period.

Further questions were asked in respect of what cost recharge mechanism had been put in place and why had the trial not been for a longer period.

While officers considered charging Bournemouth individually for the development, PATROL opted to absorb the costs to support future trials or changes should the higher PCN rate be adopted nationally. The Director acknowledged that a longer trial period would have been preferable, allowing for more thorough collaboration and evaluation.

Councillor Subhash Mohindra requested that the verbal update be provided in writing for him to share with officers at his council.

RESOLVED

That the update be noted.

32 PUBLIC AFFAIRS REPORT

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

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

- **Key Ministerial Reshuffles** - Following recent changes within the Department for Transport (DfT), it was initially understood that Lilian Greenwood had moved on from her ministerial role, and any request to meet with her would need to be redirected to her successor. Officers anticipated that Simon Lightwood would assume responsibility for the relevant brief. However, subsequent media reports confirmed that Lilian Greenwood had now returned to the DfT. Consequently there was some uncertainty regarding which minister had responsibility for PATROL's portfolio. Clarification was being sought to determine the appropriate point of contact for future engagement.
- **Pavement Parking** - Waiting for an update by the end of the year.
- **PCN amount and Policy issues** - The PCN amount and various policy issues were still under consideration by the DfT. A request for a meeting with the minister asking to have the same parity as London in respect of setting PCN amounts had not yet happened due to ministerial changes.
- **Moving Traffic Powers** - Tranche 4 had now closed and members were advised there would be a fifth tranche.
- **Private Parking Consultation** - Government had decided to reconsult on private parking despite only being consulted on a few months earlier. There still appeared to be no clear way forward but officers had responded to the consultation encouraging government to consider aligning the private sector and civil schemes as far as possible.
- **Restriction of Surplus Funds** - This proposal was initially outlined in the Conservative government's 'Plan for Drivers', which included a consultation posing several questions-among them, whether councils should be required to surrender any surplus income from civil enforcement to the Treasury. The wider consultation prompted a substantial number of responses and in light of that, the Labour government had committed to issuing a formal response. The Director was unable to offer further information regarding the timing or content of that response.

Questions were asked in respect of local reorganisation and if there would be a requirement to reapply for moving traffic powers, when the decision in relation to tranche 4 applications would be and clarification on what option government would decide on in terms of pavement parking and anticipated timeframes once a decision had been made.

The Director confirmed that councils newly established through local government reorganisation would automatically retain existing moving traffic

enforcement powers and there would be no requirement to reapply, ensuring continuity and minimal disruption to enforcement capabilities.

Tranche 4 applications included in the latest Statutory Instrument was scheduled to be laid before parliament on 13 November and come into effect on 9 December 2025, providing powers for the councils waiting for approval.

PATROL was of the understanding that the government was currently considering two potential approaches to pavement parking regulation:

- A comprehensive national ban, which would require significant legislative change.
- An obstruction-based model, allowing enforcement where vehicles blocked pedestrian access.

The anticipated timeline for implementation would depend on the chosen route. If the government opted to introduce primary legislation, this could result in a significant delay before any new measures would be able to take effect.

RESOLVED

That the update be noted.

33 DRIVING IMPROVEMENT AWARD-ANNOUNCEMENT OF THEME FOR 2025

The Director of PATROL advised that the theme for next year's Driving Improvement Award was highlighted by a significant number of council officers who had attended the recent user group workshops and would focus on school parking and road safety around schools.

34 DATE OF NEXT MEETING

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

Tuesday 20th January 2026 at: The Studio, 7 Cannon Street, Birmingham,
B2 5EP

The meeting commenced at 11.00am and concluded at 12.03pm.

Councillor G Burgess

(Chair)



General Progress Report – to October 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
2021/22	26,337	45.3%	19,682	8.6%	11,809	20.0%
2022/23	29,963	13.8%	21,693	10.2%	12,208	3.4%
2023/24	37,038	23.6%	25,335	16.8%	14,552	19.2%
2024/25	38,493	3.9%	30,327	19.7%	15,847	8.9%

* Like for Like excludes CAZ

** excludes CAZ and RUC

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

Throughout this report RUC refers to Dartcharge and Mersey Gateway

	2025/26 to date - 7m			2024/25 - 7m			Variance
	PCNs Issued	PCNsAppealed	Appeal Rate %	PCNs Issued	PCNsAppealed	Appeal Rate %	
Bus Lanes	1,028,683	2,388	0.23%	1,135,954	2,300	0.20%	0.03%
Moving Traffic	502,253	1,242	0.25%	231,714	272	0.12%	0.13%
Parking - England	3,971,783	6,113	0.15%	3,635,956	5,239	0.14%	0.01%
Parking - Wales	142,184	581	0.41%	128,949	420	0.33%	0.08%
Dartcharge	1,449,809	3,910	0.27%	2,118,861	2,651	0.13%	0.14%
Mersey Gateway	384,273	382	0.10%	357,390	291	0.08%	0.02%
CAZ	525,207	3,733	0.71%	635,814	3,464	0.54%	0.17%
LFV + Durham	8,111	35	0.43%	3,350	25	0.75%	-0.31%
Total	8,012,303	18,384	0.23%	8,247,988	14,662	0.18%	0.05%
YoY change	-235,685	3,722	0.05%				

Key points:

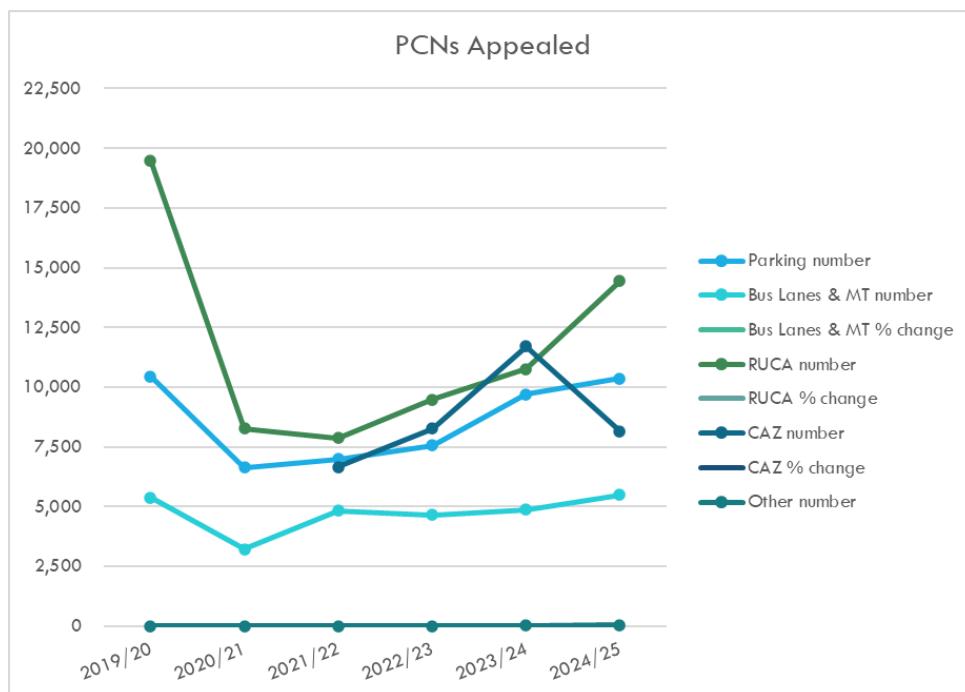
- Overall increase in PCNs appealed between 23/24 and 24/25 of 3.9%
- For the part year to October 2026 (7 months) – PCNs appealed are 3,722 higher than in the previous year. This is reflected across all appeal streams.
- The number of PCNs issued across the same period, however, is 235,685 lower resulting in increase in the Appeal Rate of 0.05%

Split between types of appeals.

	Cases			
	2025/26	Proportion	2024/25	Proportion
Parking - England	5,734	42.3%	8,987	36.2%
Parking - Wales	530	3.9%	737	3.0%
Bus Lanes	2,037	15.0%	3,869	15.6%
Moving Traffic	1,074	7.9%	852	3.4%
Dartcharge	1,220	9.0%	3,861	15.6%
LFV	20	0.1%	30	0.1%
Mersey Gateway	155	1.1%	471	1.9%
CAZ	2,760	20.4%	6,010	24.2%
Durham	14	0.1%	9	0.0%
Total	13,544	100.0%	24,826	100.0%

Key points:

- Parking and Moving Traffic now account for a larger proportion of appeals received (46.2% / 7.9% respectively)
- CAZ appeals account for 20.4% of appeals received (a drop from 24.2% in 24/25)



2. 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, or where it has been hard to establish a trend prior to the monthly numbers being submitted via the Online Portal (for example Hampshire, whose early enforcement was only reported quarterly as requested). We are working to address these anomalies.

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%
		52,689	87,063	65.2%

3. Hearings

The tables below show a breakdown of the decision methods over the last few years. These numbers exclude cases closed by No Contest which make up around 25% of cases closed.

