

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF THE COUNCIL AND ACCOUNTS

31 MARCH 2003

**Company No SC133003
Charity No SC017979**



THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

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FOR THE YEAR ENDED 31 MARCH 2003**

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THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

COUNCIL MEMBERS

Dr Martin Leiper (Chairman)
Susan Munroe (Deputy Chairman)
Aileen Christie
Frank Clark CBE (Hon Treasurer)
Ian Gibson
Maria McGill
Joan Munro
Dr James Rodgers
Julia Romanes
Dr Catriona Ross
Robert Shorter
Morag Sinclair
Stephen Smith
Craig Stockton
Professor John Welsh

COMPANY SECRETARY

Patricia Wallace

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 FOR THE YEAR ENDED 31 MARCH 2003

Members of Council submit their report and accounts for the year ended 31 March 2003.

ACCOUNTS

Members of Council submit the audited accounts of the Partnership for the year ended 31 March 2003. The surplus for the year amounts to £3928 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 services to people throughout Scotland with life-threatening progressive conditions and their families and/or carers.

REVIEW OF ACTIVITIES

This has been the first full year of operation under the Partnership's new name, and many activities have emphasised its new broadened agenda and focus on collaboration and expanded networking.

Specialist Palliative Care Standards

The Partnership's collaboration with the then Clinical Standards Board for Scotland (CSBS) to develop national standards for specialist palliative care culminated in the publication of the CSBS Clinical Standards for Specialist Palliative Care in June 2002 and the establishment of peer review teams to undertake review visits.

National Care Standards : Hospice Care

The Scottish Commission for the Regulation of Care (Care Commission) national care standards for the regulation and inspection of voluntary hospices, developed with input from the Partnership and from Scottish hospices, came into effect in April 2002.

Scottish Hospices Forum

The Scottish Hospices Forum, for which the Partnership had provided the secretariat for a number of years, requested in May 2002 that it become a fully constituted membership group of the Scottish Partnership for Palliative Care. This took effect by an amendment to the constitution at the AGM in November 2002.

Clinical Networks

At its AGM in November 2002 the Partnership also amended its constitution to reconfigure its regional groups in line with regional cancer networks in order to facilitate improved communication and enhanced collaboration. The Partnership continues to be represented on the Scottish Cancer Group. During the year the Partnership also assisted in setting up the West of Scotland Managed Clinical Network for palliative care.

Community Hospitals

The Partnership continued to work with the Scottish Association of Community Hospitals on the development of a Framework for Good Practice in Palliative Care in Community Hospitals. A stocktake report, *The Provision of Palliative Care in Community Hospitals*, was commissioned and published in 2002.

Care Homes

Discussions also continued with the Scottish Executive Health Department and the Care Commission on the development of national standards for palliative care in care homes.

Annual conference

A successful conference: "Rethinking Palliative Care – an opportunity to explore new challenges" in November 2002 was chaired by Honorary Vice-President Dr Derek Doyle OBE and provided a thought-provoking day for 140 delegates from around Scotland.

Joint conference: Palliative care for people with learning disabilities

A national conference in March 2003 on "Palliative care for people with learning disabilities", run jointly with the Glasgow-based learning partnership Common Knowledge, was equally successful and provided practitioners from both fields with the opportunity to share knowledge and expertise and to reflect on future priorities for improving practice.

Publications

Publications during the year included a report of the 10th anniversary conference in November 2001 "*Palliative Care for All – responding to need not diagnosis*" and "*An Evaluation of a Patient Held Record in Cancer and Palliative Care – a randomised, prospective trial*". A new publicity leaflet was launched in April 2002 to introduce the Partnership's new logo and corporate style, which was also reflected in its quarterly newsletter "Update" and the continued development of the Partnership website.

