

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

**(PREVIOUSLY THE SCOTTISH PARTNERSHIP AGENCY FOR
PALLIATIVE AND CANCER CARE)**

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

31 MARCH 2002



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COMPANIES HOUSE 25/07/02

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

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

**INDEX TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2002**

Page No

3	Report of the Council of Management
8	Registered Auditor's Report to the Members
9	Income and Expenditure Account
10	Balance Sheet
11	Notes to the Accounts

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

COUNCIL MEMBERS

Dr Martin Leiper (Chairman)
Ms Susan Munroe (Deputy Chairman)
Ms Elizabeth Carroll
Mr Ian Gibson
Mr Brendan Gill
Mrs Joan Munro
Dr James Rodgers
Mrs Julia Romanes
Ms Morag Sinclair
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 FOR PALLIATIVE CARE

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 31 MARCH 2002

The Council Members submit their report and accounts for the year ended 31 March 2002.

ACCOUNTS

The Council Members submit the audited accounts of the Partnership for the year ended 31 March 2002. The surplus for the year amounts to £6963 and is dealt with as shown in the income and expenditure account. Movements in fixed assets are set out in note 8 to the accounts.

PRINCIPAL ACTIVITIES

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

REVIEW OF ACTIVITIES

Members unanimously passed a Resolution at the tenth anniversary conference in November 2001 to change the name of the organisation from Scottish Partnership Agency for Palliative and Cancer Care to **Scottish Partnership for Palliative Care**. The change recognised a strengthened commitment to the extension of palliative care to people with conditions other than cancer. The theme of the anniversary conference was **"Palliative Care for All: Responding to Need not Diagnosis"**.

A Conference in March 2002 brought together people from mental health and palliative care services to discuss **"Palliative Care for People with Severe Mental Health Problems"**.

The promotion, improvement and extension of palliative care services for people with cancer is a continuing priority for the Partnership, which welcomed the publication in July 2001 of the **Scottish Cancer Plan**. The Plan included a chapter on Palliative Care which reflected recommendations put to the Scottish Cancer Group earlier in the year by the Partnership. These included a requirement on Health Boards to undertake **Needs Assessments in Palliative Care** by March 2002. The Partnership set up an e-mail network of those involved in the Needs Assessments to facilitate and expedite the process. The Scottish Cancer Plan also recommended that the Partnership should work with Regional Cancer Advisory Groups to ascertain current levels of **specialist palliative care input in hospitals**. A survey was undertaken and a report submitted to the Scottish Cancer Group demonstrating significant gaps in hospital specialist palliative care in Scotland. The Partnership organised special regional meetings at which priorities in palliative care were identified to inform decision making at national and regional level about **investment of the additional funding** for cancer services.

National standards for specialist palliative care developed by a joint project of the Clinical Standards Board for Scotland (CSBS) and the Scottish Partnership for Palliative Care were piloted in August/September 2001 and subsequently issued widely for consultation. Following amendments in response to the consultation the standards are to be published in May 2002.

National Care Standards for the regulation and inspection of non-NHS hospices were drafted with the input of the Scottish Partnership and of Scottish hospices. The standards were published by the Scottish Executive in March 2002 and came into effect in April 2002.

A joint Working Group between the Partnership and ISD developed a **Scottish Minimum Data Set for Specialist Palliative Care** and the Partnership facilitated discussions between a group of voluntary hospices about a system to replace HADS for the collection of activity data.

The Partnership 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 Partnership worked, at the request of the Scottish Executive Health Department, to **develop a framework for the funding of voluntary hospices** and submitted this to the Executive.

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 31 MARCH 2002

A joint report from the Partnership, the National Council for Hospice and Specialist Palliative Care Services and the Association for Children with Life Threatening or Terminal Conditions was published on "**Palliative Care for Young People aged 13-24 Years**".

Regular meetings of **Regional and Specialist Groups**, enabled members to share good practice; to discuss issues of common interest; to influence and inform the Partnership; and to be kept up to date about national palliative care developments.

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF THE COUNCIL OF MANAGEMENT - Continued FOR THE YEAR ENDED 31 MARCH 2002

COUNCIL OF MANAGEMENT

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

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

East
Central South
North
West
Special Interests
Specialist Palliative Care

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

The following list shows the Council Members at 31 March 2002 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
Ms Elizabeth Carroll	21 November 2001

North:

Dr Martin Leiper	23 June 1992
Mrs Joan Munro	21 November 2001

West:

Ms Susan Munroe	21 November 2001
Ms 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:

Mr Frank Clark	22 June 2001
Ms Hazel Smith	20 September 2001
Mrs Joy MacNab	21 November 2001

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF THE COUNCIL OF MANAGEMENT - Continued FOR THE YEAR ENDED 31 MARCH 2002

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.

