

Edinburgh Carers' Council

Trustees' Annual Report and Accounts

Year ended 31 March 2023

Scottish Charity No. SC028469

Edinburgh Carers' Council

Trustees' Annual Report for the Year Ended 31 March 2023

The Trustees are pleased to present the charity's Report and Accounts for the year ended 31 March 2023..

Trustees

The members of the charity's Management Committee are its Trustees for the purpose of charity law. The Trustees who served during the year and since the year end are listed below:

Fran Kirkwood	Chair Person
David Archibald	Secretary
Brenda Fortune	
Michele Harrison	Resigned March 2023
Jackie Macdonald	Appointed February 2023
Julian Hartley	Appointed November 2022. Treasurer (from January 2023)
Mal Prasad	Appointed March 2023
Marsha Unze	Appointed October 2022 (Resigned February 2023)
Homa Ramini	Appointed August 2023

Principal Address and OSCR Contact Address

14 Links Place, Edinburgh EH6 7EZ

Governing Document

Edinburgh Carers' Council ("the charity") is an unincorporated association governed by its Constitution (Scottish Charity No. SC028469).

From 14 December 2022, the Office of the Scottish Charity Regulator ('OSCR') granted charity status following an application to Edinburgh Carers' Council SCIO, a Scottish Charitable Incorporated Organisation governed by its constitution (Scottish Charity No. SC052190. The transfer of assets and liabilities from the unincorporated charity to the new SCIO will be completed during 2023/24. The Report and Accounts presented for the year ended 31 March 2023 are that of the unincorporated charity, Edinburgh Carers' Council (SC028469).

Appointment of Trustees

New members of the Management Committee are elected by the members of Edinburgh Carers' Council. New Trustees take part in a facilitated induction session to familiarise them with the charity's values, contracts and operational policies, in addition to clarifying their statutory responsibilities as Trustees.

Organisational Structure

The Management Committee serve on a voluntary basis and delegate the day to day running of the charity to the Co-ordinator, Ruth Rooney to 14 February 2023 and interim Chief Executive, Alison May from 1 February 2023, who was employed by Edinburgh based charity, *AdvoCard*, Scottish Charity No, SC023181 to end June 2023. From 1 July 2023 Edinburgh Carers' Council employ all staff directly.

Objectives and Activities

The charitable objectives of the charity are to engage and support the carers of mental health service users by identifying their interests and to promote the rights and interests of mental health carers by raising awareness of their needs.

Memorandum of Agreement

Via a Memorandum of Agreement with AdvoCard, Scottish Charity No. SC023181, Edinburgh Carers Council is part of the Edinburgh Advocacy contract from City of Edinburgh Council which is held by AdvoCard. The Memorandum of Agreement addresses arrangements relating to staffing, liabilities and partnership working. AdvoCard employs the majority of staff of Edinburgh Carers Council and handles payroll processing. This arrangement was in place until 30 June 2023 and ceased when the advocacy contract with the City of Edinburgh came to an end.

Edinburgh Carers' Council

Trustees' Annual Report for the Year Ended 31 March 2023

Achievements and Performance

During the year to 31st March 2023, the charity continued to deliver an independent, individual, collective, and peer advocacy service. It significantly developed peer work and was able to achieve targets in priority areas such as advocacy support at Mental Health Tribunals, Adult Support and Protection conferences, Adults with Incapacity, and also hospital discharge.

Edinburgh Carers Council also played its part in representing unpaid carers in Thrive, the Edinburgh Mental Health Strategy. It worked in partnership with Royal Edinburgh Patients Council and CAPS to establish the Mind Our Rights Education Programme, as part of the Thrive work stream in rights based care. It also represented carers interests in two other Thrive commissioning work streams, A Place to Live and Independent Advocacy Coproduction.

Edinburgh Carers Council bimonthly Carers Forum moved from online to face-to-face meetings and this was a long awaited and welcomed change. The forum brings together carers of people with mental health difficulties, intellectual disabilities, dementia, traumatic brain injury and physical disability. They meet over common issues and influence the improvement of services.