Scottish Parliament

The Partnership continued to provide the secretariat for the Cross Party Group in the Scottish Parliament on Palliative Care. The year's programme included joint meetings with the Cross Party Groups for Cancer and for Chronic Pain. The Partnership also organised workshops in palliative care at the national Scotland against Cancer conferences run by the Cross Party Group for Cancer in April 2002 and March 2003, and presented oral and written submissions to the Health and Community Care Committee of the Scottish Parliament for its enquiry into Cancer Services in Scotland in June 2002.

UK Liaison

UK wide liaison was maintained through ongoing links with bodies such as the National Council for Hospice and Specialist Palliative Care Services, Help the Hospices, the Independent Hospices Representative Committee, Macmillan Cancer Relief, Marie Curie Cancer Care, the Project to Improve the Management of Terminal Illness (PROMOTE) and the Nuffield Trust Conference on Care of the Dying.

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF THE COUNCIL - Continued FOR THE YEAR ENDED 31 MARCH 2003

COUNCIL

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

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

South East
North
West (Central/South)
West
National Charities
Scottish Hospices Forum
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 2003 and the dates on which they were first elected or co-opted to the Council.

South East:	
Julia Romanes	26 August 1998
Stephen Smith	6 November 2002
North:	
Dr Martin Leiper	23 June 1992
Joan Munro MBE	21 November 2001
West (Central/South):	
Dr Catriona Ross	27 March 2003
Robert Shorter	6 November 2002
West:	
Maria McGill	14 March 2003
Morag Sinclair	27 September 2000
National Charities:	
Ian Gibson	28 August 1996
Craig Stockton	6 November 2002
Scottish Hospices Forum:	
Aileen Christie	6 November 2002
Susan Munroe	21 November 2001
Specialist Palliative Care:	
Professor John Welsh	7 May 1991
Dr James Rodgers	28 August 1996
Co-opted:	
Frank Clark CBE	10 September 1998

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:

Elizabeth Carroll	31 December 2002
Brendan Gill	27 November 2002
Dr Diana Wilson	6 November 2002
Jenny Whelan	6 November 2002

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF THE COUNCIL - Continued FOR THE YEAR ENDED 31 MARCH 2003

COUNCIL - 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

Company law requires the Council 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 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 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 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. The resulting risk register will be reviewed annually and amended where appropriate.

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

**REPORT OF THE COUNCIL - Continued
FOR THE YEAR ENDED 31 MARCH 2003**

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.



Patricia Wallace
Secretary

6 June 2003

**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 2003 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 directors and auditors

As described on page 6 the Council 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 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's remuneration and transactions with the company is not disclosed.

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

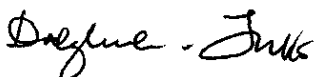
Basis of opinion

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 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 2003 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.



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

Date 19/6/03

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2003**

	Notes	2003	2002
Income		£ 156,980	£ 148,939
Expenditure		<u>155,886</u>	<u>145,401</u>
Operating surplus	4	£ 1,094	£ 3,538
Interest receivable	6	<u>2,834</u>	<u>3,425</u>
Surplus for the year		£ <u>3,928</u>	£ <u>6,963</u>

**BALANCE SHEET
AS AT 31 MARCH 2003**

	Notes	2003	2002
Fixed assets			
Tangible assets	8	£ <u>778</u>	£ <u>857</u>
Current assets			
Debtors	9	£ 2,201	£ 2,940
Cash at bank and in hand		<u>92,848</u>	<u>94,208</u>
		£ 95,049	£ 97,148
Creditors: Amounts falling due within one year	10	<u>2,344</u>	<u>8,450</u>
Net current assets		£ <u>92,705</u>	£ <u>88,698</u>
Net assets		£ <u>93,483</u>	£ <u>89,555</u>
Funds employed			
Reserves	12	£ <u>93,483</u>	£ <u>89,555</u>

