

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT AND ACCOUNTS

31 MARCH 2004



Company No 133003
Charity No SC017979

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

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FOR THE YEAR ENDED 31 MARCH 2004**

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SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

COUNCIL MEMBERS

Professor Frank Clark CBE (Chairman)
Susan Munroe (Deputy Chairman)
Ian Gibson (Hon Treasurer)
Aileen Anderson
Jo Bennett
Joan Hemphill
Dr Mhoira Leng
Maria McGill
Elaine Peace
Dr Clive Preston
Dr James Rodgers
Dr Catriona Ross
Robert Shorter
Morag Sinclair
Craig Stockton
Professor John Welsh

COMPANY SECRETARY

Patricia Wallace

COMPANY NO. 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

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF COUNCIL FOR THE YEAR ENDED 31 MARCH 2004

Members of Council submit their report and accounts for the year ended 31 March 2004.

ACCOUNTS

Members of Council submit the audited accounts of the Partnership for the year ended 31 March 2004. The deficit for the year amounts to £4700 and is dealt with as shown in the income and expenditure account. Movements in fixed assets are set out in note 7 to the accounts.

PRINCIPAL ACTIVITIES

The Scottish Partnership for Palliative Care is the national umbrella and representative body for palliative care in Scotland. As such, it provides a unique forum for the development and implementation of palliative care strategy and good practice, a comprehensive communication network, and a source of expert advice and guidance for practitioners, service managers, planners and policy makers.

REVIEW OF ACTIVITIES

The Partnership has had a full and productive year, continuing in particular to expand its activities to include a range of work which will contribute to the implementation of health strategies to ensure that appropriate standards of palliative care are available in the future to all who need it. A selection of the year's key achievements and activities are summarised below.

Constituency groups

Throughout the year the Partnership's network of regional and national groups maintained a full programme of activities. **Regional groups** discussed a wide range of issues and heard presentations from visiting speakers on topics such as the Gold Standards Framework, the Cancer Pain Integrated Care Pathway Project, lymphoedema, heart failure, motor neurone disease and multiple sclerosis. The Partnership is increasingly involved through its regional groups in strengthening links with and between local and regional palliative care Managed Clinical Networks and with Regional Cancer Networks.

A number of new member organisations providing support for people with specific non-malignant conditions were welcomed to membership of the Partnership and greatly enhanced the activities of the **National Charities Group**. Many of these, and others, were also involved in consultation in preparation of the Partnership's New Opportunities Fund bid.

The **Scottish Hospices Forum** addressed the twin challenges for voluntary hospices of meeting the requirements of the NHS Quality Improvement Scotland Clinical Standards for Specialist Palliative Care and the National Care Standards for Hospice Care monitored under the Regulation of Care (Scotland) Act 2001 by the Care Commission. The Forum worked closely with representatives of the Care Commission throughout the year, and was also grateful for NHS input and support in exploring the implications for hospices of Agenda for Change.

The **Specialist Palliative Care Group** considered a range of issues including cardiopulmonary resuscitation, palliative care for people with heart failure and disposal of controlled drugs. A meeting was held with the Chief Pharmacist at the Scottish Executive Health Department to discuss the latter, and the group submitted a response to the Shipman Inquiry. Representatives of the Scottish Ambulance Association also attended meetings of the group to consult on their new draft Clinical Care Standards for Cancer and Palliative Care.

NHS restructuring and the abolition of NHS Trusts meant that the Partnership had to determine an alternative means of securing appropriate NHS representation to its constituency groups, and following consultation with NHS Boards and existing groups, proposals whereby mainland Boards would nominate four and Island Boards two member representatives were agreed to be put to the AGM in September 2004.

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF COUNCIL FOR THE YEAR ENDED 31 MARCH 2004

REVIEW OF ACTIVITIES (continued)

New Opportunities Fund Award

In August 2003 the Partnership was awarded a New Opportunities Fund grant of £231,138 over three years for a new project aiming to improve access to palliative care for people with life-threatening conditions other than cancer. A full-time Project Manager took up post in January 2004, reporting to the Partnership Director and the Project Steering group, a sub-committee of the Partnership Council. The project will culminate in a final conference and report at the end of 2006.

Heart failure working group

The short-life working group set up at the request of the Scottish Executive to take forward the recommendation of the Coronary Heart Disease and Stroke Strategy for Scotland that palliative care should be made available to people with end-stage heart failure met for the first time in June 2003. Its remit is to identify key issues to be considered in making palliative care available to people with cardiac failure and to produce guidelines for good practice and to make recommendations on service provision.

Care homes working group

A further short-life working group, including representatives of the Care Commission, was set up in the autumn of 2003 to develop national standards for non-specialist palliative care in care homes.