RESERVES POLICY

The trustees have reviewed the Scottish Partnership for Palliative Care's need for reserves in line with guidance issued by the Charity Commission and have agreed to set aside as a minimum reserve 25% of the approved annual budget. The Council believes that reserves should be maintained to at least this level to ensure that the Partnership can run efficiently and effectively and also to ensure a properly managed closedown should this ever become necessary. Measures are in hand to secure an appropriate and on-going level of income to avoid this possibility and to ensure that the organisation can continue to meet its objectives. The reserves policy will be reviewed annually.

INVESTMENT POLICY

Given that the Scottish Partnership for Palliative Care does not engage in large-scale fund-raising and that consequently there is unlikely to be any significant operating surplus year on year the trustees consider that investment policy should remain simple. The levels determined as required to be kept as reserves in accordance with the reserves policy will be held on a higher-interest earning bank deposit account with the balance of funds retained in a current account. The overall position will be reviewed at least annually.

RISK MANAGEMENT POLICY

The trustees of the Scottish Partnership for Palliative Care have identified a number of risks to the effective continuation of the business of the Partnership and have assessed these. An initial risk register has been drawn up and this will be reviewed over the next year and amended where appropriate.

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

**REPORT OF THE COUNCIL OF MANAGEMENT - Continued
FOR THE YEAR ENDED 31 MARCH 2002**

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.

A handwritten signature in black ink, appearing to read 'M. Stevenson', followed by a horizontal line.

Mrs M Stevenson
Secretary

26 June 2002

**REPORT OF THE AUDITORS TO THE MEMBERS OF
THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE**

We have audited the financial statements of the Scottish Partnership for Palliative Care for the year ended 31 March 2002 on pages 9 to 13, which have been prepared under the historical cost convention and the accounting policies set out on page 11.

Respective responsibilities of the Council of Management and auditors

As described on page 3 the Council of Management is responsible for the preparation of financial statements with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you, if in our opinion, the Report of the Council of Management is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding the Council of Management's remuneration and transactions with the company is not disclosed.

We read the Report of the Council of Management and consider the implications for our report if we become aware of any apparent misstatements within it.

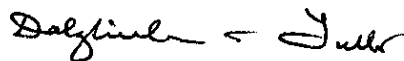
Basis of opinion

We conducted our audit in accordance with United Kingdom 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 the significant estimates and judgements made by the Council of Management in the preparation of 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 provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. 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 as at 31 March 2002 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Dalglish & Tullo
Chartered Accountants
and Registered Auditors
23 Rutland Square
Edinburgh
EH1 2BP

3 July 2002

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2002**

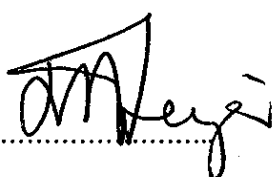
	Notes	2002	2001
Income		£ 148,939	£ 127,103
Expenditure		<u>145,401</u>	<u>130,154</u>
Operating surplus (2001 – deficit)	4	£ 3,538	(£ 3,051)
Interest receivable	6	<u>3,425</u>	<u>3,370</u>
Surplus for the year		£ <u>6,963</u>	£ <u>319</u>

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

BALANCE SHEET
AS AT 31 MARCH 2002

	Notes	2002	2001
Fixed assets			
Tangible assets	8	£ <u>857</u>	£ <u>679</u>
Current assets			
Debtors	9	£ 2,940	£ 250
Cash at bank and in hand		<u>94,208</u>	<u>87,951</u>
		£ 97,148	£ 88,201
Creditors: Amounts falling due within one year	10	<u>8,450</u>	<u>6,288</u>
Net current assets		£ <u>88,698</u>	£ <u>81,913</u>
Net assets		£ <u>89,555</u>	£ <u>82,592</u>
Funds employed			
Reserves	12	£ <u>89,555</u>	£ <u>82,592</u>

The Accounts were approved by the Council of Management on 26 June 2002

.....

 Dr Martin Leiper

Director

.....

