

**THE SCOTTISH PARTNERSHIP AGENCY FOR
PALLIATIVE AND CANCER CARE**

**REPORT OF THE COUNCIL OF MANAGEMENT AND
ACCOUNTS**

31 MARCH 1997

Company No SC 133003



THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

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FOR THE YEAR ENDED 31 MARCH 1997**

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THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

COUNCIL MEMBERS

Mrs Phyllis Campbell (Chairman)
Mrs Christine McGilvray (Deputy Chairman)
Mr David Falconer
Mrs Sandra Kempston
Mr Peter Laidlaw (Hon Treasurer)
Mrs A.V. Joy MacNab
Major David Meehan
Ms Fiona Sandford
Miss Hazel Smith
Professor John Welsh
Mrs Mary Blaney
Mr Ian Gibson
Mr Tom Clark
Ms Jenny Whelan
Dr Jim Rodgers
Dr Martin Leiper

COMPANY SECRETARY & REGISTERED OFFICE

Mrs M Stevenson
1a Cambridge Street
Edinburgh
EH1 2DY

REGISTERED AUDITOR

Dalglish & Tullo
Chartered Accountants
23 Rutland Square
EDINBURGH
EH1 2BP

BANKERS

The Royal Bank of Scotland plc
142/144 Princes Street
Edinburgh
EH2 4EQ

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 31 MARCH 1997

The Council Members submit their report and accounts for the year ended 31 March 1997.

ACCOUNTS

The Council Members submit the audited accounts of the Agency for the year ended 31 March 1997. The surplus for the year amounts to £1,691 and is dealt with as shown in the income and expenditure account.

PRINCIPAL ACTIVITIES

The principal activity of the Agency is to promote, encourage, enhance, improve and extend the provision of palliative and cancer care services to patients suffering from life threatening progressive conditions for the benefit of such people and their families throughout Scotland.

REVIEW OF ACTIVITIES

As the result of an initiative which brought together a representative group of professionals involved in palliative and cancer care, the Agency published "Palliative Cancer Care: The Integration of Palliative Care with Cancer Services" in August 1996.

A national conference to assess progress in implementing the SPA/CRAG Palliative Cancer Care Guidelines was organised by the Agency in November 1996 and attended by 290 delegates.

Core Standards for Specialist Palliative Care drafted by an Agency Working Party were agreed and two Audit Workshops were organised to encourage specialist palliative care units to pilot the use of the Standards.

Guidance was produced and distributed about the implications for palliative care of new eligibility criteria for NHS continuing care.

The Hospice Activity Data System was revised and plans made to issue it in Windows format.

Working Parties were set up to consider the implications for palliative care services of changes in the organisation of primary care and to draft supplementary standards for nursing homes wishing to register for the new registration category of palliative care.

The Agency continued to work closely with the National Council for Hospice and Specialist Palliative Care Services with whom Joint Working Parties were set up during the year on Palliative Care for People with Severe Mental Health Problems and on Palliative Care for People with Conditions other than Cancer.

A review was conducted of the structure of the Agency and proposals were developed to enable it to continue to achieve its objectives and adapt to changes in the health services since it was first set up in 1991.

The five constituent groups of the Agency met regularly during the year. Membership of the Agency comprised 90 voluntary and statutory bodies.

FIXED ASSETS

Movements in fixed assets are set out in note 6 to the accounts.

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

REPORT OF THE COUNCIL OF MANAGEMENT - Continued FOR THE YEAR ENDED 31 MARCH 1997

COUNCIL OF MANAGEMENT

Council Members serve as directors of the Scottish Partnership Agency for Palliative and Cancer Care.

The membership of the Agency is divided into Constituent Groups as follows:

The Health Services Group
The Hospices Group
The National Charities Group
The Professional Associations Group
The Support Organisations Group

Each Constituent Group of Members of the Agency appoints three persons to act as Council Members of the Agency.

The following list shows the Council Members at 31 March 1997 and the dates on which they were first elected or co-opted to the Council of Management.