Annual conference and AGM

A highlight of the year was the Partnership's annual conference in November 2003, 'Beyond the randomised trial: evidence and effectiveness in palliative care,' which attracted over 200 delegates. The conference was chaired by Honorary President-elect Dr Derek Doyle OBE, and the AGM included an address by the retiring Honorary President Sir Kenneth Calman KCB, whose commitments happily allow him to take over the role of Honorary Vice-President.

Publications

A range of publications was produced during the year, including the Partnership's regular *Update* newsletter, a report of the November 2002 annual conference *Palliative Care for all: responding to need not diagnosis* and *Public Awareness of Palliative Care*, a report of the findings of the first national survey in Scotland into public knowledge and understanding of palliative care, commissioned by the Partnership. There were also two joint publications: *Palliative care in community hospitals in Scotland – a framework for good practice*, produced with the Scottish Association of Community Hospitals and *Palliative care and people with learning disabilities* - a report of a joint conference in March 2003 held by the Scottish Partnership for Palliative Care, the Glasgow-based learning partnership Common Knowledge and St Columba's Hospice.

Scottish Parliament

The Partnership continued to provide the secretariat for the Cross Party Group on Palliative Care in the Scottish Parliament. The year's programme included presentations on a range of issues and a joint meeting with the Cross Party Group on Cancer in the Scottish Parliament.

UK links

UK wide liaison is maintained through ongoing links with bodies such as the National Council for Hospice and Specialist Palliative Care Services, the Cicely Saunders Foundation, Help the Hospices, Macmillan Cancer Relief, and Marie Curie Cancer Care.

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF COUNCIL FOR THE YEAR ENDED 31 MARCH 2004 (continued)

COUNCIL

The membership of the Partnership is divided into regional and national constituency groups:

National Charities Group
North Regional Group
Scottish Hospices Forum
South East Regional Group
Specialist Palliative Care Group
West Regional Group

Each constituency group elects two representatives (except the West Regional Group which elects four) to act as Council Members of the Partnership. Council members are elected for a period of three years, and may stand for re-election for a second period of three years. After six years in office they must stand down for a period of two years before being re-elected. Two additional Council members may be co-opted.

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

The following list shows the Council Members at 31 March 2004 and the dates on which they were elected or co-opted to Council.

National Charities Group:	Ian Gibson Craig Stockton	October 2000 November 2002
North Regional Group:	Dr Mhoira Leng Maria McGill	September 2003 March 2004
Scottish Hospices Forum:	Aileen Anderson Susan Munroe	November 2002 November 2001
South East Regional Group:	Elaine Peace Jo Bennett	September 2003 March 2004
Specialist Palliative Care Group:	Dr Clive Preston Dr James Rodgers	September 2003 December 1999
West Regional Group:	Joan Hemphill Morag Sinclair Dr Catriona Ross Robert Shorter	March 2004 September 2000 March 2003 November 2002
Co-opted:	Frank Clark CBE Professor John Welsh	November 2002 October 2003

The following Council Members retired during the year:

Dr Martin Leiper
Joan Munroe MBE
Julia Romanes
Stephen Smith

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF COUNCIL FOR THE YEAR ENDED 31 MARCH 2004

COUNCIL (continued)

STATEMENT OF THE RESPONSIBILITIES OF 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 members of the Council 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 is 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 members of the Council 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 is reviewed at least annually.

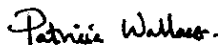
RISK MANAGEMENT POLICY

The members of the Council 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 is reviewed annually and amended where appropriate.

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.



Patricia Wallace
Secretary

16 June 2004

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

REPORT OF THE INDEPENDENT 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 2004 on pages 7 to 11, which have been prepared under the historical cost convention and the accounting policies set out on page 9.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Council and auditors

As described on page 5 the Council is responsible for the preparation of the financial statements in accordance 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 charitable 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.

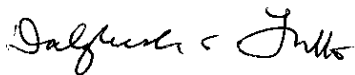
Basis of opinion

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 charitable 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 2004 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

16 June 2004

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

CORE REVENUE INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2004

	Notes	2004	2003
Income		£ 159,549	£ 156,980
Expenditure		<u>167,388</u>	<u>155,886</u>
Operating deficit (2003 – surplus)	3	(£ 7,839)	£ 1,094
Interest receivable	5	<u>3,139</u>	<u>2,834</u>
Deficit for the year (2003 – surplus)		(£ <u>4,700</u>)	£ <u>3,928</u>

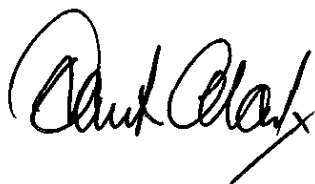
SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