Cases requiring a Decision				
	TOTAL	F2F	Video + Tel	E-decision
2025/26	9,411	0	1,964	7,447
2024/25	16,069	0	3,389	12,680
2023/24	14,656	0	3,372	11,284
2022/23	11,167	0	2,348	8,819
2021/22	9,258	0	1,919	7,339
2020/21	7,405	0	1,210	6,195
2019/20	15,365	6	3,706	11,653
2018/19	13,818	14	3,099	10,705
2017/18	11,134	596	1,924	8,614

Cases requiring a Decision				
	TOTAL	F2F	Video + Tel	E-decision
2025/26	100.0%	0.0%	20.9%	79.1%
2024/25	100.0%	0.0%	21.1%	78.9%
2022/23	100.0%	0.0%	21.0%	79.0%
2021/22	100.0%	0.0%	20.7%	79.3%
2020/21	100.0%	0.0%	16.3%	83.7%
2019/20	100.0%	0.0%	24.1%	75.8%
2018/19	100.0%	0.1%	22.4%	77.5%
2017/18	100.0%	5.4%	17.3%	77.4%

2025/26					
	Video+ Tel	F2F	E-D	No Contest	Month TOTAL
April	17.0%	0	61.0%	22.1%	100.0%
May	16.3%	0	59.3%	24.4%	100.0%
June	13.7%	0	60.6%	25.7%	100.0%
July	13.6%	0	59.6%	26.8%	100.0%
August	16.4%	0	59.3%	24.4%	100.0%
September	15.2%	0	57.2%	27.7%	100.0%
October	16.9%	0	56.5%	26.6%	100.0%
TOTAL	15.6%	0.0%	59.0%	25.4%	100.0%
2024/25	14.7%	0.0%	54.9%	30.4%	100.0%

4. Proxy cases

For the small percentage of people who do find it initially difficult to go online, the TPT provides 'Assisted Digital' support. Assisted Digital is an active form of engagement with appellants to 'walk

through' the online appeal submission process and / or complete it on their behalf (by 'proxy'). Contact with the TPT team remains available throughout the process should it be required.

The average number of cases dealt with by proxy per month is currently just **4.6% for the 12 months 2024/25.**

5. 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 1st December 2025 there were 2,134 PCNs that were awaiting a decision.

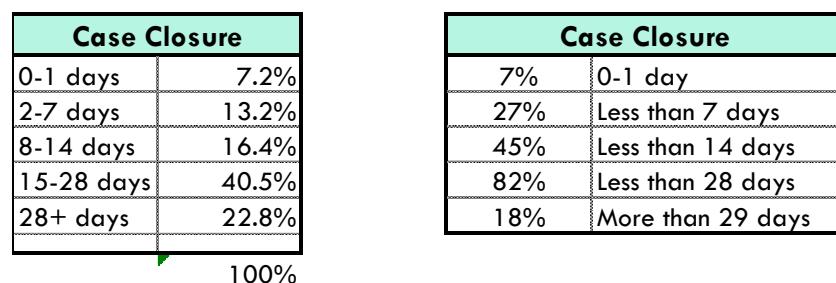
Decisions Outstanding as at 01/12/2025

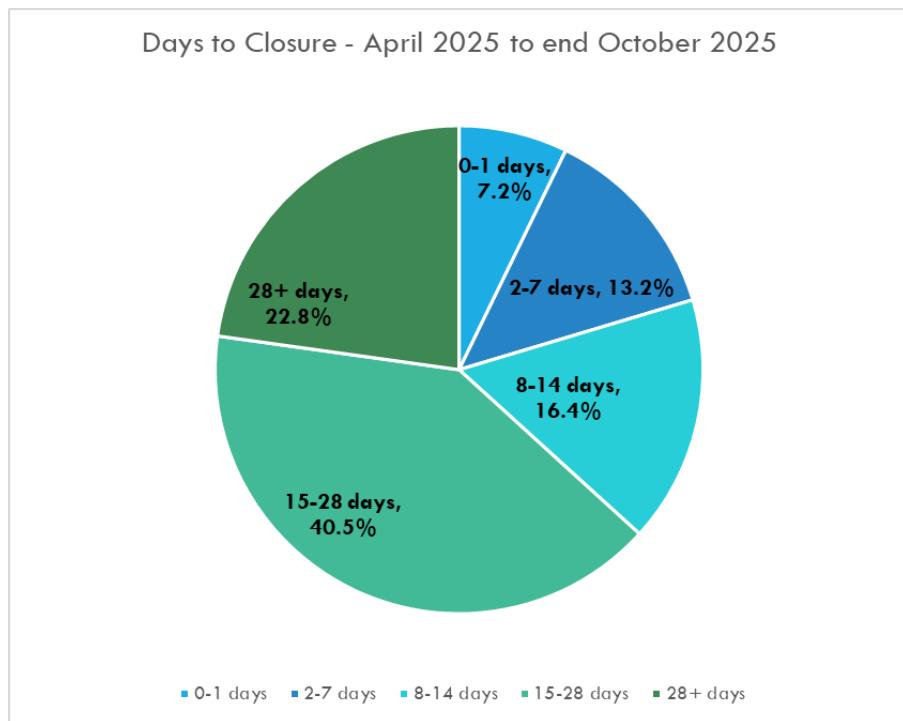
Authority	Number PCNs
Dartcharge	662
Bradford CAZ	119
Birmingham CAZ	110
Brighton & Hove Parking	54
Mersey Gateway	48
Birmingham Bus Lanes	45
Bristol Bus Lanes	32
Manchester Parking	31
Birmingham Parking	30
Liverpool Parking	30
Liverpool Moving Traffic	30
< 25 PCNs per LA	943
2,134	

note: does NOT include WS/SD

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

April 25 to October 25





6. 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	PCNsAppealed	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
Total for Tribunal	34,783	7,531	2,591	10,122	12,206	10,806	1,649

	PCNs Appealed	Not Contested by Authority	Allowed by Adjudicator	Total Allowed inc Not Contested	Refused by Adjudicator inc of Time	Withdrawn by Appellant and Out Consent Order	Awaiting Decision
2024/25							
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%
Total for Tribunal	100.0%	21.7%	7.4%	29.1%	35.1%	31.1%	4.7%

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
0-1 days	7	26	2	8	691	387	59	6	72	1,258
	0.6%	2.1%	0.2%	0.6%	54.9%	30.8%	4.7%	0.5%	5.7%	100.0%
2-7 days	44	399	124	385	2,067	499	102	11	106	3,737
	1.2%	10.7%	3.3%	10.3%	55.3%	13.4%	2.7%	0.3%	2.8%	100.0%
8-14 days	136	386	732	380	1,471	179	67	50	125	3,526
	3.9%	10.9%	20.8%	10.8%	41.7%	5.1%	1.9%	1.4%	3.5%	100.0%
15-28 days	742	438	2,548	741	566	34	31	130	1,521	6,751
	11.0%	6.5%	37.7%	11.0%	8.4%	0.5%	0.5%	1.9%	22.5%	100.0%
29-49 days	604	129	1,946	348	21	8	5	25	129	3,215
	18.8%	4.0%	60.5%	10.8%	0.7%	0.2%	0.2%	0.8%	4.0%	100.0%
50+ days	184	52	449	152	2	3	0	6	19	867
	21.2%	6.0%	51.8%	17.5%	0.2%	0.3%	0.0%	0.7%	2.2%	100.0%
	1,717	1,430	5,801	2,014	4,818	1,110	264	228	1,972	19,354

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%)

PATROL AJC Executive Sub Committee

Date of Meeting: 20th January 2026

Report Title: Budget Monitoring Update for 2025/2026

Report of: Laura Padden, Director, PATROL

1. Purpose of Report

- 1.1.** To report the Income and Expenditure position at 31st October 2025 for the year 2025/2026 in order to comply with the approved Financial Regulations.
- 1.2.** To report the Reserves position at 31st October 2025 against the approved Reserves levels in order to comply with the approved Financial Regulations.

2. Recommendations

- 2.1.** To note the Income and Expenditure position at 31st October 2025 for the year 2025/2026.
- 2.2.** To note the Reserves position at 31st October 2025 against the approved Reserves levels.

3. Reasons for recommendations

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

4. Background

- 4.1.** At 31st July 2025 Income is £144,901 over budget (positive variance). This is primarily due to higher than anticipated Parking Income (£125,829) and higher number of local authorities immediately commencing enforcement of Moving Traffic powers than anticipated (resulting in a £67,598 positive variance).

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 owing to the change in regulations to accommodate Moving Traffic Enforcement.

4.2 Expenditure is under budget by £354,468 (positive variance).

Of this, £151,368 relates to staffing:

- Senior post vacated and not yet filled
- Accounts Assistant role, budgeted for whole year but retired in August
- Additional Customer Liaison role for anticipated for whole year but not recruited to due to streamlining of processes and other efficiencies of working

£68,923 relates to the release of the Year End Bad Debts Provision – paid and therefore not required.

£61,661 relates to legal costs provided for but not required to date.