Director


Frank Clark CRE

Honorary Treasurer

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2003**

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

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 –

2. COMMUNITY FUND GRANT:

11

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2003**

3. PHR PROJECT:

	<u>2003</u>	<u>2002</u>
Total funds received to date as follows:		
Balance brought forward	£ 2,790	£ 2,790
Expenditure during the year –		
Printing PHR report	<u>1,485</u>	<u>0</u>
	£ 1,305	£ 2,790
Released to profit and loss account 2003	<u>1,305</u>	<u>0</u>
Carried forward to next year	£ <u>0</u>	£ <u>2,790</u>

4. OPERATING SURPLUS:

This is stated after charging –

	<u>2003</u>	<u>2002</u>
Council members' emoluments	£ 0	£ 0
Registered auditor's remuneration	844	819
Depreciation	819	685

The operating surplus is derived solely from continuing operations.

5. EMPLOYEE INFORMATION:

5.1 Staff Costs

	<u>2003</u>	<u>2002</u>
Wages and salaries	£ 99,531	£ 99,580
Social security costs	<u>8,225</u>	<u>8,409</u>
	£ <u>107,756</u>	£ <u>107,989</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

No employee received remuneration of more than £50,000.

6. INTEREST RECEIVABLE:

	<u>2003</u>	<u>2002</u>
Bank interest	£ <u>2,834</u>	£ <u>3,425</u>

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

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 2002	£ 15,645
Additions	<u>740</u>
At 31 March 2003	£ <u>16,385</u>
Depreciation –	
At 1 April 2002	£ 14,788
Charge for the year	<u>819</u>
At 31 March 2003	£ <u>15,607</u>
Net book value –	
At 31 March 2003	£ <u>778</u>

9. DEBTORS – Amounts falling due within one year:

	<u>2003</u>	<u>2002</u>
Debtors	£ <u>2,201</u>	£ <u>2,940</u>

10. CREDITORS – Amounts falling due within one year:

	<u>2003</u>	<u>2002</u>
Advance payment for Patient Held Records	£ 0	£ 2,790
Advance payment for Community Fund grant	0	506
Accruals	<u>2,344</u>	<u>5,154</u>
	£ <u>2,344</u>	£ <u>8,450</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>2003</u>	<u>2002</u>
Surplus for the year	£ 3,928	£ 6,963
Funds at 1 April 2002	<u>89,555</u>	<u>82,592</u>
Funds at 31 March 2003	£ <u>93,483</u>	£ <u>89,555</u>

THE SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2003

31.3.02

£

Income

	Grants for Core Administration Costs	
35,000	SEHD	£ 58,000
15,000	Help the Hospices	1,500
16,500	Macmillan Cancer Relief	18,000
12,000	Marie Curie Cancer Care	15,000
19,000	Elizabeth Clark Trust	0
33,415	Subscriptions	58,371
3,425	Interest on Deposit	2,834
645	Conference Surplus	4,164
4,279	Mental Health Conference Surplus	134
3,000	Janssen Cilag (sponsorship)	0
10,100	Scottish Cancer Group	0
0	PHR Project	1,305
<u>0</u>	Community Fund Grant	<u>506</u>
<u>152,364</u>		£ 159,814

Expenditure

107,989	Wages and Salaries	£ 107,756
7,625	Rent	8,000
683	Insurance	763
1,516	Light and Heat	945
1,845	Upkeep of Property	2,832
1,545	Cleaning	2,095
8,878	Stationery, Printing and Publications	14,648
5,023	Postage and Telephone	5,415
3,369	Travel and Meetings Expenses	4,133
819	Audit Fee	844
216	Legal Fees	1,022
4,277	Recruitment	6,389
0	Membership Fees	225
931	General Expenses	0
<u>685</u>	Depreciation of Office Equipment	<u>819</u>
<u>145,401</u>		<u>155,886</u>
6,963	Surplus for the Year	£ 3,928
<u>82,592</u>	Accumulated Surplus Brought Forward	<u>89,555</u>
<u>89,555</u>		£ <u>93,483</u>