

Scottish Partnership for Palliative Care

**DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

**Company No 133003
Charity No SC017979**

THURSDAY



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**DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

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Scottish Partnership for Palliative Care

1. DIRECTORS' REPORT for the year ended 31 March 2007

Members of the Council of the Scottish Partnership for Palliative Care (also known as 'the Partnership'), who are directors for the purpose of company law and trustees for the purpose of charity law, submit the audited accounts of the Partnership for the year ended 31 March 2007

1.1 COMPANY INFORMATION

1 1 1 COUNCIL MEMBERS

The following Council Members served during the period and up to the date of signing this report

Maria McGill (Chairman)
Dr Elizabeth Ireland (Deputy Chairman)
Craig Stockton (Hon Treasurer)
Maureen Black
Dr David Carroll
Rev Stuart Coates
Margaret Dunbar
Vicky Freeman
Tom Gault
Trudy Lafferty
Kate Lennon
Dorothy McElroy
Dr Clive Preston
Dr Catriona Ross
Professor John Welsh

The following Council Members resigned or retired during the year
Frank Clark CBE (retired 16 October 2006)
Susan Munroe (resigned 1 April 2006)

1.1.2 COMPANY SECRETARY

Patricia Wallace

1.1.3 COMPANY NUMBER

SC 133003

1.1.4 CHARITY NUMBER

SCO 17979

1.1.5 REGISTERED OFFICE

1a Cambridge Street
Edinburgh EH1 2DY

1 1 6 BANKERS

The Royal Bank of Scotland plc
142/144 Princes Street
Edinburgh EH2 4EQ

1.1.7 REGISTERED AUDITOR

Dalglish & Tullo, Chartered Accountants
23 Rutland Square
EDINBURGH EH1 2BP

Scottish Partnership for Palliative Care

1 DIRECTORS' REPORT for the year ended 31 March 2007 (cont)

1.2 STRUCTURE, GOVERNANCE AND MANAGEMENT

1.2.1 Constitution

The organisation is a charitable company limited by guarantee, and is registered as a Scottish charity with the Office of the Scottish Charity regulator. It was first registered with the Inland Revenue as a Scottish charity on 23 July 1991 under its original name of Scottish Partnership Agency for Palliative and Cancer Care, and re-registered on 19 March 2002 under the name Scottish Partnership for Palliative Care.

The organisation is governed by its Memorandum and Articles of Association, which define its sphere of activity and together form its constitution. The Memorandum and Articles were adopted on 7 May 1991 and last amended on 8 September 2004.

The Scottish Partnership for Palliative Care is a membership organisation, and criteria for membership are defined in the Memorandum and Articles of Association. At 31 March 2007 there were 57 member organisations, comprising NHS Boards, voluntary hospices, national charities and support organisations and professional associations. Each member organisation nominates a representative or representatives (four in the case of mainland NHS Boards and two in the case of island NHS Boards) to act as a formal link with the Partnership and to exercise their organisation's vote(s) in Council elections and at Annual General Meetings. Member organisations guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

1.2.2 Election of trustees

The governing body of the Partnership is the Council, whose members are elected from the organisation's constituent groups. Council Members serve as Company Directors of the Scottish Partnership for Palliative Care, and function as its charity trustees.

As required by the Articles of Association, the membership of the Partnership is divided into regional and national constituency groups as follows:

- 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 as required, but may serve no longer than six years. The Council may have up to up to 14 elected members and an additional 2 co-opted members.

The Council is responsible for the governance and management of the charity, but may employ such persons as are required to implement the objects of the company and may delegate such powers and duties as thought fit. A full time Director is appointed to manage the day to day operation of the Partnership.

1.2.3 Trustee induction and training

As they are elected from constituent groups, new Members of Council are in general already familiar with the aims, structure and operation of the Partnership. Newly elected Council Members are where possible invited to a one-to-one induction meeting with the Chairman or

Scottish Partnership for Palliative Care

1. DIRECTORS' REPORT for the year ended 31 March 2007 (cont)

Director of the Scottish Partnership for Palliative Care prior to attending their first meeting of Council and all receive an induction pack containing the following items

- Notes for Guidance Company Directors Companies House
- Directors Form for completion and submission to Companies House
- Memorandum and Articles of Association of the Scottish Partnership for Palliative Care
- Terms of reference for Council and constituency groups document
- Current Partnership Annual Report, workplan and publications
- List of current Council Members and election / retiral dates
- Minutes, agendas, papers and summary reports from previous three meetings of Council