4.3 This results in a surplus to date of £373,010 against a budgeted deficit of £126,359 (a positive variance of £499,369).

Of this £373,010, £221,858 relates to PATROL with the balance being ring-fenced to National Highways (£113,755) and Halton Borough Council (£37,398).

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

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

SUMMARY TO DATE			
	31/10/2025	31/10/2025	31/10/2025
	Year to Date	Budget	Var to Budget
Income	2,064,669	1,919,768	144,901
Expenditure	1,691,659	2,046,127	354,468
Surplus / (Deficit)	373,010	-126,359	499,369

Breakdown of Surplus			
PATROL	221,858	-117,103	338,961
Halton Borough Council	37,398	9,270	28,128
National Highways	113,755	-18,526	132,280
	373,010	-126,359	499,369

4.4 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	373,010	-126,359	499,369
Drawdown of Reserves 2025/26	-92,188		
Closing Balance	4,917,926	4,510,746	499,369
<i>Approved Reserves</i>	2,333,708	2,333,708	0
FREE Reserves to Date	2,584,218	2,177,038	407,181
less:			
NH balance to date	152,436	20,156	132,280
MG balance to date	26,779	14,895	11,884
PATROL FREE Reserves to date	2,405,004	2,141,987	263,017

At 31st October 2025 there is a Reserves balance of £4,917,926 giving a Free Reserves balance of £2,584,218.

Of this FREE Reserves Balance, £152,436 is ring-fenced to National Highways and £26,779 ring-fenced to Halton Borough Council. This leaves a balance of FREE Reserves to PATROL of £2,405,004.

5. Implications

5.1. Finance

5.1.1 Assurance of financial health and therefore limited financial risk.

6.1 Risk Management

6.1.1 Assurance of financial health and therefore limited financial risk.

Appendix 1:

PATROL Outturn to 31/10/2025

	Year to Date							Full Year				
	31/10/2025	31/10/2025	31/10/2025	31/10/2025	31/10/2025	Var to Current Yr	31/03/2026	31/03/2026	31/03/2026	31/03/2025	Prior Year Result	Var to Prior Yr
	Year to Date	Budget	Var to Budget	Var to Budget	Prior YTD		Forecast Outturn	Full Year Budget	Var to Budget			
Income:												
PATROL *	1,046,646	920,817	125,829	13.7%	972,302	74,344	1,763,492	1,578,544	184,948	1,724,265	39,227	
Bus Lane Income	252,692	274,148	-21,456	-7.8%	280,319	-27,627	440,921	469,968	-29,047	481,397	-40,476	
Moving Traffic Income	125,109	57,510	67,598	117.5%	47,531	77,578	215,563	98,589	116,974	127,294	88,269	
Road User Charging:												
National Highways - Income	362,452	350,445	12,007	3.4%	529,715	-167,263	621,202	600,763	20,439	754,782	-133,579	
Halton Borough Council - Income	96,070	93,835	2,235	2.4%	89,348	6,722	164,818	160,860	3,958	155,397	9,422	
Clean Air Zones - Income	112,790	163,431	-50,641	-31.0%	164,097	-51,307	225,051	280,167	-55,116	232,366	-7,314	
LFV - Income	1,934	665	1,269	190.8%	1,670	264	3,335	1,140	2,195	3,697	-363	
Bank Interest Received	66,246	58,333	7,912	13.6%	78,547	-12,301	133,792	100,000	33,792	131,680	2,112	
Sale of Assets	0	0	0	0.0%	290	-290	0	0	0	290	-290	
Other Income	732	583	148	25.4%	20,920	-20,188	12,758	1,000	11,758	12,939	-181	
Total Income	2,064,669	1,919,768	144,901	7.5%	2,184,739	-120,070	3,580,932	3,291,031	289,901	3,624,106	-43,174	
Expenditure:												
Adjudicators	583,082	645,759	62,678	9.7%	497,955	-85,127	1,035,396	1,107,016	71,620	905,431	-129,965	
Staff	720,085	871,453	151,368	17.4%	688,550	-31,535	1,204,518	1,493,919	289,401	1,248,329	43,810	
Premises / Accommodation	50,166	52,243	2,077	4.0%	46,315	-3,851	82,420	89,560	7,140	79,425	-2,995	
Transport	9,486	13,708	4,222	30.8%	7,547	-1,939	19,330	23,500	4,170	14,664	-4,665	
Supplies and Services	102,897	164,558	61,661	37.5%	97,321	-5,576	173,411	282,100	108,689	199,094	25,683	
IT	258,729	262,141	3,412	1.3%	228,927	-29,802	425,371	449,384	24,013	476,408	51,037	
Services Management and Support	36,558	34,304	-2,253	-6.6%	35,607	-951	62,670	58,807	-3,863	61,040	-1,630	
Audit Fees	-420	1,960	2,380	121.4%	1,015	1,435	-420	3,360	3,780	2,415	2,835	
Bad Debts - movement on provision	-68,923	0	68,923	0.0%	-47,051	21,872	0	0	0	-3,370	-3,370	
Total Expenditure	1,691,658.75	2,046,127	354,468	17.3%	1,556,186	-135,473	3,002,695	3,507,646	504,951	2,983,435	-19,260	
Surplus / (Deficit)	373,010	-126,359	499,369		628,553	-255,543	578,236	-216,615	794,851	640,670	-62,434	0
Breakdown of Surplus	373,010	-126,359	499,369	-395.2%	628,553	-255,543	578,236	-216,615	794,851	640,670	-62,434	0
PATROL *	221,858	-117,103	338,961	-289.5%	427,376	-205,518	443,783	-200,748	644,531	431,741	12,042	0
Halton Borough Council	37,398	9,270	28,128	303.4%	33,573	3,825	30,627	15,891	14,736	45,468	-14,841	0
National Highways	113,755	-18,526	132,280	-714.0%	167,604	-53,849	103,827	-31,758	135,585	163,462	-59,635	0

Appendix 2:

BALANCE SHEET - PATROL

	Apr-25 p1	May-25 p2	Jun-25 p3	Jul-25 p4	Aug-25 p5	Sep-25 p6	Oct-25 p7
Current Assets							
LA Debtors	589,167	156,362	100,857	673,545	353,514	212,816	708,837
Other Debtors	58,607	54,673	124,509.21	147,631	119,507	117,509	168,340
VAT							
Cash and Bank	3,950,676	4,241,830	4,007,838	3,910,033	4,070,377	3,985,672	3,929,210
Total	4,598,450	4,452,866	4,233,205	4,731,208	4,543,397	4,315,997	4,806,387
Current Liabilities							
Trade Creditors	65,775	158,159	150,645	152,822	173,127	148,727	149,482
Other Public Bodies							
Other Creditors	-112,676	-219,069	-643,690	-138,300	-344,877	-653,901	-261,023
Total	-46,901	-60,910	-493,045	14,522	-171,750	-505,173	-111,540
Net Current Liabilities	4,645,351	4,513,776	4,726,249	4,716,686	4,715,147	4,821,170	4,917,927
Long Term (Liabilities)/Assets	0	0	0	0	0	0	
NET ASSETS	4,645,351	4,513,776	4,726,249	4,716,686	4,715,147	4,821,170	4,917,927
Financed By:							
Reserves BF	4,637,105	4,637,105	4,637,105	4,637,105	4,637,105	4,637,105	4,637,105
Reserves drawdown	-12,767	-56,104	-62,030	-75,944	-75,944	-75,944	-92,188
Current Year Surplus	21,012	-67,226	151,174	155,525	153,986	260,009	373,010
TOTAL NET WORTH	4,645,350	4,513,775	4,726,249	4,716,686	4,715,147	4,821,170	4,917,927

CASH FLOW - PATROL

	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
	p1	p2	p3	p4	p5	p6	p7
Opening Cash Balance	4,071,518	3,950,676	4,241,830	4,007,838	3,910,033	4,070,377	3,985,672
Decrease / (Increase) in LA Debtors	-538,336	432,805	55,505	-572,688	320,031	140,698	-496,021
Decrease / (Increase) in Other Debtors	44,387	3,934	-69,836	-23,121	28,124	1,998	-50,831
Decrease / (Increase) in VAT Debtor	0	0	0	0	0	0	0
Increase / (Decrease) in Trade Creditors	-133,805	92,383	-7,513	2,177	20,304	-24,399	755
Increase / (Decrease) Public Body Creditors	0	0	0	0	0	0	0
Increase / (Decrease) in Other Creditors	498,667	-106,392	-424,622	505,390	-206,576	-309,024	392,878
Movement on Reserves	8,246	-131,575	212,474	-9,563	-1,539	106,023	96,757
Closing Cash Balance	3,950,676	4,241,830	4,007,838	3,910,033	4,070,377	3,985,672	3,929,210

PATROL AJC Executive Sub Committee

Date of Meeting: 20th January 2026

Report Title: Revenue Budgets for 2026/2027

Report of: Laura Padden, Director, PATROL

1.0 Purpose of Report

1.1 To request the Committee to adopt the revenue budget estimates for 2026/2027.

2.0 Recommendation

2.1 To agree to adopt the revenue budget for 2026/2027 as detailed in the report.

3.0 Reasons for Recommendation

3.1 Required under the Joint Committee Financial Regulations.

4.0 Background

4.1 In accordance with the Joint Committee's agreement, it is necessary to establish a budget estimate for the forthcoming year. An assessment has been made of the likely service take up during 2026-27 and therefore the Adjudicators, administrative support and associated costs required.

