

SC
133003

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

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

31 MARCH 2000

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



THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

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FOR THE YEAR ENDED 31 MARCH 2000**

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THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

COUNCIL MEMBERS

Dr Martin Leiper (Chairman)
Mr Frank Clark (Deputy Chairman)
Mrs Phyllis Campbell
Mrs Julia Romanes
Dr Diana Wilson
Mr Brendan Gill
Dr James Rodgers
Mrs A. V. Joy MacNab
Miss Hazel Smith
Professor John Welsh
Ms Jenny Whelan
Mrs Jean Fife

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 2000

The Council Members submit their report and accounts for the year ended 31 March 2000.

ACCOUNTS

The Council Members submit the audited accounts of the Agency for the year ended 31 March 2000. The surplus for the year amounts to £24,121 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

At the request of the NHS Management Executive the SPA undertook to develop proposals for **Managed Clinical Networks in Palliative Care**. A Workshop in August 1999 attracted 120 delegates and a Working Party was subsequently set up to draft a framework for the operation of MCNs in Palliative Care. The Working Party's report was presented to the Management Executive who accepted the SPA's recommendations and proposals for a number of pilots to be set up.

The SPA co-operated during the year with the Clinical Standards Board for Scotland on the **development of national standards for palliative care**. A joint CSBS/SPA Conference in March 2000 agreed the composition of a CSBS Project Group on Specialist Palliative Care which will draft national standards for specialist palliative care.

The SPA worked with MSPs in the Scottish Parliament to establish a **Cross Party Group on Palliative Care**. The SPA will provide the secretariat for the Group and a programme of meetings has been agreed.

An **SPA Website** was developed with funding from the National Lottery Charities Board.

The SPA's booklet on the **Relief of Pain and Related Symptoms** was revised and updated and 15,000 copies distributed to the NHS and voluntary sector.

The SPA responded to Government consultation about **the future regulation of hospices**.

Quarterly meetings of the SPA's regional and special interest groups enabled members to share good practice; to discuss issues of common interest; to influence and inform the SPA; and to be kept up to date about SPA activity.

FIXED ASSETS

Movements in fixed assets are set out in note 8 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 2000

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:

East
Central South
North
West
Special Interests
Specialist Palliative Care

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

The following list shows the Council Members at 31 March 2000 and the dates on which they were first elected or co-opted to the Council of Management.

East:

Dr Diana Wilson	26 August 1998
Mrs Julia Romanes	26 August 1998

Central South:

Mr Brendan Gill	26 August 1998
Mr Frank Clark	10 September 1998

North:

Dr Martin Leiper	23 June 1992
Ms Hazel Smith	30 August 1995

West:

Mrs Phyllis Campbell	30 August 1995
Mrs A. V. Joy MacNab	26 October 1995

Special Interests:

Ms Jenny Whelan	28 August 1996
Mrs Jean Fife	27 August 1997

Specialist Palliative Care:

Professor John Welsh	7 May 1991
Dr James Rodgers	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 Member retired on 30 August 1999:

Mrs Dora Storey

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

**REPORT OF THE COUNCIL OF MANAGEMENT - Continued
FOR THE YEAR ENDED 31 MARCH 2000**

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.

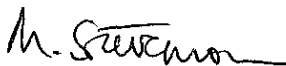
The members of the Council of Management are required to prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

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

REGISTERED AUDITOR

A resolution to re-appoint Dalglish & 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

20th July 2000

**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.

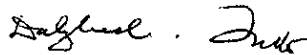
Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Audit 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 2000 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
23 Rutland Square
Edinburgh
EH1 2BP

20th July 2000

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2000**

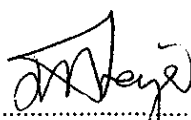
	Notes	2000	1999
Income		£ 197,346	£ 114,394
Expenditure		<u>177,023</u>	<u>99,388</u>
Operating Surplus	4	£ 20,323	£ 15,006
Interest receivable	6	<u>3,798</u>	<u>5,429</u>
Surplus For The Year		<u>£ 24,121</u>	<u>£ 20,435</u>

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

**BALANCE SHEET
AS AT 31 MARCH 2000**

	Notes	2000	1999
Fixed assets			
Tangible assets	8	<u>£ 1,642</u>	<u>£ 1,800</u>
Current Assets			
Cash at bank and in hand		£ 86,557	£ 95,004
Creditors - Amounts falling due within one year	9	<u>5,926</u>	<u>38,652</u>
Net current assets		<u>£ 80,631</u>	<u>£ 56,352</u>
Net assets		<u>£ 82,273</u>	<u>£ 58,152</u>
Funds Employed			
Reserves	11	<u>£ 82,273</u>	<u>£ 58,152</u>

These Accounts were approved by the Council of Management on 21st June 2000.