The Transitions Independent Advocacy Service assisted 23 carers in this financial year. The Transitions Advocacy Service, in its twelfth year, proved again to be an important link for carers of people moving between services or returning to Lothian from out of area placements. This included families of young people (including learning disabilities) in education and those transferring from CAHMS to adult mental health services. Carers of young adults in in-patient learning disability wards awaiting discharge were also supported. The effects of lockdown where access to service were limited, waiting lists grew and people experienced long delayed discharges from hospital meant high demand for the Transitions Service.

The City of Edinburgh Council (CEC) made a variation of the Advocacy Contract funding from December 2021. Additional funding was given specifically for carer advocacy and this enabled the charity to recruit 2 new members of staff and increase the hours for some existing staff. This extra resource benefited many carers coming to both the collective and individual services.

The CEC issued a tender for advocacy provision across Edinburgh in the autumn of 2022. This included, for the first time, a separate contract specifically for unpaid carers. The CEC included this provision for unpaid carers on the recommendation of Edinburgh Carers Council during the co-production phase. Responding to the lengthy tender documentation took a lot of time and energy and unfortunately Edinburgh Carers Council were not awarded the contract. The CEC contract will end 30 June 2023. This is a major disappointment for the organisation which is now reviewing how it will regroup, rebuild and grow initially focussing on the transitions, eating disorders and peer advocacy alternative funding streams.

The Trustees held an extraordinary meeting in May 2023 to discuss the future of the organisation with various scenarios discussed. The Trustees agreed that there were gaps in provision of carers advocacy in Edinburgh that the organisation could fill and agreed a fundraising programme to supplement the funds already in place for transitions, eating disorder and peer advocacy. As for many charities in the current climate, it is a challenging funding position for the organisation and the Trustees reviewed the budgets again in September 2023. With a programme of fundraising scheduled for the autumn the Trustees agreed that the organisation is a going concern with material challenge.

Edinburgh Carers' Council

Trustees' Annual Report for the Year Ended 31 March 2023

Achievements and Performance (continued)

The peer services for unpaid carers made significant progress in 2022/23. A second year of funding was awarded through the EVOC for the Scottish Government's Communities and Mental Health and Wellbeing Fund. This was used to further develop the recruitment of volunteers who are all carers and trained in peer support through Health in Mind. The monthly peer group continued to meet at Redhall Walled Garden in Edinburgh and its numbers grew over the year.

Peer support/advocacy for carers of adults with an eating disorder was funded by a Scottish Government grant distributed by NHS Lothian. A new peer worker came into the post in September 2022. Work was quickly undertaken to establish good links with eating disorder charities and clinical staff in NHS Lothian. Two monthly peer groups were quickly established, one community based and one at the Regional Eating Disorders Unit at St John's Hospital. An online peer group is also being trialled. The peer workers at Edinburgh Carers Council are part of the Thrive Carers Network and the Lothian Strategic Group on Eating Disorders. Funding, from the same source, for peer support / advocacy for carers and adult siblings of children and young people with an eating disorder was received during the year. This work will start during 2023/24.

In the spring of 2022, the Trustees tasked a group of staff and one of its members to recommend restructuring of the organisation as a response to increased funding and staffing levels. The posts of chief executive (part time) and manager were created to provide additional resource to provide strategic direction and to supervise and manage the staff team.

The charity moved forward on several governance fronts during the financial year 2022/23. These were

1. A comprehensive review and updating of all the charities policies
2. Establishing employer status and setting up a staff pension scheme
3. In December 2022 the Office of the Scottish Charity Register gave consent to wind up the charity and to convert to a Scottish Charitable Incorporated Organisation (SCIO). This new charity status strengthens the charity's ability to enter in contracts and to employ staff. It also strengthens the degree of protection for Trustees against liabilities.

