

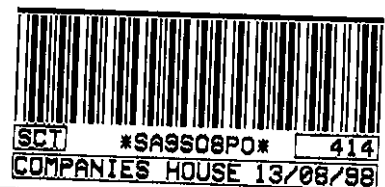
**THE SCOTTISH PARTNERSHIP AGENCY FOR
PALLIATIVE AND CANCER CARE**

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

31 MARCH 1998

**Company No SC 133003
Charity No. SCO17979**

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THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

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FOR THE YEAR ENDED 31 MARCH 1998**

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THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

COUNCIL MEMBERS

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

COMPANY SECRETARY

Mrs M Stevenson

COMPANY NO. SC 133003

CHARITY NO. SCO 17979

REGISTERED OFFICE

1A Cambridge Street
Edinburgh
EH1 2DY

BANKERS

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

REGISTERED AUDITOR

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

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 31 MARCH 1998

The Council Members submit their report and accounts for the year ended 31 March 1998.

ACCOUNTS

The Council Members submit the audited accounts of the Agency for the year ended 31 March 1998. The surplus for the year amounts to £18,015 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

Changes to the Agency's structure were agreed and set in place in order to respond to developments in the NHS and to promote improved collaboration amongst everyone involved in palliative care in Scotland.

Core Standards for Specialist Palliative Care were published.

Core Standards were developed by an SPA Working Party for Nursing Homes wishing to register to provide palliative care. The Standards were issued by the Scottish Office.

A Working Party was set up to develop guidance on palliative care in community hospitals.

The Scottish Office announced an initiative to fund two pilot projects to enable hospices to develop their role as local palliative care resource centres. The SPA will advise the Scottish Office on the selection of the pilot sites.

A Working Party was set up jointly with the National Council for Hospice and Specialist Palliative Care Services to investigate the use of patient held records in cancer care. A trial of a patient held record is proposed and a conference in autumn 1998.

The Agency continued to work closely with the National Council for Hospice and Specialist Palliative Care Services on issues of mutual concern. Joint Working Parties considered palliative care for people with mental health problems and for people with conditions other than cancer.

The five constituent groups of the Agency met regularly during the year. Membership of the Agency comprised 91 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 1998

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 1998 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 Sandra Kempston	30 August 1995
Mr Ian Gibson	28 August 1996
Mrs Jean Fife	27 August 1997

Professional Associations Group:

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

Support Organisations Group:

Ms Jenny Whelan	28 August 1996
Mrs Freda Main	7 May 1991

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 27 August 1997:

Mrs Christine McGilvray
Mr David Falconer
Ms Fiona Sandford

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

**REPORT OF THE COUNCIL OF MANAGEMENT - Continued
FOR THE YEAR ENDED 31 MARCH 1998**

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

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

13 July 1998

**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 11 which have been prepared under the historical cost convention and the accounting policies set out on page 9.

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.

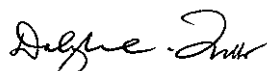
Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the 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 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 1998 and of its surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



Dalghesh & Tullo
Chartered Accountants
and Registered Auditor

Edinburgh

13 July 1998

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 1998**

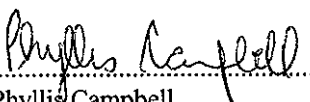
	Notes	1998 £	1997 £
INCOME		107,434	75,256
EXPENDITURE		91,812	75,078
OPERATING SURPLUS	2	15,622	178
Interest receivable	4	2,393	1,513
SURPLUS FOR THE YEAR		<u>£ 18,015</u>	<u>£ 1,691</u>

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

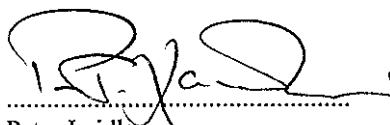
BALANCE SHEET
AS AT 31 MARCH 1998

	Notes	1998 £	1997 £
FIXED ASSETS			
Tangible assets	6	<u>1,088</u>	<u>196</u>
CURRENT ASSETS			
Cash at bank and in hand		82,369	20,236
CREDITORS - amounts falling due within one year	7	<u>45,740</u>	<u>730</u>
NET CURRENT ASSETS		<u>36,629</u>	<u>19,506</u>
NET ASSETS		<u>£ 37,717</u>	<u>£ 19,702</u>
FUNDS EMPLOYED			
Reserves	9	<u>£ 37,717</u>	<u>£ 19,702</u>

These Accounts were approved by the Council of Management on 10th June 1998.


.....
Phyllis Campbell

Director


.....
Peter Laidlaw

Honorary Treasurer

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 1998

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 the Statement of Recommended Practice for Charity Accounts. 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

2. OPERATING SURPLUS:

This is stated after charging -

	<u>1998</u>	<u>1997</u>
Council members' emoluments	£ 0	£ 0
Registered auditor's remuneration	740	730
Depreciation	732	782

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 1998 (Cont'd)

3. EMPLOYEE INFORMATION:

3.1	Staff Costs	<u>1998</u>	<u>1997</u>
	Wages and Salaries	£ 54,624	£ 43,520
	Social Security Costs	<u>4,756</u>	<u>3,559</u>
		<u>£ 59,380</u>	<u>£ 47,079</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>4</u>	<u>3</u>

4. INTEREST RECEIVABLE:

	<u>1998</u>	<u>1997</u>
Bank interest	<u>£ 2,393</u>	<u>£ 1,513</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 1997	£ 9,561
Additions	<u>1,624</u>
At 31st March 1998	<u>£ 11,185</u>
DEPRECIATION -	
At 1st April 1997	£ 9,365
Charge for the year	<u>732</u>
At 31st March 1998	<u>£ 10,097</u>
NET BOOK VALUE -	
At 31st March 1998	<u>£ 1,088</u>
NET BOOK VALUE -	
At 31st March 1997	<u>£ 96</u>

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 1998**

7. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR:

	<u>1998</u>	<u>1997</u>
Advance Payment for Patient Health Records	£ 45,000	£ 0
Accruals	<u>740</u>	<u>730</u>
	<u>£ 45,740</u>	<u>£ 730</u>

8. STATUS OF AGENCY:

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

9. RECONCILIATION OF MOVEMENTS IN FUNDS EMPLOYED:

	<u>1998</u>	<u>1997</u>
Surplus for the year	£ 18,015	£ 1,691
Funds at 1st April 1997	<u>19,702</u>	<u>18,011</u>
Funds at 31st March 1998	<u>£ 37,717</u>	<u>£ 19,702</u>