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

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

4.3 For 2026-27, the budget model focuses on trends from the past 24 months' income.

This budget takes a prudent approach in that:

- It does not recognise new income streams which may move from dormant to active in the year in question
- It does not allow for any increase in activity for current income streams

- It makes provision for some costs which may not be incurred to ensure that there is adequate budget for unexpected costs – this primarily relates to items such as legal costs or other initiatives.

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

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

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

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

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

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

4.9 Expenditure

An assessment has been made of the revenue budget that will be needed to meet the demands on the service during 2026-27.

In addition, the following assumptions have been made:

Adjudicator Fees and Salaried Roles:

The budget assumes a 4% inflationary increase in adjudicator fees. Adjudicator salaries and fees are aligned with the Ministry of Justice judicial salary scales. These are usually announced in the autumn and backdated to the beginning of the financial year each year

Staffing:

A 4% inflationary increase has also been assumed for salaries for staff for 2026-27. Non-judicial salaries are determined by Local Government Services' Pay Agreement and will reflect any agreements reached in respect of 2025-26.

There are three vacancies included in the budget

These are:

- Provision for a Senior Communications role – pending the outcome of a market rate review comparison against current costs for external consultancy
- Additional IT Senior Support – second half only

- Stakeholder Engagement Manager – role vacated in August 2025 – exact nature of future role to be determined and independently reviewed as part of a market rate assessment.

Premises:

This budget assumes no change in office provision in 26-27. There are no proposed changes to current working arrangements.

Additional cost budget has been included for increasing utilities costs.

Travel:

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

As in 25-26 it is anticipated that there will be a blend of face-to-face and virtual meetings going forwards.

Supplies and Services:

The decrease in Supplies and Services costs reflects ongoing efficiencies in meeting and travel costs, bringing consultancy costs back in house, and the replacement of the existing HR System with a new system.

IT Costs:

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

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

Service Management & Support:

For 2026-27, the proposed Service Level Agreement (SLA) charges with Cheshire East Council as Host Authority for routine services will remain broadly in line with those for 2025-26. We have allowed for a 4% increase.

The budgeted value is £61,747, compared to £58,807 for 2025-26. These charges are currently under review as we consider value for money and future service needs.

The contracted services are set out below:

Cheshire East Service Charge - Year on Year

	<i>actual</i> 2024-25	<i>BUDGET</i> 2025-26	<i>actual</i> 2025-26	<i>BUDGET</i> 2026-27
HR	11,000	11,550	11,350	11,918
Audit	6,470	6,794	6,680	7,014
Democratic Services Support	0	0	0	0
Legal	19,530	20,722	20,150	21,158
Finance	6,470	6,794	6,680	7,014
Highways - Hosting of PATROL	7,570	7,949	7,810	8,201
Retainer (assets, FOI, procurement, IT support, H&S)	10,000	5,000	10,000	10,000
TOTAL	61,040	58,807	62,670	65,304

Audit

External Audit fees have been removed from the 2026-27 budget.

At the October 2025 Executive Sub Committee meeting, cessation of this audit was approved due to the restrictions placed on the use of any findings, and the publication of any report.

The Joint Committee is not legally required to undertake External Audit.

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

4.10 Budget Summary

The proposed budget for 2026-27 assumes the approval of the recommendation of defraying the expenses amongst members of the Joint Committee on the basis of **25 pence per PCN ISSUED**.

The budgeted income and expenditure for 2026-27 would therefore result in an overall forecast contribution **TO** reserves of £79,169 (of this a surplus of £61,261 relates to PATROL). A proportion of this total will be ring-fenced to road user charging schemes as follows:

	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
PATROL	-481,127	-16,596	169,440	-81,618	-200,747	61,261
Halton Borough Council	-26,796	-11,145	40,366	34,457	15,892	12,329
Nat Highways	-71,632	25,625	120,589	-100,534	-31,759	5,579
TOTAL	-579,555	-2,116	330,395	-147,695	-216,615	79,169

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

The table below provides contextual information for the proposed 2026-27 budget:

- Full Budget for 2025-26 (**Col 1**)
- Full budget for 2026-27 (**Col 2**)
- Variance between these budgets (**Col 3**)
- Full Year Outturn 2023-24 (**Col 4**)
- Full Year Outturn 2024-25 (**Col 5**)
- Forecast Outturn 2025-26 (**Col 6**)
- Variance between Budget for 2026-27 and Forecast for 2025-26 (**Col 7**)

PATROL Budget Summary 2026/27

	1	2	3	4	5	6	7
	BUDGET	BUDGET	Budget Var	ACTUAL	ACTUAL	Forecast	Var
	2025/26	2026/27	25/26 v 26/27	2023/24	2024/25	2025/26	26/27 Bud v Fcast
Income							
PATROL & Bus Lanes Combined*	1,579,364	1,957,476	378,112	1,588,942	1,724,265	1,763,492	193,984
Bus Lane Income	469,968	414,466	-55,502	549,364	481,397	440,921	-26,455
Moving Traffic	98,589	215,563	116,974	57,856	127,294	215,563	0
Road User Charging:							
Highways England	600,763	621,202	20,439	567,713	754,782	621,202	0
Halton Borough Council	160,860	164,818	3,958	180,122	155,397	164,818	0
Durham Peninsular		2,632	2,632	0	0		2,632
Littering from Vehicles	320	703	383	1,812	3,697	3,335	-2,632
Clean Air Zones	280,167	225,052	-55,115	385,142	232,366	225,051	1
Other Income	1,000	3,000	2,000	36,585	13,229	12,758	-9,758
Bank Interest	100,000	120,000	20,000	93,688	131,680	133,792	-13,792
Total Income	3,291,031	3,724,911	433,880	3,461,224	3,624,107	3,580,932	143,979
Expenditure:							
Adjudicators	1,107,016	1,274,829	-167,813	845,074	905,431	1,035,396	-239,433
Staff	1,493,919	1,438,351	55,568	1,297,961	1,248,330	1,204,518	-233,833
Premises / Accommodation	89,560	90,432	-872	74,434	79,425	82,420	-8,012
Transport	23,500	25,500	-2,000	21,444	14,664	19,330	-6,170
Supplies and Services	282,100	248,049	34,051	119,456	199,094	173,411	-74,638
IT	449,384	506,835	-57,451	387,118	476,408	425,371	-81,464
Services Management and Support	58,807	61,747	-2,940	53,340	61,040	62,670	923
Audit Fees	3,360	0	3,360	4,510	2,415	-420	-420
Bad Debts	0		0	-14,925	-3,370	0	0
Total Expenditure	3,507,646	3,645,743	-138,097	2,788,412	2,983,437	3,002,696	-643,047
Surplus / (Deficit)	-216,615	79,169	295,784	672,812	640,671	578,236	-499,067

4.11 Reserves

Forecast Reserves:

	PATROL	Nat High	Halton Borough Council	GRAND TOTAL
Opening Reserves of 2025/26	4,516,853	82,018	38,233	4,637,104
Forecast Surplus / (Deficit) 25/26	443,783	103,827	30,627	578,237
Drawdowns 25/26 - to date	0	-43,337	-48,851	-92,188
FORECAST Reserves 31.03.26	4,960,636	142,508	20,009	5,123,153
Proposed Budget for 2026/27	61,261	5,579	12,329	79,169
Forecast Reserves at 31.03.27	5,021,897	148,086	32,338	5,202,321
<i>Of which are:</i>				
General Approved Reserve	1,822,871			1,822,871
Approved Property Reserve	364,574			364,574
Approved Technology Reserve	180,864			180,864
Reserearch and Innovation Reserve	50,000			50,000
TOTAL BUDGETED Approved Reserve	2,418,310	0	0	2,418,310
<i>of which Free Reserves</i>				
	2,603,587	148,086	32,338	2,784,012

The effect on Reserves is as follows:

- Forecast PATROL Reserves at 31st March 2026 of £4,960,636
- **25 pence per PCN** proposed charge resulting in PATROL **surplus** for year of £61,261 (proposed budget)
- Forecast Reserves balance of £5,021,897 at 31st March 2027
- Budgeted required Approved Reserves of £2,418,310
- Forecast FREE Reserves at 31st March 2027 of £2,603,587
- These balances exclude National Highways and Mersey Gateway ringfenced balances.

5.0 Implications

5.1 Finance

5.1.1 Requirement to approve budget before 31 January 2026.

6.1 Risk Management

6.1.1 Budget setting contributes to the Risk Management Strategy.

PATROL AJC Executive Sub Committee

Date of Meeting: 20th January 2026

Report Title: Reserves Policy Statement

Report of: Laura Padden, Director, PATROL

1.0 Purpose of Report

1.1 To review the Reserves Policy Statement for the Joint Committee for 2026/2027 and to request that the Executive Sub Committee approves the Reserves Policy Statement for 2026/2027.