Edinburgh Carers Council was pleased to welcome three new Trustees including people with financial and HR skills and experience.

It is also grateful to individuals and groups who made donations during the financial year.

Financial Review

Per the *Statement of Receipts and Payments* on page 7, the charity reported Net Income (i.e. a Surplus) for the year of £115,969 (2022: Surplus £56,474) comprising £34,244 and £81,725 in the General Fund (Unrestricted) and Restricted Funds respectively. The sizable Surplus in Restricted Funds was influenced by the charity undertaking two new projects on 1st April 2022, with the charity receiving £142,851 throughout the financial year for five projects now currently running. These are referred to in Note 5.

Reserves Policy

Whilst the charity's main funding is via Restricted Funds, the Trustees' policy is to maintain Unrestricted Funds at a level which equates to approximately six months of **Unrestricted** expenditure and employment liabilities. Per the *Statement of Balances* on page 8, Unrestricted Funds as represented by the General Fund at 31 March 2023 amounted to £45,285 which was acceptable to the Trustees. As indicated in Note 5, unspent Restricted Funds at 31 March 2023 amounted to £153,962.

Edinburgh Carers' Council

Trustees' Annual Report *for the Year Ended 31 March 2023*

Statement of Trustees' Responsibilities

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the charity's financial position and enable them to ensure that the Accounts comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity's Constitution. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Trustees recommend that David Jeffcoat, a Partner in Alexander Sloan, Accountants and Business Advisers, remains in office as Independent Examiner until further notice.

Approved by the Trustees on 30 October 2023 and signed on their behalf by:

Fran Kirkwood

Fran Kirkwood
Trustee/Chairperson

Edinburgh Carers' Council

Independent Examiner's Report to the Trustees of Edinburgh Carers' Council

I report on the Accounts of the charity for the year ended 31 March 2023 which are set out on pages 7 to 9.

Respective Responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the Accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity Trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the Accounts as required under Section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the Accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare Accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

David Jeffcoat

David Jeffcoat

Partner

Alexander Sloan
Accountants and Business Advisers
1 Lochrin Square
92-98 Fountainbridge
Edinburgh
EH3 9QA

1/11/2023

Date:

Edinburgh Carers' Council

Statement of Receipts and Payments for the Year Ended 31 March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Total £	2022 Total £
Receipts					
<i>Voluntary income</i>					
Donations		1,330	-	1,330	3,468
<i>Grant Income:</i>					
NHS Eating Disorder		-	97,946	97,946	-
AdvoCard		78,903	-	78,903	12,830
Edinburgh Voluntary Organisations' Council		-	10,800	10,800	10,860
NHS Lothian		-	34,105	34,105	63,375
Total Receipts		80,233	142,851	223,084	90,533
Payments					
<i>Staff Costs:</i>					
Payment to AdvoCard for salaries		-	45,614	45,614	22,256
Salaries paid by ECC		-	12,061	12,061	-
Travel		112	897	1,009	1,226
Expenses		2,287	-	2,287	498
<i>Premises Costs:</i>					
Insurance		1,337	-	1,337	914
Rent		21,952	-	21,952	-
<i>Running Costs:</i>					
Carers' expenses		10	24	34	98
Catering Costs		76	497	573	-
Computer equipment & web design		7,519	-	7,519	5,811
Room Hire		319	-	319	-
Other		2,021	18	2,039	1,504
Start Up Costs		-	2,015	2,015	-
<i>Governance Costs:</i>					
Independent Examination		1,992	-	1,992	1,752
Legal and Professional		7,968	-	7,968	-
Total Payments		45,988	61,126	107,114	34,059
Net Receipts/(Payments)		34,244	81,725	115,969	56,474
Transfers	5	-	-	-	-
Surplus/(Deficit) for the year		34,244	81,725	115,969	56,474