The contents of the induction pack are currently under review

1 2 4 Risk Management

The members of the Council of the Scottish Partnership for Palliative Care continually assess the major risks to which the charity is exposed, in particular those relating to the operation and finances of the Partnership The Council have a risk management strategy that comprises a quarterly review of the financial, operational and management performance of the charity

1.3 OBJECTIVES

1 3 1 Charitable objects

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

The charitable objects of the organisation are to promote, encourage, enhance, improve and extend the provision of palliative care services to people with life threatening progressive conditions and their families and/or carers throughout Scotland

1 3 2 Long-term aims

In pursuit of these objects, long term aims identified in the three-year workplan for 2005 2008 are as follows

- to promote awareness and understanding of palliative care and its benefits to the public, patients and carers, health and social work professionals, planners and politicians
- to develop the capacity of palliative care services, whether in the NHS, independent sector, local authority or voluntary sectors by representing the need for adequate funding and availability of properly trained and qualified staff
- to promote equity of access to palliative care
- to improve access to palliative care for people with conditions other than cancer
- to promote palliative care in all settings including hospitals, primary care and independent care homes
- to encourage continuous quality improvement in palliative care at both generalist and specialist levels
- to work with bodies charged with monitoring quality of care (eg NHS QIS, Care Commission) to establish and maintain appropriate systems for the monitoring of palliative care in different settings
- to enable everyone involved in palliative care services in Scotland to share models of good practice and learn from each other's experience

Scottish Partnership for Palliative Care

1. DIRECTORS' REPORT for the year ended 31 March 2007 (cont)

- to ensure that the partnership continues to be responsive to changes, including potential threats and opportunities, in the external environment
- to ensure that the Partnership's objectives and priorities remain relevant by maintaining dialogue and consultation as widely as possible with member organisations and others
- to ensure that the Scottish Partnership for Palliative Care has the funding, staff, management and resources to enable it to operate effectively in pursuit of the aims and objectives set out in its constitution

1.3.3 Medium term objectives

In pursuit of these long terms aims, specific medium term objectives relating to each are currently identified in the three year workplan for 2005 2008 and reviewed annually by the Partnership Council

1.4 REVIEW OF ACTIVITIES for the year ended 31 March 2007

The Partnership continues to sustain a wide range of activities. It works with its constituency groups and working groups, and with the Scottish Executive Health Department and appropriate local, regional and national bodies to raise awareness of palliative care and to ensure the equitable and accessible provision of palliative care services to people in Scotland on the basis of need not diagnosis. It does this by initiating and sustaining a varied programme of meetings, events, consultation and dialogue, by maintaining an informed and effective communications network for its member organisations and by producing a growing range of reports and publications. Specific objectives for 2006 2007 identified in the workplan have been largely met. Key achievements are outlined below, and any items not yet complete have been carried over for inclusion in the workplan for 2007 2008

1.4.1 Key Achievements

Key achievements during the year have included publication and dissemination of two influential reports

- *Making good care better National practice statements for general palliative care in adult care homes in Scotland* (Scottish Partnership for Palliative Care and Scottish Executive, May 2006) and
- *Joined up thinking Joined up care Report of the Scottish Partnership for Palliative Care Big Lottery Fund project: 'Increasing access to palliative care for people with life threatening conditions other than cancer'* (Scottish Partnership for Palliative Care, November 2006)

The first of these launched a series of practice statements developed by the Partnership at the request of the Scottish Executive, to be used by care homes alongside the National Care Standards and regarded as good practice by the Care Commission in their inspections of adult care homes. They have been well received, and in time are expected to contribute to improved standards of general palliative care in care homes across Scotland

The second report was launched at the Partnership's Annual Conference in November 2006 and marked the successful completion of its three year Big Lottery Fund project on improving access to palliative care for people with progressive non malignant conditions. The report makes a number of recommendations and offers practical guidance to NHS Boards and local authorities and to health and social care professionals. It has been universally welcomed and is already being used as a strategic planning tool as well as a practical guide. The conference itself was a highlight of the year, securing the participation and support of the Deputy Health

Scottish Partnership for Palliative Care

1. DIRECTORS' REPORT for the year ended 31 March 2007 (cont)

Minister and the Chief Medical Officer, and attracting 50% more delegates than previously, many from sectors not usually represented

Both of these pieces of work were also presented during the year to meetings of the Cross Party Group in the Scottish Parliament on Palliative Care, for which the Partnership continues to provide the secretariat

1.4.2 Future plans

Work continued throughout the year towards publications on palliative care competency frameworks and on palliative care in advanced heart failure, both of which are scheduled for publication during 2007 2008, and on a consultation and report with recommendations to the Scottish Executive on the case for a cohesive approach to palliative and end of life care in Scotland, to be submitted in May 2007.