Health Service Group:

Mrs Phyllis Campbell	30 August 1995
Dr James Rodgers	28 August 1996
Dr Martin Leiper	26 August 1992

Hospices Group:

Mrs A.V. Joy MacNab	26 October 1995
Ms Hazel Smith	30 August 1995
Mrs Mary Blaney	28 August 1996

National Charities Group:

Mrs Christine McGilvray	31 August 1993
Mrs Sandra Kempston	30 August 1995
Mr Ian Gibson	28 August 1996

Professional Associations Group:

Major David Meehan	30 August 1994
Professor John Welsh	7 May 1991
Mr Tom Clark	28 August 1996

Support Organisations Group:

Mr David Falconer	31 August 1993
Ms Fiona Sandford	31 August 1995
Ms Jenny Whelan	28 August 1996

At each annual general meeting of the Company one third of the Council Members for the time being, or if their number is not three or a multiple of three, then the nearest one third, shall retire from office.

The following Council Members retired on 28 August 1996:

Mrs Nan Luney, MBE
Mrs Barbara MacLennan
Mr Alistair Robertson
Dr John Bass
Mrs Anne Martindale

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

**REPORT OF THE COUNCIL OF MANAGEMENT - Continued
FOR THE YEAR ENDED 31 MARCH 1997**

COUNCIL OF MANAGEMENT - Continued

A Council Member, who has served one, but only one, three year period as a Council Member shall be eligible to stand for re-election immediately on his first retiral but on any subsequent retiral shall not be eligible for re-election until the expiry of two years from the date of his subsequent retiral.

STATEMENT OF THE RESPONSIBILITIES OF THE COUNCIL OF MANAGEMENT

Company law requires the Council of Management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the results of the company for that year. In addition, the members of the Council of Management are responsible for maintaining adequate accounting records in order to disclose with reasonable accuracy at any time the financial position of the company. They are also required to maintain sufficient internal controls to safeguard the assets of the company, and to prevent and detect fraud or any other irregularities.

The members of the Council of Management are also responsible for the adoption of suitable accounting policies, their consistent use in the financial statements, supported where necessary by reasonable and prudent judgements.

The members of the Council of Management are required to prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

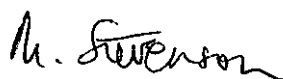
The council confirms that the above requirements have been complied with in the financial statements.

REGISTERED AUDITOR

Under Section 249A(2) of the Companies Act 1985, the Council has not exercised an entitlement to exemption to audit of the financial statements for the year ended 31 March 1997.

A resolution to re-appoint Dalgliesh & Tullo, Chartered Accountants, as Registered Auditor to the company will be put to the members at the annual general meeting.

By Order of the Board.



Mrs M Stevenson
Secretary

18 July 1997

**REGISTERED AUDITOR'S REPORT TO THE MEMBERS OF
THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE**

We have audited the financial statements on pages 7 to 12 which have been prepared under the historical cost convention and the accounting policies set out on page 10.

Respective responsibilities of directors and auditors

As described on page 5 the Council of Management is responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

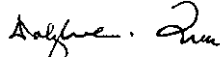
Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination on a test basis of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of any significant estimates and judgements made by the Council in the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to give us reasonable assurance that the financial statements are free from material misstatement, whether caused by error, fraud or other irregularity. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs at 31 March 1997 and of its surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



Dalgliesh & Tullo
Chartered Accountants
and Registered Auditor

Edinburgh

21st July 1997

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 1997

	Notes	1997 £	1996 £
INCOME		75,256	76,102
EXPENDITURE		75,078	72,710
OPERATING SURPLUS	2	<u>178</u>	<u>3,392</u>
Interest receivable	4	1,513	1,495
 SURPLUS FOR THE YEAR		 <u>1,691</u>	 <u>4,887</u>

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

BALANCE SHEET
AS AT 31 MARCH 1997

	Notes	1997 £	1996 £
FIXED ASSETS			
Tangible assets	6	<u>196</u>	<u>978</u>
CURRENT ASSETS			
Debtors	8	0	64
Cash at bank and in hand		<u>20,236</u>	<u>17,818</u>
		20,236	17,882
CREDITORS - amounts falling due within one year	9	<u>730</u>	<u>849</u>
		<u>19,506</u>	<u>17,033</u>
NET ASSETS		<u>£ 19,702</u>	<u>£ 18,011</u>
FUNDS EMPLOYED			
Reserves		<u>£ 19,702</u>	<u>£ 18,011</u>

These Accounts were approved by the Council of Management on 11 June 1997.

