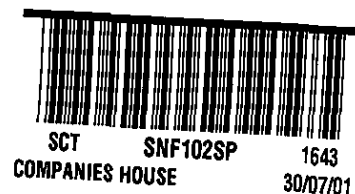


**THE SCOTTISH PARTNERSHIP AGENCY FOR  
PALLIATIVE AND CANCER CARE**

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

**31 MARCH 2001**

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



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

**INDEX TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2001**

**Page No**

|          |                                                   |
|----------|---------------------------------------------------|
| <b>3</b> | <b>Report of the Council of Management</b>        |
| <b>6</b> | <b>Registered Auditor's Report to the Members</b> |
| <b>7</b> | <b>Income and Expenditure Account</b>             |
| <b>8</b> | <b>Balance Sheet</b>                              |
| <b>9</b> | <b>Notes to the Accounts</b>                      |

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

**COUNCIL MEMBERS**

Dr Martin Leiper (Chairman)  
Mr Frank Clark (Deputy Chairman)  
Mr Ian Gibson  
Mr Brendan Gill  
Mrs A.V. Joy MacNab  
Dr James Rodgers  
Mrs Julia Romanes  
Mss Morag Sinclair  
Miss Hazel Smith  
Professor John Welsh  
Ms Jenny Whelan  
Dr Diana Wilson

**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 2001

The Council Members submit their report and accounts for the year ended 31 March 2001.

### ACCOUNTS

The Council Members submit the audited accounts of the Agency for the year ended 31 March 2001. The surplus for the year amounts to £319 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

During the year the SPA worked closely with its member organisations, and with departments and agencies of the Scottish Executive and other relevant bodies, to promote, improve and extend palliative care. Recommendations for the development of palliative cancer care for inclusion in the **Scottish Cancer Plan** were submitted to the Scottish Executive in Jan '01.

**National standards for specialist palliative care** were developed by a joint Clinical Standards Board for Scotland (CSBS)/SPA project and will be piloted in August/September 2001. Through the SPA Scottish hospices are working with the National Care Standards Committee to develop standards for the regulation and inspection of non-NHS hospices.

Following the SPA's recommendations on the development of **Managed Clinical Networks for Palliative Care**, the Scottish Executive invited proposals to establish pilot Networks. A joint Working Group was established between the SPA and ISD to review palliative care data needs, for planning and for quality monitoring purposes.

The SPA has continued to provide secretarial and administrative back-up to the **Cross Party Group on Palliative Care in the Scottish Parliament**.

The Scottish Hospices Forum and the SPA are working, at the request of the Scottish Executive Health Department, to develop a **framework for the funding of voluntary hospices** by Health Boards.

The SPA's booklet on the **"Relief of Pain and Related Symptoms"** was revised and updated. A joint report from the SPA and the National Council for Hospice and Specialist Palliative Care Services was published on palliative care for people with severe mental health problems: **"Positive Partnerships"**.

**Regular meetings of SPA Regional and Specialist Groups, together with the Annual Conference in December 2000 on the theme of "Sharing Good Practice" enabled members to learn from each other and share common problems**

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 2001

### 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 2001 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 A.V. Joy MacNab 26 October 1995  
Miss Morag Sinclair 27 September 2000

Special Interests:  
Ms Jenny Whelan 28 August 1996  
Mr Ian Gibson 28 August 1996

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 Members resigned during the year:

Mrs Phyllis Campbell 21 June 2000  
Mrs Jean Fife 10 August 2000

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

**REPORT OF THE COUNCIL OF MANAGEMENT - Continued  
FOR THE YEAR ENDED 31 MARCH 2001**

**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.

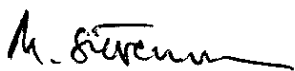
The members of the Council of Management are required to prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

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 June 2001

**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.

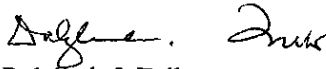
**Basis of opinion**

We conducted our audit in accordance with Auditing Standards issued by the 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 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 2001 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 Auditors  
23 Rutland Square  
Edinburgh  
EH1 2BP