The Notes on pages 8 and 9 form an integral part of these Accounts

Edinburgh Carers' Council

Statement of Balances as at 31 March 2023

Notes	Unrestricted Funds £	Restricted Funds £	2023 Total £	2022 Total £
Bank and Cash in Hand				
Opening balances	11,041	72,237	83,278	26,804
Surplus/(Deficit) for the year	34,244	81,725	115,969	56,474
Closing Balances	45,285	153,962	199,247	83,278
Assets (Debtors)				
Rent deposit re office premises	3,155	-	3,155	3,155
NHS Transitions Advocacy Service (2021-22 grant)	-	9,500	9,500	4,750
	3,155	9,500	12,655	7,905
Liabilities				
<i>Governance Costs:</i>				
Independent Examiner's Fee	2,092	-	2,092	1,992
	2,092	-	2,092	1,992

Approved by the Trustees on 30 October 2023 and signed on their behalf by:

Fran Kirkwood

Fran Kirkwood
Trustee/Chairperson

Julian Hartley

Julian Hartley
Trustee/Treasurer

The Notes on pages 8 and 9 form an integral part of these Accounts

Edinburgh Carers' Council

Notes to the Accounts for the Year Ended 31 March 2023

1. Basis of Accounting

The Accounts have been prepared on a Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

VAT

The charity is not registered for VAT and, accordingly, expenditure includes VAT where appropriate.

2. Funds

Funds are defined as follows:

The General Fund encompasses all income and expenditure relating to the primary focus activity of the charity, other than those for which funding is restricted.

Restricted Funds are subject to specific conditions by donors as to how they may be used. Further information about Restricted Funds is provided in Note 5.

3. Staffing

As indicated in the section, *Memorandum of Agreement* on page 1, the staff who deliver the charity's services are employed by AdvoCard. During the year ended 31 March 2023, the charity reimbursed AdvoCard the salary costs of 5 employees.

4. Trustees' Remuneration and Reimbursed Expenses

No Trustees nor any persons connected with them received remuneration during the year ended 31 March 2023 (2022: £nil). No expenses were reimbursed to Trustees during the year ended 31 March 2023 (2022 - £nil).

Edinburgh Carers' Council

Notes to the Accounts for the Year Ended 31 March 2023

5. Restricted Funds

	At 01/04/22	Receipts	Payments	Transfers	At 31/03/23
	£	£	£	£	£
NHS Transitions Advocacy Service	11,143	19,420	(26,260)	-	4,303
NHS Pan Lothian	6,539	8,685	(9,345)	-	5,879
NHS Peer Support (1)	9,070	6,000	-	-	15,070
Peer Support (2)	10,860	10,800	(11,170)	-	10,490
NHS Eating Disorder - Adults	34,625	34,625	(14,352)	-	54,898
NHS Eating Disorder - Children and Young People	-	63,321	-	-	63,321
	72,237	142,851	(61,126)	-	153,962

Purposes of Restricted Funds

NHS Transitions Advocacy Service

Represents funding from NHS Lothian to assist the work with carers of people with multiple and complex needs who are in transition between NHS services, some of whom are placed outside the Lothian area.

NHS Pan Lothian

The NHS Pan Lothian grant is made each year as part of the Lothian Joint Mental Health Strategy to promote partnership working for carers across Lothian.

NHS Peer Support (1)

Represents funding from NHS Lothian to facilitate the involvement of carers in the workstreams of the Edinburgh *Thrive* mental health strategy.

Peer Support (2)

Represents funding from the Scottish Government's Communities Mental Health and Wellbeing Fund received via Edinburgh Voluntary Organisations' Council towards the charity's Peer Support service. The work for which the award was given has to be undertaken during the year ending 31 March 2023.

NHS Eating Disorder - Adults

Represents 2 years' funding commencing 1 April 2022 from Scottish Government via NHS Lothian for peer work with carers of adults in Lothian who have an eating disorder.

NHS Eating Disorder - Children and Young People

Represents' funding from Scottish Government via NHS Lothian for advocacy and peer work with carers of children and young people in Lothian who have an eating disorder.