A palliative care research forum held alongside the annual general meeting in December 2006 identified the need for a future publication to provide guidance to those wishing to undertake research in palliative care, and it was subsequently agreed that a short life working group would be set up to take this forward later in 2007

The palliative care study to be undertaken by Audit Scotland during 2007 2008 is expected to contribute to future workplans and strategic direction

1.5 FINANCIAL REVIEW

The Partnership recorded a net surplus for the year of £2,828. Unrestricted income of £205,942 was generated mainly from grant funding and member subscriptions, and Council gratefully records its appreciation to the Scottish Executive, Marie Curie Cancer Care and Macmillan Cancer Support for grants received for core administration costs. Employment costs formed the most significant element of the £203,114 of unrestricted expenditure. Council also records its thanks to the Big Lottery Fund and to the Scottish Executive for restricted funds of £59,383 and £20,111 respectively received during the year.

A full financial statement in the form of the Auditor's report and accounts follows in sections 2 – 6 below

1.5.1 Reserves Policy

The members of the Council have reviewed the Scottish Partnership for Palliative Care's need for reserves 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. Council is satisfied that levels of reserves currently held are adequate to meet the above policy.

1.5.2 Investment Policy

The Scottish Partnership for Palliative Care is non profit making, and is unlikely to produce any significant operating surplus year on year. Members of the Council consider therefore that investment policy should remain simple. The levels determined as required to be kept as reserves in accordance with the reserves policy are 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.

Scottish Partnership for Palliative Care

1. DIRECTORS' REPORT for the year ended 31 March 2007 (cont)

1.5.3 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, and for the adoption of suitable accounting policies and their consistent use in the financial statements, supported where necessary by reasonable and prudent judgements. 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 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.

1.5.4 Registered Auditor

Dalglish & Tullo were re-appointed as the charitable company's auditors during the period and have expressed their willingness to continue in that capacity.

By Order of the Council

Patricia Wallace
Secretary

A handwritten signature in black ink, appearing to read 'Maa ME (Chairman)', is written over the printed name of the Chairman.

7 June 2007

Scottish Partnership for Palliative Care

2 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 2007 on pages 9 15, which have been prepared under the historical cost convention and the accounting policies set out on page 11

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

2.1 Respective responsibilities of Council and auditors

As described on page 6 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 Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it

2.2 Basis of opinion

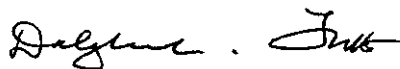
We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements It also includes an assessment of the significant estimates 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

2.3 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 2007 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



7 June 2007

Scottish Partnership for Palliative Care

3 SUMMARY INCOME AND EXPENDITURE ACCOUNT (UNRESTRICTED FUNDS) FOR THE YEAR ENDED 31 MARCH 2007

	Notes	2007 £	2006 £
Income		201,338	212,374
Expenditure		<u>203,114</u>	<u>222,181</u>
Operating Deficit	5 4	(1,776)	(9,807)
Interest receivable	5 6	<u>4,604</u>	<u>4,619</u>
Surplus for the year (2006 – deficit)		<u>2,828</u>	<u>(5,188)</u>

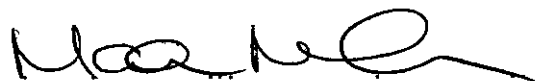
For details of Restricted Funds see notes 5 2, 5 3 and 5 10

Scottish Partnership for Palliative Care

4 BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2007

	Notes	2007 £	2006 £
Fixed assets			
Tangible assets	5 8	—	<u>669</u>
Current assets			
Debtors	5 9	9,577	6,041
Cash at bank and in hand		<u>88,426</u>	<u>130,403</u>
		98,003	136,444
Creditors: Amounts falling due within one year	5 10	(<u>4,842</u>)	(<u>46,780</u>)
Net current assets		<u>93,161</u>	<u>89,664</u>
Net assets		<u>93,161</u>	<u>90,333</u>
Funds employed			
Reserves	5 12	<u>93,161</u>	<u>90,333</u>

The Accounts were approved by the Council of the Scottish Partnership for Palliative Care on 7 June 2007 and signed on their behalf by



Maria McGill

Chairman



Craig Stockton

Honorary Treasurer

5. . NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

5.1 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

5 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.

5 1 2 Accounting convention

The accounts are prepared under the historical cost convention

5 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.