Phyllis Campbell
Phyllis Campbell

Director

Peter Laidlaw
Peter Laidlaw

Honorary Treasurer

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

OTHER FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1997

RECONCILIATION OF MOVEMENTS IN FUNDS EMPLOYED

	1997 £	1996 £
Surplus for the Year	1,691	4,887
Funds at 1st April 1996	<u>18,011</u>	<u>13,124</u>
Funds at 31st March 1997	<u>£ 19,702</u>	<u>£ 18,011</u>

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 1997

1 ACCOUNTING POLICIES:

The following accounting policies have been applied consistently in dealing with items which are considered to be material to the Agency's accounts.

1.1 Basis of accounting

The accounts have been prepared in accordance with applicable accounting standards and Statement of Recommended Practice Number 2 - Accounting for Charities. Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

1.2 Accounting convention

The accounts are prepared under the historical cost convention.

1.3 Grants Receivable

It is the Agency's policy to take grants to the income and expenditure account in the year to which they relate. Where grants have been received in advance of the specific expenditure to which they relate, the appropriate portions are transferred to the Project Reserve and released to the income and expenditure account at the appropriate time.

1.4 Depreciation of tangible assets

Provision is made for depreciation on tangible assets at rates calculated to write off the cost of each asset over its expected useful life, as follows:-

Office equipment	33% per annum on cost
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2. OPERATING SURPLUS:

This is stated after charging -

	<u>1997</u>	<u>1996</u>
Council members' emoluments	£ 0	£ 0
Registered auditor's remuneration	730	710
Depreciation	782	2,585

The operating surplus is derived solely from continuing operations.

3. EMPLOYEE INFORMATION/

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 1997

3. EMPLOYEE INFORMATION:

3.1	Staff Costs	<u>1997</u>	<u>1996</u>
	Wages and Salaries	43,520	£ 35,341
	Social Security Costs	<u>3,559</u>	<u>3,143</u>
		<u>£ 47,079</u>	<u>£ 38,484</u>

3.2 The average weekly number of employees during the year was made up as follows:-

	<u>Number</u>	<u>Number</u>
Office and management	<u>3</u>	<u>3</u>

4. INTEREST RECEIVABLE:

	<u>1997</u>	<u>1996</u>
Bank interest	<u>£1,513</u>	<u>£ 1,495</u>

5. TAXATION:

The Agency is accepted as a charity for taxation purposes. It is considered that no liability to corporation tax will arise on the results of the year.

6. TANGIBLE FIXED ASSETS:

	<u>Office Equipment</u>
COST -	
at 1st April 1996	<u>£ 9,561</u>
Additions	<u>0</u>
At 31st March 1997	<u>£ 9,561</u>
DEPRECIATION -	
At 1st April 1996	<u>£ 8,583</u>
Charge for the year	<u>782</u>
At 31st March 1997	<u>£ 9,365</u>
NET BOOK VALUE -	
At 31st March 1997	<u>£ 196</u>
NET BOOK VALUE -	
At 31st March 1996	<u>£ 978</u>

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 1997

7. CAPITAL COMMITMENTS:

	<u>1997</u>	<u>1996</u>
Contracted for	<u>Nil</u>	<u>Nil</u>
Authorised but not contracted for	<u>Nil</u>	<u>Nil</u>

8. DEBTORS:

	<u>1997</u>	<u>1996</u>
Prepayments	<u>£ 0</u>	<u>£ 64</u>

9. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR:

	<u>1997</u>	<u>1996</u>
Accruals	<u>£ 730</u>	<u>£ 849</u>

10. STATUS OF AGENCY:

The Agency is a company limited by guarantee and has no share capital.