2.0 Recommendations

2.1 To approve the proposed Reserves Policy Statement for 2026/2027.

2.2 To approve the total PATROL approved reserve level for 2026/2027 of £2,418,310 as set out at (4). The equivalent amount for 2025-26 was £2,333,708.

2.3 To approve the balances of any surplus from 2025/2026 being carried forward to 2026/2027.

2.4 To approve the delegation of authority to the Chair and the Vice Chair for authorising the withdrawal of funds from PATROL Free Reserves to meet budgetary deficits.

3.0 Reasons for Recommendations

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

4.0 Background

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

4.2 For 2026-27, it is recommended that, as in previous years, the Reserves Policy Statement will be made up of four elements:

General Reserve
Property Reserve
IT Reserve
Research and Innovation Reserve

4.3 The General Reserve

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

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

The General Reserve is based on 50% of total budgeted costs. It is recommended that the General Reserve for 2026/2027 will be £1,822,871. This compares to £1,753,823 for the previous year and is higher due to an increased cost base.

4.4 The Property Reserve

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

It is recommended that the Property Reserve for 2026/2027 is maintained at a level to cover two years beyond the current financial year. The property reserve for 2026/2027 will be £180,864, which compares with £179,120 in the previous year.

4.5 Technology Reserve

It is recommended that the Technology reserve be set at £364,574 which is the equivalent of 10% of total budgeted costs. This compares with £350,765 for 2025/2026. This is consistent with the previous year's calculation and will support further improvements to our IT Infrastructure.

4.6 Research & Innovation Reserve

It is recommended for 2026/2027 that this be set at £50,000. This is the same as approved for 2025/2026. Initiatives might include:

- Commissioning independent research to support PATROL objectives

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

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

It is recommended for 2026/2027 that the Research and Innovation Reserve be set at £50,000.

4.7 Summary

It is recommended that the combined PATROL and BLASJC approved reserve level for 2026-27 is £2,418,310 (£2,333,708 for 2025-26).

Reserves Summary:

	2023/24	2024/25	2025/26	2026/27	Movement on Prior Year
General Operating Reserve	1,563,638	1,674,376	1,753,823	1,822,871	-69,048
Technology Reserve	312,728	334,875	350,765	364,574	-13,810
Property Reserve	158,400	163,000	179,120	180,864	-1,744
Innovation and Research Reserve	50,000	50,000	50,000	50,000	0
Total approved Reserve	2,084,766	2,222,251	2,333,708	2,418,310	-84,602

4.8 It is anticipated that PATROL reserve will reach £5,021,897 (excluding ring-fenced amounts) at the 31st March 2026 and therefore sufficient reserves will be in place to accommodate the recommended approved reserve of £2,418,310. This would result in forecast Free Reserves at March 2027 of £2,603,587.

Forecast Reserves:

PATROL	
Opening Reserves of 2025/26	4,516,853
Forecast Surplus / (Deficit) 25/26	443,783
Drawdowns 25/26 - to date	0
FORECAST Reserves 31.03.26	4,960,636
Proposed Budget for 2026/27	61,261
Forecast Reserves at 31.03.27	5,021,897
<i>Of which are:</i>	
General Approved Reserve	1,822,871
Approved Property Reserve	364,574
Approved Technology Reserve	180,864
Reserearch and Innovation Reserve	50,000
TOTAL BUDGETED Approved Reserve	2,418,310
<i>of which Free Reserves</i>	
	2,603,587

4.9 The Joint Committee will monitor income and expenditure during 2026/2027 to keep the Reserves Policy Statement under review.

4.10 PATROL Free Reserves

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

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

Approval for use of PATROL Free Reserve must be given by the Joint Committee, its

Executive Sub Committee or Advisory Board except in the case of use for meeting budgetary deficits where authority is delegated to the Chair and Vice Chair.

5.0 Implications

5.1 Finance

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

6.1 Risk Management

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

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

PATROL AJC Executive Sub Committee

Date of Meeting: 20th January 2026

Report Title: Defraying the Expenses of the Joint Committee

Report of: Laura Padden, Director, PATROL

1.0 Purpose of Report

1.1 To establish the basis for defraying expenses during the 2026/27 Financial Year.

2.0 Recommendations

2.1 That for the Financial Year 2026/2027 the Executive Sub Committee approves a continuation in charge of **25 pence per PCN** issued for member authorities and notes the expected impact on reserves at 4.6 below.

2.2 That this will be reviewed at the October 2026 meeting in the light of actual income and expenditure information for the first half of the year.

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

Parking – England and Wales

Bus Lanes and Moving Traffic – England and Wales

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

Littering from Vehicles - England

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

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

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

3.0 Reasons for Recommendations

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

4.0 Background and Options

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

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

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

Table 1

Period	Per PCN	Annual	Per Case
1998 to 2001	70 pence	£500	£10
2001 to 2003	70 pence	£500	£0
2003 to 2005	65 pence	£250	£0
2005/06	60 pence	£0	£0
2006/07	55 pence	£0	£0
2007/08	55 pence	£0	£0
2008/09	60 pence	£0	£0
2009/10	60/65 pence	£0	£0
2010/11	65 pence	£0	£0
2011/12	65 pence	£0	£0
2012/13	60 pence	£0	£0
2013/14	60 pence	£0	£0
2014/15	55 pence	£0	£0
2015/16	50/45 pence	£0	£0
2016/17	45/40 pence	£0	£0
2017/18	35 pence	£0	£0
2018/19	30 pence	£0	£0
2019/20	30 pence	£0	£0
2020/21	30 pence	£0	£0
2021/22	30 pence	£0	£0
2022/23	30 pence	£0	£0
2023/24	30/25 pence	£0	£0
2024/25	25 pence	£0	£0
2025/26	25 pence	£0	£0
2026/27	25 pence - PROPOSED	£0	£0

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

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

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

4.4 It is recommended that for 2026/27, the Executive Sub Committee approves a rate of **25 pence per PCN** and that this is reviewed at the October 2026 meeting when the actual income and expenditure information for the first half of the year is available.

4.5 The proposed budget takes a prudent approach in that:

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

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

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

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

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

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

4.7 The formal recommendation for defraying expenses for Member Authorities for 2026/2027 and its impact on reserves is as follows:

- To adopt a charge per PCN of **25 pence per PCN** issued for 2026/27
- Forecast PATROL Reserves at 31st March 2026 of £4,960,636
- 25 pence per PCN resulting in PATROL **surplus** for year of £61,261
- Forecast Reserves balance of £5,021,897 at 31st March 2027
- Budgeted required Approved Reserves of £2,418,310
- Forecast FREE Reserves at 31st March 2027 of £2,603,587
- These balances exclude National Highways and Mersey Gateway ringfenced balances

Forecast Reserves:

PATROL	
Opening Reserves of 2025/26	4,516,853
Forecast Surplus / (Deficit) 25/26	443,783
Drawdowns 25/26 - to date	0
FORECAST Reserves 31.03.26	4,960,636
Proposed Budget for 2026/27	61,261
Forecast Reserves at 31.03.27	5,021,897
<i>Of which are:</i>	
General Approved Reserve	1,822,871
Approved Property Reserve	364,574
Approved Technology Reserve	180,864
Resereach and Innovation Reserve	50,000
TOTAL BUDGETED Approved Reserve	2,418,310
<i>of which Free Reserves</i>	2,603,587

at 25 pence			
	Inc	Costs	Surplus
PATROL	2,938,891	2,877,630	61,261
Mersey	164,818	152,489	12,329
NH	621,202	615,624	5,579
	3,724,911	3,645,743	79,169

Reserves for Year - 2026/27

PATROL	61,261
Mersey	12,329
Nat Highways	5,579
TOTAL	79,169

4.8 The Budget process also considered an increase to 30 pence per PCN issued.

This would result in a budgeted surplus of £624,439 for PATROL, and Reserves balances as follows:

at 30 pence			
	Inc	Costs	Surplus
PATROL	3,502,069	2,877,630	624,439
Mersey	197,782	152,489	45,293
NH	745,443	615,624	129,819
	4,445,294	3,645,743	799,551

Reserves for Year - 2026/27

PATROL	624,439
Mersey	45,293
Nat Highways	129,819
TOTAL	799,551

PATROL ONLY for 2026/27:

Scenario:

(2) All to 30 pence

Forecast Opening Bal 25/26	4,960,636
Budgeted surplus / (deficit) 25/26	624,439
Budgeted Approved Reserves	2,418,310
Budgeted FREE Reserves	3,166,765

4.9 A reduction in charge to 20 pence per PCN issued would result in a contribution from Reserves of £501,917 for PATROL (excluding ringfenced balances).