4 July 2001

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

**INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2001**

|                                    | Notes | 2001           | 2000            |
|------------------------------------|-------|----------------|-----------------|
| Income                             |       | £ 127,103      | £ 197,346       |
| Expenditure                        |       | <u>130,154</u> | <u>177,023</u>  |
| Operating deficit (2000 – surplus) | 4     | (£ 3,051)      | £ 20,323        |
| Interest receivable                | 6     | <u>3,370</u>   | <u>3,798</u>    |
| Surplus for the year               |       | £ <u>319</u>   | £ <u>24,121</u> |

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

**BALANCE SHEET  
AS AT 31 MARCH 2001**

|                                                       | Notes | 2001            | 2000            |
|-------------------------------------------------------|-------|-----------------|-----------------|
| <b>Fixed assets</b>                                   |       |                 |                 |
| Tangible assets                                       | 8     | £ <u>679</u>    | £ <u>1,642</u>  |
| <b>Current assets</b>                                 |       |                 |                 |
| Debtors                                               | 9     | £ 250           | £ 0             |
| Cash at bank and in hand                              |       | <u>87,951</u>   | <u>86,557</u>   |
|                                                       |       | £ 88,201        | £ 86,557        |
| <b>Creditors: Amounts falling due within one year</b> | 10    | <u>6,288</u>    | <u>5,926</u>    |
| <b>Net current assets</b>                             |       | £ <u>81,913</u> | £ <u>80,631</u> |
| <b>Net assets</b>                                     |       | £ <u>82,592</u> | £ <u>82,273</u> |
| <b>Funds employed</b>                                 |       |                 |                 |
| Reserves                                              | 12    | £ <u>82,592</u> | £ <u>82,273</u> |

The Accounts were approved by the Council of Management on 13<sup>th</sup> June 2001.

  
 .....  
 Dr. Martin Leiper

Director

  
 .....  
 Brendan Gill

Honorary Treasurer

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2001**

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

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.

The accounts are prepared under the historical cost convention.

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.

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 |
|------------------|-----------------------|

|                                     | <u>2001</u>    | <u>2000</u>     |
|-------------------------------------|----------------|-----------------|
| Grants received                     | £ 0            | £ 19,032        |
| <u>Add: Balance brought forward</u> | <u>2,351</u>   | <u>0</u>        |
|                                     | £ <u>2,351</u> | £ <u>19,032</u> |
| Expenditure during the year –       |                |                 |
| Computer equipment and copier       | £ 0            | £ 11,514        |
| Software and training               | <u>141</u>     | <u>5,167</u>    |
|                                     | £ <u>141</u>   | £ <u>16,681</u> |
| Balance carried forward             | £ 2,210        | £ 2,351         |

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

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2001**

**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 | 45,010         |
| Realised to profit and loss account 2001 | <u>0</u>       |
| Carried forward to next year             | £ <u>2,790</u> |

**4. OPERATING DEFICIT (2000 – SURPLUS)**

This is stated after charging –

|                                   | <u>2001</u> | <u>2000</u> |
|-----------------------------------|-------------|-------------|
| Council members' emoluments       | £ 0         | £ 0         |
| Registered auditor's remuneration | 795         | 785         |
| Depreciation                      | 1,212       | 1,645       |

The operating surplus is derived solely from continuing operations.

**5. EMPLOYEE INFORMATION:**

**5.1 Staff Costs**

|                       | <u>2001</u>     | <u>2000</u>     |
|-----------------------|-----------------|-----------------|
| Wages and salaries    | £ 83,963        | £ 67,718        |
| Social security costs | <u>6,989</u>    | <u>5,577</u>    |
|                       | £ <u>90,952</u> | £ <u>73,295</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 | 5             | 4             |

**6. INTEREST RECEIVABLE:**

|               | <u>2001</u>    | <u>2000</u>    |
|---------------|----------------|----------------|
| Bank interest | £ <u>3,370</u> | £ <u>3,798</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.

THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2001

8. TANGIBLE FIXED ASSETS:

|                         | <u>Office<br/>Equipment</u> |
|-------------------------|-----------------------------|
| <b>Cost –</b>           |                             |
| At 1 April 2000         | £ 14,533                    |
| Additions               | <u>249</u>                  |
| At 31 March 2001        | £ <u>14,782</u>             |
| <b>Depreciation –</b>   |                             |
| At 1 April 2000         | £ 12,891                    |
| Charge for the year     | <u>1,212</u>                |
| At 31 March 2001        | £ <u>14,103</u>             |
| <b>Net book value –</b> |                             |
| At 31 March 2001        | £ <u>679</u>                |

9. DEBTORS – AMOUNTS FALLING DUE WITHIN ONE YEAR:

|         | <u>2001</u>  | <u>2000</u> |
|---------|--------------|-------------|
| Debtors | £ <u>250</u> | £ <u>0</u>  |

10. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR:

|                                          | <u>2001</u>    | <u>2000</u>    |
|------------------------------------------|----------------|----------------|
| Advance payment for Patient Held Records | £ 2,790        | £ 2,790        |
| Advance payment for Community Fund grant | 2,210          | 2,351          |
| Accruals                                 | <u>1,288</u>   | <u>785</u>     |
|                                          | £ <u>6,288</u> | £ <u>5,926</u> |

11. STATUS OF AGENCY:

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

12. RECONCILIATION OF MOVEMENTS IN FUNDS EMPLOYED:

|                        | <u>2001</u>     | <u>2000</u>     |
|------------------------|-----------------|-----------------|
| Surplus for the year   | £ 319           | £ 24,121        |
| Funds at 1 April 2000  | <u>82,273</u>   | <u>58,152</u>   |
| Funds at 31 March 2001 | £ <u>82,592</u> | £ <u>82,273</u> |

# THE SCOTTISH PARTNERSHIP AGENCY FOR PALLIATIVE AND CANCER CARE

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2001

31.3.00

£

### Income

|                |                                      |              |
|----------------|--------------------------------------|--------------|
|                | Grants for Core Administration Costs |              |
| 34,000         | SEHD                                 | £ 30,000     |
| 17,500         | Help the Hospices                    | 15,000       |
| 15,000         | Macmillan Cancer Relief              | 15,000       |
| 10,000         | Marie Curie Cancer Care              | 10,000       |
| 18,000         | Elizabeth Clark Trust                | 18,000       |
|                | Other Grants                         |              |
| 45,010         | PHR Project                          | 0            |
| 7,000          | SEHD – Pain Book                     | 0            |
| 16,681         | Community Fund                       | 0            |
| 34,155         | Subscriptions                        | 33,445       |
| 3,798          | Interest on Deposit                  | 3,370        |
| 0              | Conference Surplus                   | 2,658        |
| <u>0</u>       | Janssen Cilag (sponsorship)          | <u>3,000</u> |
| <u>201,144</u> |                                      | £ 130,473    |

### Expenditure

|                |                                          |                 |
|----------------|------------------------------------------|-----------------|
| 73,295         | Wages and Salaries                       | £ 90,952        |
| 7,527          | Rent                                     | 7,250           |
| 297            | Insurance                                | 594             |
| 766            | Light and Heat                           | 1,136           |
| 1,953          | Upkeep of Property                       | 1,020           |
| 1,591          | Cleaning                                 | 1,722           |
| 8,148          | Stationery, Printing and Publications    | 11,314          |
| 6,000          | Pain Booklet Publication                 | 3,000           |
| 6,304          | Postage and Telephone                    | 6,101           |
| 6,351          | Travel and Meetings Expenses             | 3,307           |
| 785            | Audit Fee                                | 795             |
| 0              | Recruitment                              | 1,331           |
| 540            | Sundry Expenses                          | 420             |
| 1,645          | Depreciation of Office Equipment         | 1,212           |
| 45,140         | PHR Project                              | 0               |
| <u>16,681</u>  | Capital Equipment, Software and Training | <u>0</u>        |
| <u>177,023</u> |                                          | <u>130,154</u>  |
| 24,121         | Surplus for the Year                     | £ 319           |
| <u>58,152</u>  | Accumulated Surplus Brought Forward      | <u>82,273</u>   |
| <u>82,273</u>  |                                          | £ <u>82,592</u> |

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

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

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

**31 MARCH 2001**