 Dr. Martin Leiper

Director



 Brendan Gill

Honorary Treasurer

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2000

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. NATIONAL LOTTERY CHARITIES BOARD GRANT

	2000	1999
Grants received	£ 19,032	£ 0
<u>Less: Carried forward to next year</u>	<u>2,351</u>	<u>0</u>
	£ 16,681	£ 0
Expenditure during the year		
Computer equipment and copier	£ 11,514	£ 0
Software and training	<u>5,167</u>	<u>0</u>
	£ 16,681	£ 0

3. PHR PROJECT:

Total funds received to date as follows:

Marie Curie Cancer Care	£ 20,000
Janssen Cilag	5,000
MacMillan Cancer Relief	25,000
Elizabeth Clark Trust	8,800
Beatson Oncology Centre	<u>1,000</u>
	£ 59,800
Released to profit and loss account 1999	12,000
Released to profit and loss account 2000	<u>45,010</u>
Carried forward to next year	£ 2,790

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2000

4. OPERATING SURPLUS:

This is stated after charging -

	<u>2000</u>	<u>1999</u>
Council members' emoluments	£ 0	£ 0
Registered auditor's remuneration	785	760
Depreciation	1,645	1,149

The operating surplus is derived solely from continuing operations.

5. EMPLOYEE INFORMATION:

5.1	Staff Costs	<u>2000</u>	<u>1999</u>
	Wages and Salaries	£ 67,718	£ 54,085
	Social security costs	<u>5,577</u>	<u>4,778</u>
		<u>£73, 295</u>	<u>£ 58,863</u>

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

	<u>Number</u>	<u>Number</u>
Office and management	4	4

6. INTEREST RECEIVABLE:

	<u>2000</u>	<u>1999</u>
Bank interest	<u>£ 3,798</u>	<u>£ 5,429</u>

7. 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.

8. TANGIBLE FIXED ASSETS:

	<u>Office Equipment</u>
Cost -	
At 1 April 1999	£ 13,046
Additions	<u>1,487</u>
At 31 March 2000	<u>£ 14,533</u>
Depreciation -	
At 1 April 1999	£ 11,246
Charge for the year	<u>1,645</u>
At 31 March 2000	<u>£ 12,891</u>
Net book value -	
At 31 March 2000	<u>£ 1,642</u>

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2000 (Cont'd)

9. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR:

	<u>2000</u>	<u>1999</u>
Advance payment for Patient Held Records	£ 2,790	£ 37,000
Advance payment for NLCB grant	2,351	0
Accruals	<u>785</u>	<u>1,652</u>
	<u>£ 5,926</u>	<u>£ 38,652</u>

10. STATUS OF AGENCY:

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

11. RECONCILIATION OF MOVEMENTS IN FUNDS EMPLOYED:

	<u>2000</u>	<u>1999</u>
Surplus for the year	£ 24,121	£ 20,435
Funds at 1st April 1999	<u>58,152</u>	<u>37,717</u>
Funds at 31st March 2000	<u>£ 82,273</u>	<u>£ 58,152</u>

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2000

31.3.99

£

INCOME

Grants for Core Administration costs:		
32,000	Scottish Executive Health Department	£34,000
17,000	Help the Hospices	17,500
14,000	Macmillan Cancer Relief	15,000
7,175	Marie Curie Cancer Care	10,000
17,500	Elizabeth Clark Trust	18,000
Other Grants:		
12,000	PHR Project - Note 3	45,010
0	SEHD - Pain Booklet	7,000
0	NLCB - Note 2	16,681
1,000	James Weir Foundation	0
9,288	Subscriptions	34,155
5,429	Interest on Deposit	3,798
2,021	Conference Surplus	0
2,010	Macmillan Cancer Relief (towards printing)	0
<u>400</u>	Sundry Income	<u>0</u>
<u>119,823</u>		£ 201,144

EXPENDITURE

58,863	Wages and Salaries	£ 73,295
7,715	Rent	7,527
163	Insurance	297
1,310	Light and Heat	766
472	Upkeep of Property	1,953
1,198	Cleaning	1,591
6,134	Stationery, Printing and Publications	8,148
0	Pain Booklet Publication	6,000
3,232	Postage and Telephone	6,304
4,105	Travel and Meetings Expenses	6,351
760	Audit Fee	785
816	Legal Fees	0
1,493	Recruitment	0
108	Sundry Expenses	540
1,149	Depreciation of Office Equipment	1,645
11,870	PHR Project	45,140
<u>0</u>	Capital Equipment, Software and Training - Note 2	<u>16,681</u>
<u>99,388</u>		<u>177,023</u>
20,435	Surplus for the Year	£ 24,121
<u>37,717</u>	Accumulated Surplus Brought Forward	<u>58,152</u>
<u>58,152</u>		<u>£ 82,273</u>

Copies of the full audited accounts for the year, prepared in accordance with the Companies Act 1985 by Messrs Dalglish & Tullo, Registered Auditors and Chartered Accountants, are available on request to the Scottish Partnership Agency.