at 20 pence			
	Inc	Costs	Surplus
PATROL	2,375,713	2,877,630	-501,917
Mersey	131,855	152,489	-20,635
NH	496,962	615,624	-118,662
	3,004,529	3,645,743	-641,214

Reserves for Year - 2026/27

PATROL	-501,917
Mersey	-20,635
Nat Highways	-118,662
TOTAL	-641,214

PATROL ONLY for 2026/27:

Scenario:

(2) All to 20 pence

Forecast Opening Bal 25/26	4,960,636
Budgeted surplus / (deficit) 25/26	-501,917
Budgeted Approved Reserves	2,418,310
Budgeted FREE Reserves	2,040,409

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

5.0 Implications

5.1 Finance

5.1.1 Detailed in the report.

6.1 Legal Implications

6.1.1 In accordance with the PATROL Adjudication Joint Committee Agreement

7.1 Risk Management

7.1.1 Financial resilience is monitored within the Risk Management Strategy

PATROL AJC Executive Sub Committee

Date of Meeting: 20th January 2026

Report Title: Annual Investment Strategy – 2026/2027

Report of: Laura Padden, Director, PATROL

1. Purpose of Report

1.1. To seek the Executive Sub Committee's approval of the Annual Investment Strategy for 2026/2027.

2. Recommendations

2.1. That investments will only be made with low-risk institutions with offices in the UK.

The CIPFA requirements in the Treasury Code of Practice require the use of credit ratings as a qualifying level – Cheshire East Council (our lead authority) will be requiring grade A- for 2026/2027. This relates to the lowest published long-term credit rating from Fitch, Moody's or Standard and Poor's.

Investments will take the form of fixed term deposit accounts. Deposits will be spread over at least two banks to reduce risk. The banks are currently Santander and HSBC which have the required credit rating.

2.2 The availability of new investments will be reviewed regularly to ensure that the best products are chosen in terms of rate of return and accessibility.

2.3 That security and risk will be prioritised over return for any investment.

2.4 That the Director will sign off any proposed deposits in terms of amount, duration and rate.

3. Reasons for Recommendations

3.1 To comply with the Joint Committee Financial Regulations

4. Background

- 4.1** The Joint Committee or its Executive Sub Committee is responsible for approving the Joint Committee's Annual Investment Strategy.
- 4.2** The Annual Investment Strategy will be informed by the Joint Committee's Risk Management Strategy and the Treasury Management Strategy of the host authority.

The Joint Committee has determined:

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

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

2020/21	£1,232
2021/22	£318
2022/23	£590
2023/24	£7,807
2024/25	£10,973
2025/26	£9,583 – 6 months

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

5. Implications

5.1. Finance

- 5.1.1** Set out in the report

6.1 Risk Management

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

PATROLAJC Executive Sub Committee

Date of Meeting: 20th January 2026

Report Title: Review of Financial Documentation

Report of: Laura Padden, Director, PATROL

1.0 Purpose of Report

- 1.1** To request that the Executive Committee approve the following documents:
 - a. Financial Regulations 2026/2027
 - b. Scheme of Financial Delegation 2026/2027
 - c. Managers Expenses Policy 2026/2027
 - d. Staff Expenses Policy 2026/2027
 - e. Non-Staff Expenses Policy 2026/2027
 - f. Gifts & Hospitality Expenses Policy 2026/2027

2.0 Recommendations

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

3.0 Reasons for Recommendations

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

4.0 Background

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

a. Financial Regulations 2026/2027 (enclosed)

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

b. Scheme of Financial Delegation 2026/2027 (enclosed)

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

c. Managers Expenses Policy 2026/2027 (enclosed)

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

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

d. Staff Expenses Policy 2026/2027 (enclosed)

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

e. Non Staff Expenses Policy 2026/2027 (enclosed)

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

f. Gifts & Hospitality Expenses Policy 2026/2027 (enclosed)

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

5.0 Implications

5.1 Finance

5.1.1 To adhere to the Financial Regulations.

6.0 Risk Management

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

PATROL ADJUDICATION SERVICE JOINT COMMITTEE

FINANCIAL REGULATIONS

2026-2027 DRAFT

1. General

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

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

2. Accounting Arrangements

- 2.1 The Statement of Responsibilities for the Statement of Accounts sets out the role of the Director and the Treasurer.
- 2.2 The Treasurer to the Joint Committee is the responsible Financial Officer for the purposes of the Annual Return.
- 2.3 The Director shall ensure that appropriate financial arrangements and procedures are in place on behalf of the Joint Committee in order that the Treasurer can be provided with the necessary accounting records.
- 2.4 The Director will make arrangements for the preparation and audit of annual accounts where legally required to do so.
- 2.5 The Director will publish and make available a final accounts/audit timetable to member authorities following the annual meeting of the Joint Committee.
- 2.6 The Director, where applicable, shall be responsible for the submission of all claims for grant to Government Departments, or to the EU.

3. Banking Arrangements, Cheques and Purchase Cards

- 3.1 All arrangements with the Joint Committee's bankers, including the procedures for the ordering and safe custody of cheques and purchase cards, shall be made under arrangements approved by the Director.
- 3.2 All cheques drawn on behalf of the Joint Committee shall be signed by two named signatories on the bank mandate. Electronic payments will also require approval from two individuals, who must have been granted access to the online banking system by the online bank administrator (Central Services Manager).
- 3.3 There is to be a clear segregation of responsibility between the preparation of payments and the authorisation of payments.
- 3.4 Purchase card limits will be as set out within the Scheme of Financial Delegation.
- 3.5 All Card Holders will sign a Credit Card Undertaking form. The Credit Card Undertaking form sets out agreed procedures including storage, authorised users and record keeping requirements.

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

4. Revenue and Capital Budgets

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

5. Income

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

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

6. Borrowing and Investments

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

7. Orders and Contracts

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

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

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

8. VAT

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

9. Reserves

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

10. Equipment

- 10.1 The Director will ensure that all staff are aware of their responsibility for the security and proper recording of equipment under their control including their personal responsibility with regard to the protection and confidentiality of information whether held in manual or computerised records in accordance with the Information Security Policy.
- 10.2 All equipment over £1,000 in value must be recorded in the Equipment Inventory in accordance with the Asset Management Policy.
- 10.3 All IT equipment and communications devices will be recorded in an IT register where the purchase value is greater than £100.
- 10.4 Assets will be physically verified annually by the Central Services Manager (or a delegated member of staff) and provided for Internal Audit review.
- 10.5 Where assets are held remotely, due to homeworking, the relevant member of staff or Adjudicator, will be required to confirm in writing the assets that they hold.
- 10.6 Any missing or damaged equipment will be reported to the Director as soon as known.

11. Insurance

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

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

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

12. Risk

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

13. Internal Audit

13.1 The Joint Committee shall review the internal audit strategy.

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

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

13.4 Audit Reports will be presented to the Joint Committee.

14. External Audit – if deemed to be required

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

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

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

14.4 Audit Reports will be presented to the Joint Committee.

15. Petty Cash

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

16. Expenses

16.1 The Director shall ensure that expense claims are underpinned by guidelines approved by the Joint Committee or Executive Sub Committee.

17. Gifts and Hospitality Register

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

18. Declaration of Interest

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

19. Anti-fraud, anti-corruption and whistleblowing

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

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

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

20. Document Retention

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

21. Review and approvals

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



Parking and Traffic Regulations
Outside London

PATROL ADJUDICATION SERVICE JOINT COMMITTEE

Scheme of Financial Delegation

Contact Details: Laura Padden – Director

Version / Date: 2026-2027 DRAFT

Introduction

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

1 Budget Management

i) In year budget management

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

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

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

Manager	Budget Area	Approval Limit
Director	All	£25,000

iii) **Planning future years budgets**

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

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

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

Up to £5,000	a written quotation submitted by the requisitioner and authorised by the Budget Manager
Between £5,000 and £30,000	three written quotations submitted against an outline specification by the Budget Manager
£30,000 to £172,514 (EU threshold)	formal tender process to at least three candidates authorised by the Director

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

Authorised Approver	Primary Budget Holder
Business and HR Manager	Central Services Manager
Technology Manager	Director
Appeals Manager	Director
Business Support Officer	Central Services Manager / Director
Joint Committee Support Officer	Director
Democratic Services Manager	Director

ii) Purchase Cards

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

Director	£10,000	Central Services Manager

iii) Imprest Accounts

We no longer hold Petty Cash.

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

3 Human Resources

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

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

Note: Adjudicator recruitment and terms and conditions is delegated to the Chief Adjudicator although record-keeping is undertaken by PATROL.