 Brendan Gill

Honorary Treasurer

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2002

1. ACCOUNTING POLICIES:

The following accounting policies have been applied consistently in dealing with items which are considered to be material to the Partnership'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 Partnership'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. COMMUNITY FUND GRANT (formerly NLCB):

	<u>2002</u>	<u>2001</u>
Grants received	£ 0	£ 0
<u>Add: Balance brought forward</u>	<u>2,210</u>	<u>2,351</u>
	£ 2,210	£ 2,351
Expenditure during the year – Website design and training	<u>1,704</u>	<u>141</u>
Balance carried forward	£ <u>506</u>	£ <u>2,210</u>

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2002

3. PHR PROJECT:

	<u>2002</u>	<u>2001</u>
Total funds received to date as follows:		
Balance brought forward	£ 2,790	£ 0
Marie Curie Cancer Care	0	20,000
Janssen Cilag	0	5,000
MacMillan Cancer Relief	0	25,000
Elizabeth Clark Trust	0	8,800
Beatson Oncology Centre	<u>0</u>	<u>1,000</u>
	£ 2,790	£ 59,800
Released to profit and loss account 1999	0	12,000
Released to profit and loss account 2000	0	45,010
Released to profit and loss account 2001	0	0
Released to profit and loss account 2002	<u>0</u>	<u>0</u>
Carried forward to next year	£ <u>2,790</u>	£ <u>2,790</u>

4. OPERATING SURPLUS (2001 – DEFICIT):

This is stated after charging –

	<u>2002</u>	<u>2001</u>
Council members' emoluments	£ 0	£ 0
Registered auditor's remuneration	819	795
Depreciation	685	1,212

The operating surplus is derived solely from continuing operations.

5. EMPLOYEE INFORMATION:

5.1 Staff Costs

	<u>2002</u>	<u>2001</u>
Wages and salaries	£ 99,580	£ 83,963
Social security costs	<u>8,409</u>	<u>6,989</u>
	£ <u>107,989</u>	£ <u>90,952</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	5

6. INTEREST RECEIVABLE:

	<u>2001</u>	<u>2000</u>
Bank interest	£ <u>3,425</u>	£ <u>3,370</u>

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2002

7. TAXATION:

The Partnership 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 2001	£ 14,782
Additions	<u>863</u>
At 31 March 2002	£ <u>15,645</u>
Depreciation –	
At 1 April 2001	£ 14,103
Charge for the year	<u>685</u>
At 31 March 2002	£ <u>14,788</u>
Net book value –	
At 31 March 2002	£ <u>857</u>

9. DEBTORS – AMOUNTS FALLING DUE WITHIN ONE YEAR:

	<u>2002</u>	<u>2001</u>
Debtors	£ <u>2,940</u>	£ <u>250</u>

10. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR:

	<u>2002</u>	<u>2001</u>
Advance payment for Patient Held Records	£ 2,790	£ 2,790
Advance payment for Community Fund grant	506	2,210
Accruals	<u>5,154</u>	<u>1,288</u>
	£ <u>8,450</u>	£ <u>6,288</u>

11. STATUS OF PARTNERSHIP:

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

12. RECONCILIATION OF MOVEMENTS IN FUNDS EMPLOYED:

	<u>2002</u>	<u>2001</u>
Surplus for the year	£ 6,963	£ 319
Funds at 1 April 2001	<u>82,592</u>	<u>82,273</u>
Funds at 31 March 2002	£ <u>89,555</u>	£ <u>82,592</u>

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2002

31.3.01

£

Income

	Grants for Core Administration Costs	
30,000	SEHD	£ 35,000
15,000	Help the Hospices	15,000
15,000	Macmillan Cancer Relief	16,500
10,000	Marie Curie Cancer Care	12,000
18,000	Elizabeth Clark Trust	19,000
33,445	Subscriptions	33,415
3,370	Interest on Deposit	3,425
2,658	Conference Surplus	645
0	Mental Health Conference Surplus	4,279
3,000	Janssen Cilag (sponsorship)	3,000
<u>0</u>	Scottish Cancer Group	<u>10,100</u>
<u>130,473</u>		<u>£ 152,364</u>

Expenditure

90,952	Wages and Salaries	£ 107,989
7,250	Rent	7,625
594	Insurance	683
1,136	Light and Heat	1,516
1,020	Upkeep of Property	1,845
1,722	Cleaning	1,545
11,314	Stationery, Printing and Publications	8,878
3,000	Pain Booklet Publication	0
6,101	Postage and Telephone	5,023
3,307	Travel and Meetings Expenses	3,369
795	Audit Fee	819
0	Legal Fees	216
1,331	Recruitment	4,277
420	General Expenses	931
<u>1,212</u>	Depreciation of Office Equipment	<u>685</u>
<u>130,154</u>		<u>145,401</u>
319	Surplus for the Year	£ 6,963
<u>82,273</u>	Accumulated Surplus Brought Forward	<u>82,592</u>
<u>82,592</u>		<u>£ 89,555</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 for Palliative Care.