BALANCE SHEET AS AT 31 MARCH 2004

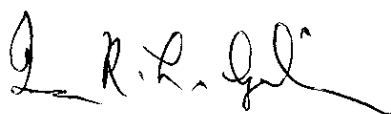
	Notes	2004	2003
Fixed assets			
Tangible assets	7	£ <u>5,068</u>	£ <u>778</u>
Current assets			
Debtors	8	£ 140	£ 2,201
Cash at bank and in hand		<u>115,089</u>	<u>92,848</u>
		£ 115,229	£ 95,049
Creditors: Amounts falling due within one year	9	<u>31,514</u>	<u>2,344</u>
Net current assets		£ <u>83,715</u>	£ <u>92,705</u>
Net assets		£ <u>88,783</u>	£ <u>93,483</u>
Funds employed			
Reserves	11	£ <u>88,783</u>	£ <u>93,483</u>

The Accounts were approved by the Council on 16 June 2004

Frank Clark CBE

 C.B.E., Director

Ian Gibson



Honorary Treasurer

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004**

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 –

Office equipment	33% per annum on cost
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	<u>2004</u>	<u>2003</u>
Grant received	£ 38,144	£ 0
Expenditure during the year	<u>14,836</u>	<u>0</u>
	£ 23,308	£ 0

This is stated after charging –

	<u>2004</u>	<u>2003</u>
Council members' emoluments	£ 0	£ 0
Registered auditor's remuneration	885	844
Depreciation	2,948	819

The operating deficit/surplus is derived solely from continuing operations.

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004

4. EMPLOYEE INFORMATION:

4.1 Staff Costs

	<u>2004</u>	<u>2003</u>
Salaries	£ 102,982	£ 91,188
Employer's National Insurance	10,425	8,225
Employer's pension contributions	<u>9,582</u>	<u>8,343</u>
	£ <u>122,989</u>	£ <u>107,756</u>

4.2 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.

5. INTEREST RECEIVABLE:

	<u>2004</u>	<u>2003</u>
Bank interest	£ <u>3,139</u>	£ <u>2,834</u>

6. 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.

7. TANGIBLE FIXED ASSETS:

	<u>Office Equipment</u>
Cost –	
At 1 April 2003	£ 16,385
Additions	<u>7,238</u>
At 31 March 2004	£ <u>23,623</u>
Depreciation –	
At 1 April 2003	£ 15,607
Charge for the year	<u>2,948</u>
At 31 March 2004	£ <u>18,555</u>
Net book value –	
At 31 March 2004	£ <u>5,068</u>

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004

8. DEBTORS – Amounts falling due within one year:

	<u>2004</u>	<u>2003</u>
Debtors	£ <u>140</u>	£ <u>2,201</u>

9. CREDITORS – Amounts falling due within one year:

	<u>2004</u>	<u>2003</u>
NOF – balance of grant	£ 23,308	£ 0
Accruals	<u>8,206</u>	<u>2,344</u>
	£ <u>31,514</u>	£ <u>2,344</u>

10. STATUS OF PARTNERSHIP:

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

11. RECONCILIATION OF MOVEMENTS IN FUNDS EMPLOYED:

	<u>2004</u>	<u>2003</u>
Deficit for the year	(£ 4,700)	£ 3,928
Funds at 1 April 2003	<u>93,483</u>	<u>89,555</u>
Funds at 31 March 2004	£ <u>88,783</u>	£ <u>93,483</u>

SCOTTISH PARTNERSHIP FOR PALLIATIVE CARE

DETAILED CORE REVENUE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2004

31.3.03

£

Income

	Grants for core administration costs	
58,000	SEHD	£ 64,000
1,500	Help the Hospices	0
18,000	Macmillan Cancer Relief	18,000
15,000	Marie Curie Cancer Care	15,000
58,371	Subscriptions	58,799
2,834	Interest on deposit	3,139
4,164	Conference surplus	3,750
134	Mental Health Conference surplus	0
1,305	PHR Project	0
<u>506</u>	Community Fund Grant	<u>0</u>

159,814

£ 162,688

Expenditure

107,756	Wages and salaries	£ 122,989
8,000	Rent	8,000
763	Insurance	744
945	Light and heat	1,498
2,832	Upkeep of property	1,938
2,095	Cleaning	2,164
14,648	Stationery, printing and publications	13,288
5,415	Postage and telephone	5,692
4,133	Travel and meetings expenses	2,674
844	Audit fee	885
1,022	Legal fees	535
6,389	Recruitment	1,613
225	Membership fees	0
0	Office equipment	2,257
0	General expenses	163
<u>819</u>	Depreciation of office equipment	<u>2,948</u>

155,886

167,388

3,928	Deficit for the year (2003 – surplus)	(£ 4,700)
<u>89,555</u>	Accumulated surplus brought forward	<u>93,483</u>

93,483

£ 88,783