5 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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5.2 RESTRICTED FUNDS: BLF Project	2007 £	2006 £
Balance from last year	44,918	41,643
Grant received during the year	<u>59,383</u>	<u>82,090</u>
Expenditure during the year	104,301 (<u>104,301</u>)	123,733 (<u>78,815</u>)
	0	44,918

5.3 RESTRICTED FUNDS·	2007	2006
Scottish Executive (publication of	£	£
<i>Making good care better</i>)		
Grant received during the year	20,111	-
Expenditure during the year	<u>(20,111)</u>	-
	0	-

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2007 (cont)

5.4 OPERATING (DEFICIT)/SURPLUS

This is stated after charging –

	2007	2006
	£	£
Registered auditor's remuneration	995	950
Depreciation	669	3,083

The operating deficit is derived solely from continuing operations

5.5 EMPLOYEE INFORMATION

5.5.1 Staff Costs

	2007	2006
	£	£
Salaries	126,257	129,598
Employer's National Insurance	12,875	11,177
Employer's pension contributions	<u>8,191</u>	<u>11,105</u>
	<u>147,323</u>	<u>151,880</u>

5.5.2 Staff numbers

The average weekly number of employees during the year was as follows –

	<u>Number</u>	<u>Number</u>
Office and management	6	6

5.5.3 Remuneration

No employee received remuneration of more than £50,000

5.6 INTEREST RECEIVABLE

	2007	2006
	£	£
Bank interest	<u>4,604</u>	<u>4,619</u>

5.7 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.

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2007 (cont)

5 8 TANGIBLE FIXED ASSETS

	Office Equipment £
Cost –	
At 1 April 2006	25,636
Additions	<u>0</u>
At 31 March 2007	<u>25,636</u>
Depreciation –	
At 1 April 2006	24,967
Charge for the year	<u>669</u>
At 31 March 2007	<u>25,636</u>
Net book value –	
At 31 March 2007	<u>0</u>
At 31 March 2006	<u>669</u>

5 9 DEBTORS – Amounts falling due within one year

	2007 £	2006 £
Debtors	<u>9,577</u>	<u>6,041</u>

5.10 CREDITORS – Amounts falling due within one year

	2007 £	2006 £
Big Lottery Fund – balance of grant	0	44,918
Accrual	<u>4,842</u>	<u>1,862</u>
	<u>4,842</u>	<u>46,780</u>

5.11 STATUS OF PARTNERSHIP

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

Scottish Partnership for Palliative Care

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007 (cont)

5.12 RECONCILIATION OF MOVEMENTS IN FUNDS EMPLOYED

	2007 £	2006 £
Surplus for the year (2006 – Deficit)	2,828	(5,188)
Funds at 1 April 2006	<u>90,333</u>	<u>95,521</u>
Funds at 31 March 2007	<u>93,161</u>	<u>90,333</u>

Scottish Partnership for Palliative Care

6. INCOME AND EXPENDITURE ACCOUNT (UNRESTRICTED FUNDS) FOR THE YEAR ENDED 31 MARCH 2007

31.3.06

£	Income	£	£
	Grants for core administration costs		
80,000	Scottish Executive Health Department		83,000
5,000	Help the Hospices		0
19,200	Macmillan Cancer Support		20,000
18,540	Marie Curie Cancer Care		20,000
62,486	Members' subscriptions		64,538
4,619	Interest on deposit		4,604
10,498	Donations		0
<u>16,650</u>	Annual conference		<u>13,800</u>
<u>216,993</u>			205,942
	Expenditure		
151,880	Salaries, NI and pensions	147,323	
9,500	Rent	9,500	
1,313	Water rates	672	
1,943	Insurance	1,348	
2,917	Light and heat	2,628	
3,731	Maintenance and repairs	6,727	
2,213	Cleaning	2,552	
(785)	Stationery	2,819	
6,109	Printing and publications	4,009	
2,513	Postage	2,426	
1,749	Telephone	1,566	
2,740	Travel and meetings expenses	5,063	
10,534	Annual conference	5,731	
950	Audit fee	995	
18,675	Professional fees	4,776	
3,116	Recruitment	1,862	
0	Training and development	1,639	
0	Office equipment	529	
0	General expenses	280	
<u>3,083</u>	Depreciation of office equipment	<u>669</u>	
<u>222,181</u>			<u>203,114</u>
(5,188)	Surplus for the year		2,828
<u>95,521</u>	Accumulated surplus brought forward		<u>90,333</u>
<u>90,333</u>			<u>93,161</u>