4 Management of Assets

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

5 Banking and Income

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

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

i) On-line banking authorisations

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

Designated User	Raise Payments and Changes	Authorise with one other (two authorisations required for ALL payments)
Director	Yes	Yes

Central Services Manager	Yes	Yes
Finance Manager	Yes	No
Office and Facilities Manager	Yes	Yes
Democratic Services Manager	No	Yes

6 General Ledger

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

7 Insurance

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

8 Information Management

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

9 Building/Security

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

10 Other

Business/Service owner of relevant policies/procedures (e.g. regular maintenance/update)	Central Services Manager
Service/Area specific Instructions/Regulations	Adjudicators/Appeals Manager
Contracts Register	Central Services Manager / IT Manager
Access to Systems / Network	IT Manager within policies
Risk Management	Director via Senior Managers

11. Review

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

TRAFFIC PENALTY TRIBUNAL & PATROL

GUIDE TO MANAGERS EXPENSES & TIME CLAIMS For Staff Grade 12 and upwards

2026-2027 DRAFT

Introduction

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

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

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

This policy is separate to the Home Working Policy.

Train Travel

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

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

When booking, should be:

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

Air Travel

Air Travel is expected to be a rare event.

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

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

Car Travel

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

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

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

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

The current rates for mileage are:

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

Car Hire

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

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

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

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

Car Parking

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

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

Taxis

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

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

Meals

Breakfast

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

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

Light Refreshments

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

Lunch

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

Evening Meal

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

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

Accommodation

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

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

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

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

The following limits will apply:

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

Miscellaneous Expenditure

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

Examples of permissible miscellaneous expenditure include:

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

Purchasing off the internet

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

The organisation AMAZON account should be utilized wherever possible.

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

Gifts and Hospitality

Please refer to the separate Policy.

Approval

All Hotel and Travel bookings MUST be made centrally.

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

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

The Director reserves the right to refuse reimbursement of expenses.

Expenses falling outside these guidelines

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

Claiming expenses

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

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

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

Time and Non-Clocking Staff

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

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

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

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

Review

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

TRAFFIC PENALTY TRIBUNAL & PATROL

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

2026-2027 DRAFT

Introduction

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

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

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

This policy is separate to the Home Working Policy.

Train Travel

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

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

When booking, should be:

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

Air Travel

Air Travel is expected to be a rare event.

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

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

Car Travel

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

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

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

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

The current rates for mileage are:

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

Car Hire

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

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

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

Car Parking

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

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

Taxis

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

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

Meals

Breakfast

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

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

Light Refreshments

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

Permissible claims include hot and cold drinks/light snacks.

Lunch

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

Evening Meal

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

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

Accommodation

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

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

The following limits will apply:

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

Miscellaneous Expenditure

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

Examples of permissible miscellaneous expenditure include:

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

Approval

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

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

The Director reserves the right to refuse reimbursement of expenses.

Purchasing off the internet

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

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

All items must be supported by a VAT receipt.

Expenses falling outside these guidelines

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

Claiming expenses

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

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

Review

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

PATROL (Parking and Traffic Regulations Outside London)

GUIDE TO CLAIMING TRAVEL EXPENSES (Non-PATROL)

2026-2027 DRAFT

Introduction

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

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

Train Travel

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

Travel to railway station

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

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

Alternative travel

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

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

Accommodation

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

Subsistence

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

Claiming expenses

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

Forms should be emailed to accounts@patrol-uk.info and include copies of all receipts.

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

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

Review

This policy will be reviewed on an annual basis for approval at the January Executive Sub Committee, or when necessary.

PATROL (Parking and Traffic Regulations Outside London)

GIFTS AND HOSPITALITY EXPENSES

2026-2027 DRAFT

Introduction

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

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

Gifts

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

The categories of gifts are as follows:

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

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

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

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

Giving Gifts

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

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

Hospitality

Receiving Hospitality

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

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

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

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

Providing Hospitality

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

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

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

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

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

Claiming Hospitality Expenses

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

Meals

Light Refreshments

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

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

Lunch

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

Evening Meal

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

Claiming expenses

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

Review

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

PATROL AJC Executive Sub Committee

Date of Meeting: 20th January 2026

Report Title: Expenditure Falling outside of the Financial Delegations

Report of: Laura Padden, Director, PATROL

1.0 Report Summary

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

2.0 Recommendation

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

3.0 Reasons for Recommendation

3.1 To comply with the Financial Regulations.

4.0 Background and Options

4.1 The PATROL Executive Sub Committee approved the Financial Regulations and the Scheme of Financial Delegations 2025/26 at its meeting on Tuesday 21st 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</i>	<i>three written quotations submitted against an outline</i>

£2,000 and £30,000	<i>specification by the Budget Manager</i>
£30,000 to £172,514 (EU threshold)	<i>formal tender process to at least three candidates authorised by the Director</i>
EU threshold to £250,000	<i>follow EU tender rules initiated by the Director</i>

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

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

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

5.0 Implications

5.1 Finance

5.1.1 Compliance with approved procedures and controls.

6.1 Legal Implications

6.1.1 None.

7.1 Risk Management

7.1.1 Financial resilience is monitored within the Risk Management Strategy.

Appendix 1:

Supplier	Financial Year 25-26	Comment
1	183,178.34	Knowledge Base - System development
2	37,588.63	Specialist communications consultancy.
3	25,834.50	Landlord
4	18,023.25	Ongoing commitment - server hosting (IT). Previously known as Melbourne Hosting
5	17,751.07	Knowledge Base (IT Support)
6	11,911.93	Data Storage - ongoing commitment
7	9,310.43	Live Chat - preferred supplier
8	8,739.00	Knowledge Base (IT Support)
9	7,600.08	Network provision and Support - ongoing
10	7,515.75	Network Protection - Vulnerability Scanner - ongoing supplier
11	6,865.83	Online centralised booking for travel. Best prices sought.
12	6,600.00	Ongoing Commitment - PC Phone System
13	6,278.58	Existing IT Data Centre
14	6,204.40	Recruitment Charge - preferred candidate
15	5,959.52	Ongoing contract - Market Survey done
16	5,038.33	Preferred Venue for Hotel Stays - London and Other
17	4,973.00	Staff Development - preferred supplier
18	4,808.67	Adjudicator Training - preferred venue
19	4,757.68	Temp Resource and Recruitment. Best candidates.
20	4,294.83	IT ticket management and workload planning
21	4,103.81	Award Winner - Driving Improvement Awards
22	3,838.68	Knowledge Base (IT support)
23	3,837.20	Preferred venue
24	3,567.02	2 factor security for FOAM
25	3,488.37	Mobile Comms - all staff
26	3,114.93	Reporting Tool
27	2,940.00	Appointed External Auditor - now ceased
28	2,728.18	On Line training for staff - preferred supplier
29	2,700.30	Preferred Venue
30	2,340.22	Telephone Lines provider
31	2,290.00	Preferred Venue
32	2,250.00	Preferred venue - Workshop

* supplier names are hidden due to commercial sensitivity

PATROL AJC Executive Sub Committee

Date of Meeting: 20th January 2026

Report Title: Risk Management

Report of: Laura Padden, Director, PATROL

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

PATROL AJC Executive Sub Committee

Date of Meeting: 20th January 2026

Report Title: Appointments to the Advisory Board

Report of: Director PATROL on behalf of the Advisory Board

1.0 Purpose of Report

1.1. This report sets out the recommendation for two appointments to the Advisory Board for an indefinite period.

2.0 Recommendation

2.1. To approve the appointments of Lorraine Rushton (Cheshire East Council) and Kamran Khan (National Highways).

3.0 Reasons for Recommendation

3.1 To fill two vacancies on the Advisory Board due to the current appointed member for Cheshire East Council being unable to attend meetings and due to Marisa Baker of National Highways leaving the organisation.

4.0 Background

4.1 Richard Hibbert (Cheshire East Council) is the current appointed member, however he has recently notified PATROL that due to work commitments he is unable to attend meeting and has requested that Lorraine Rushton be appointed in his place.

4.2 Marisa Baker (National Highways) informed PATROL that she would be leaving in the organisation. Her colleague Lucy Tangen advised Marisa's replacement would be Kamran Khan.

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.



PATROL AJC Executive Sub Committee

Date of Meeting: 20th January 2026

Report Title: PATROL / TPT Summer User Group Feedback Survey

Report of: Ellen Adamson, Web & Stakeholder Officer

1.0 Purpose of Report

- 1.1. To present the findings from the User Group feedback survey and outline recommendations to enhance the value, accessibility and effectiveness of future engagement events.

2.0 Recommendations

- 2.1. To note the report.
- 2.2. To support the following proposals put forward by officers in respect of how future user groups should be organised, based on the findings of the survey:-
 - (i) Retain the in-person format as the core delivery method but introduce hybrid/virtual options to improve accessibility for those unable to travel.
 - (ii) Schedule user groups every two years with additional virtual updates to meet demand for more frequent engagement.
 - (iii) Prioritise case study exercises as a central feature of the agenda, while also expanding opportunities for discussion, networking and updates from PATROL and the Joint Committee.
 - (iv) Improve logistical arrangements and ensure venues are easily accessible by public transport, explore wider geographical coverage and maintain high standards of hospitality.
 - (v) Enhance delivery quality by ensuring reliable audio-visual facilities, structured attendee interaction and clearer communication (e.g. more reminders, sharing attendance lists, pre/post-event updates).

(vi) Explore partnerships with councils to access council-owned venues at no or reduced cost, helping to manage budgets and potentially increase the number of events delivered.

3.0 Reasons for Recommendations

3.1 To keep the Executive Sub Committee updated.

4.0 Background

4.1 In June and July 2025, PATROL and TPT hosted regional user groups in Nottingham, Birmingham, Exeter, Newcastle, Manchester and London.

4.2 Following the workshops, a feedback survey was circulated to all 270 registrants. A total of 84 responses were received (a response rate of around 31%), providing a strong and representative sample of views. The purpose of the survey was to capture attendee and non-attendee perspectives in order to shape and improve the design and delivery of future events.

5.0 Overview

5.1 Attendance

Respondents registered from all six locations with the majority of registrants attending as planned. Non-attendance was primarily due to work pressures, illness or travel difficulties. Feedback came from a cross-section of roles including Parking Managers, Appeals Officers, Notice Processing Officers, and senior leaders, confirming that the workshops appeal to both operational staff and those in strategic positions.

5.2 Usefulness and Relevance

The workshops were consistently rated as *extremely useful* or *very useful*, with only a small minority describing them as less valuable to their specific role. Case study exercises and appeals/judicial process overviews were the most highly rated elements, followed by PATROL and Joint Committee updates. Content was generally regarded as highly relevant to respondents' roles, though some noted that particular topics (such as moving traffic enforcement) were less directly applicable depending on local authority powers.

5.3 Format and Structure

The structure and flow of the day were well-received, with most ratings falling into the "excellent" or "very good" categories. Group sizes were described as "just right," balancing information delivery with opportunities for discussion. However, feedback suggested scope for more interactive elements, deeper case study exploration and better pacing to keep sessions dynamic.

5.4 Future Delivery and Frequency

While in-person events were strongly valued for networking opportunities and face-to-face interaction, many respondents requested hybrid or virtual options to reduce barriers caused by travel or workload. Respondents primarily

requested annual or bi-annual events, which may not be feasible to facilitate in-person due to budget constraints. A possible solution is to continue with in-person events once every two years, complemented by shorter online updates in the interim period.

5.5 Venues and Logistics

Respondents praised existing venues but also suggested expanding to locations with a greater geographical coverage. Accessibility by public transport was repeatedly emphasised as important. Areas identified for improvement were largely logistical, including better AV/microphone quality, shorter event days to support travel, earlier communication of dates and providing attendee lists to facilitate networking.

6.0 Implications

6.1. Finance

6.1.1 Budget allocations for future workshops will need to cover:

- (i) Venue hire in accessible locations
- (ii) AV and technical support
- (iii) Hospitality and logistical costs
- (iv) Hybrid delivery platforms

6.1.2 To help manage costs and enable the possibility of running additional events, PATROL will also reach out to councils to explore use of council-owned event spaces that could be provided at no cost or at reduced rates. This approach may support greater frequency and geographic coverage of future user groups.

Public Affairs Update: To 9 January 2026

1. Current traffic management issues / areas of engagement

a. Pavement Parking

CURRENT STATUS – England (outside London): The Department for Transport (DfT) has published its long-awaited response to the 2020 public consultation on pavement parking ('Pavement parking: options for change'), setting out new powers for local authorities to tackle dangerous and inconsiderate parking on pavements.

In the shorter term – with powers set to be introduced this year – local authorities will be able to enforce against a new civil contravention of 'unnecessary obstruction of the pavement' using secondary legislation introduced under the *Traffic Management Act 2004*. This will transform authorities' abilities to enforce against instances of dangerous or problematic pavement parking in their areas, without the requirement to introduce separate Traffic Regulation Orders. The DfT will issue new statutory guidance to help define unnecessary obstruction and support authorities in using the new powers.

In the longer term, requiring primary legislation, the Government will seek to give authorities the power to prohibit pavement parking across a local area. Rather than the nationwide 'one-size-fits-all' national prohibition proposed as one option in the 2020 consultation, this approach will be devolved, reflecting the DfT's view that local leaders are best placed to understand and respond to the needs of communities.

Introducing the new powers, Parliamentary Under-Secretary of State at the DfT Lilian Greenwood emphasised that pavement parking undermines safety and restricts mobility, particularly for disabled people, older adults and families with young children. She acknowledged that while many have campaigned for a national ban, a devolved solution that allows tailored local action is preferable to a uniform national approach, also underlining that pavement parking is part of a broader, locally focused agenda to make transport and public spaces safe, inclusive and accessible.

The DfT has stated its intention that any future area-wide prohibition powers should sit with strategic authorities (a new category of authority created under the [English Devolution and Community Empowerment Bill](#)), where established, or otherwise with the unitary or county council.

PATROL has long campaigned for the introduction of these powers outside of London on behalf of its local authority members, and will continue its close work with the DfT to support and shape the introduction of the new short- and long-term powers, as well as the accompanying guidance.

Further links to the DfT consultation response:

- [Consultation Outcome in full](#)
- [Written Statement by DfT Parliamentary Under-Secretary of State, Lilian Greenwood](#)
- [Press Release](#)

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.

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

In 2024, PATROL published research conducted with its authorities into how the current civil parking penalty charge levels are impacting their ability to enforce parking restrictions. 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. The Minister, Simon Lightwood, Parliamentary Under-Secretary of State for Local Transport, DfT, has indicated policy thinking incorporating the research is underway, which will also draw on data from a recent trial of higher penalty charge levels in Bournemouth (see below). The Minister welcomes a meeting with PATROL for further discussion at the appropriate time

Trial of higher penalty charge levels: Bournemouth, Christchurch and Poole (BCP)

The Council were granted powers by the DfT to increase their penalty charge level temporarily to £160 (in line with London rates) during a set 'trial' period between 1–31 August 2025. The trial aimed to assess whether the penalty charge increase in a designated area covering the main Bournemouth seafront (which regularly sees problem parking during busy seasonal months) would lead to greater compliance and improved driver behaviour. A report from the Council is expected soon.

Issue of enforcement documents digitally, without the requirement for first-class post

The DfT has previously indicated enthusiasm on changing the requirement.

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, focusing on a paper setting out the current legislative position and options for change.

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c. Moving Traffic Powers in England (outside London)

CURRENT STATUS: A new Designation Order for a fourth tranche of authorities to receive moving traffic enforcement powers was laid before Parliament on 13 November 2025 and came into force on 9 December. Authorities given powers under the order are:

Brighton & Hove City Council, Calderdale Council, Cornwall Council, Dorset Council, Kirklees Council, Knowsley Council, Milton Keynes City Council and Slough Borough Council.

Local authorities already approved to enforce moving traffic restrictions are as follows:

Tranche 3: December 2024 order – 22 authorities:

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.

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/sector_singleCodeofPractice.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 2025, 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 2025, 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.

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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 2025.

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f. Other items of interest since last report

- **7 January: Policy paper**

Road safety strategy

A new strategy (<https://www.gov.uk/government/publications/road-safety-strategy>)

setting out a range of policies to improve overall road safety, including:

- supporting road users
- taking advantage of technology, innovation and data for safer vehicles and post-collision care
- ensuring infrastructure is safe
- robust enforcement to protect all road users, including an **open consultation** (<https://www.gov.uk/government/consultations/proposed-changes-to-penalties-for-motoring-offences>) on proposed changes to penalties for motoring offences, including:
 - driving without a current MOT or insurance
 - the use of illegal number plates, including 'ghost' number plates.

The consultation closes on 31 March.

- **19-20 November 2025: Ministerial Statements, MHCLG**

(Alison McGovern, Minister of State for Local Government and Homelessness)

– Local government reorganisation

The statement:

(<https://questions-statements.parliament.uk/written-statements/detail/2025-11-19/hcws1071>)

references proposals from six invitation areas fast-tracked for a Devolution Priority Programme (as set out in the English Devolution White Paper / English Devolution and Community Empowerment Bill), now out for consultation until 11 January 2026:

- East Sussex and Brighton & Hove.
- Essex, Southend-on-Sea and Thurrock.
- Hampshire, Isle of Wight, Portsmouth and Southampton.
- Norfolk.
- Suffolk.
- West Sussex.

The progress and latest debate relating to the English Devolution and Community Empowerment Bill, which has reached its third reading, can be found at:

<https://bills.parliament.uk/bills/4002/stages>.

– Multi-year Local Government Finance Settlement and Fair Funding Review

The statement:

<https://questions-statements.parliament.uk/written-statements/detail/2025-11-20/hcws1080>

announces MHCLG's first multi-year Local Government Finance Settlement in a decade as part of its Fair Funding Review 2.0. Over the period 2026–27 to 2028–29, it promises to deliver £3.4 billion in new grant funding (in addition to a £600 million 'Recovery Grant' already provided in 2025–26) and to simplify and consolidate various funding streams.

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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 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 has made 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.
- Overview toolkit.

The aim of the assets and documents are to help any authority activate the campaign locally, 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. The team is also available for any questions on accessing the files or activating the campaign.

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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 2024, 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 of activities and launch of its campaign, with the council set to activate and report back to the Joint Committee by July 2026.