



Involving you to improve
health and social care

BORDERS CARE VOICE
(a Scottish Charitable Incorporated Organisation)

Annual Report and Accounts
For the year ended 31 March 2022

Registered Charity – SC043731

BORDERS CARE VOICE

Annual Report and Accounts For the year ended 31 March 2022

Contents	Page
Charity Information	1
Trustees' Report	2 – 5
Independent Examiner's Report	6
Receipts and Payments Account	7
Statement of Balances	8
Notes to the Accounts	9 – 11

BORDERS CARE VOICE

Charity Information

Charity number

SC043731

Current Trustees

Dr Jane Douglas – Chair (re-appointed 23rd November 2021)
Gordon Forsyth – Vice Chair (re-appointed 23rd November 2021)
Kathryn Peden (re-appointed 23rd November 2021)
Kelly Brown (re-appointed 23rd November 2021)
Corrina Beighton (re-appointed 23rd November 2021)
Marc Bremner (appointed 23rd November 2021)
Sandy Devers (co-opted 1st March 2022)

Other Trustees serving during the year

Martin Green (resigned 23rd November 2021)

Principal office

Triest House
Bridge Street
Galashiels
TD1 1SW

Independent Examiner

Elaine Alsop ACA DChA
EA Independent Ltd
1 Rosebery Place
Dunbar
East Lothian
EH42 1AQ

BORDERS CARE VOICE

Trustees' Report For the year ended 31 March 2022

The trustees present their report and receipts and payments accounts of the charity for the year ended 31 March 2022.

Structure, governance and management

The charity is a Scottish Charitable Incorporated Organisation (SCIO). It is governed by the rules of its constitution.

The management of Borders Care Voice is the responsibility of the Trustees who are elected under the terms of the constitution. New Trustees receive appropriate induction and training and are sought for their skills and representation. Every Trustee stands down at the AGM but can stand again. Immediately after the AGM, at a brief board meeting, the post holders are agreed and act for a year.

Borders Care Voice currently has funding (through Scottish Borders Council and NHS Borders) to fund five posts – a Chief Officer, Depute Chief Officer, Office and Finance Administrator, Development Worker (Mental Health), and a Learning Network Programme Administrator. In 2021-22 we re-deployed one member of staff, previously funded through the 'You See it All' project as a temporary development worker, until December 2021.

Objectives and activities

We work with people and providers to promote equality and change in health and social care. We do this by:

- bringing together people and providers in health and social care to identify common issues and form collective voices and actions
- supporting them to speak with that voice, or representing them where required
- keeping them informed and up to date
- supporting their learning and development through training
- identifying gaps and developing new ideas to address them
- supporting co-production at all stages in the design and delivery of health and social care in the Borders.

BORDERS CARE VOICE

Trustees' Report For the year ended 31 March 2022

Achievements and performance

Last Year's Plans

1. Safely resume face to face working after the COVID-19 pandemic where practical and preferable to do so. Revise working practices to include increased use of remote working and technology to reduce travel and improve flexible working options.
2. Continue to work in partnership for improved co-production with the third sector and people with lived experience across adult health and social care. Increase use of technology, including digital remote support, to individuals to enable their engagement, and learn from the pandemic to widen our geographic reach.
3. Investigate feasibility of an 'audit' of co-production and community engagement standards with the Health and Social Care Partnership.
4. Continue to develop the third sector's relationship and influence as part of the Integrated Joint Board and as members of the Health and Social Care Partnership.
5. Strengthen Borders Care Voice's strategic planning and governance by continuing to recruit to the Board of Trustees in line with skills requirements. In addition, offer Trustee opportunities for young people and those with disabilities.
6. Revise our training programme to a blended model, offering both on and offline sessions, with increased use of technology.
7. Achieve Living Wage Employer Accreditation
8. Achieve Disability Confident accreditation

BORDERS CARE VOICE

Trustees' Report For the year ended 31 March 2022

Achievements against plan

The resurgence of COVID-19 in Autumn/Winter 2021 meant that some of our planned re-mobilisation was delayed. However, we still made the following progress against our plans:

1. Our working groups – the Mental Health & Wellbeing Forum and the Borders Dementia Working Group – returned to physical meetings from January 2021. Most of these meetings were 'blended', allowing members who had to travel or chose not to join in person could still participate using technology. Much of our work to support co-production (for example around SBC's Charging Policy) was carried out using remote technology. Our staff worked on a hybrid basis in 2021/22, allowing increased flexibility as an employer.
2. It was not feasible to carry out an audit of co-production in 2021-22. However, we engaged with the re-design of both NHS Borders and SBC's Public Engagement/Involvement Strategies.
3. We continued to work to improve third sector representation and communication by holding a series of Third Sector Forums for Health in Social Care, in partnership with the Third Sector Interface and with support from The Alliance. These resulted in a summary report and three key actions to the Integration Joint Board to improve third sector visibility and engagement in 2022/23.
4. We recruited two new Trustees and re-appointed 5 existing Trustees in 2021/22. Whilst we didn't recruit any young people, the Board represents a spread of individual and provider members, including people with lived experience.
5. Our training programme gradually increased the in-person offer in 2021/22. From January 2022, our delivery was about 50/50 between in person and remote. We began scoping technology for a blended training room, to be set up in 2022/23.
6. We did not have the capacity to develop Living Wage Accreditation in 2021/22 as it was not identified as priority, given increasing workloads remobilising from the pandemic.
7. We renewed our status as 'Disability Confident – Committed' and redesigned our recruitment & selection procedures to be compliant for full accreditation ahead of the recruitment of our MH Development worker in 2022/23.

BORDERS CARE VOICE

Trustees' Report For the year ended 31 March 2022

Financial Review

We thank our funders Scottish Borders Council and NHS Borders for their continuing support. We also thank other funders in the year – Life Changes Trust for the Dementia Voices project, and Joint Health Improvement Team (SBC/NHS) for the commissioned work we did on mental health improvement & suicide prevention training.

We are very appreciative of the volunteers, including lived experience representatives, who ensure we meet our objectives and whose contribution is not financially reflected in the accounts.

The charity had receipts in the year of £168,935 (2021: £167,334) and payments of £179,840 (2021: £167,799) resulting in net payments of £10,905 (2021: net payments of £465). Total funds under management of the charity as of 31 March 2022 are £111,257, which are represented by cash and bank balances. The unrestricted fund, including general and designated funds, stands at £93,193, while those funds dedicated to specific projects are £18,064.

Reserves

There are two reserves policies; one for the core service represented by the general reserves, and one for the Learning Network represented by its restricted balance.

The Trustees consider that it is prudent for them to aim to cover between three and six months of expenditure for the core service (shown under the unrestricted funds) and on 31st March consider that the balance is at a satisfactory level.

They also consider that the Learning Network should aim to cover three to six months of key funding. They consider the balance on the restricted fund is at a satisfactory level now that the training budget is incorporated within the contract.

Major risks facing the charity

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate them. The principal risk facing the charity is withdrawal of the major funding streams. All reserves are regularly monitored by the Trustees to ensure that sufficient funds are held to cover likely eventualities.

In 2021-2022, our risk monitoring, management and consequent procedures were significantly updated to accommodate the risk from the COVID-19 pandemic. The main mitigation was remote working for our staff team and our members/attendees. As the risk decreases, we will adjust working practices accordingly.

BORDERS CARE VOICE

Trustees' Report For the year ended 31 March 2022

Plans for future periods

The following have been agreed as plans for future action:

1. Continue and extend use of remote technology for a blended approach across all our work, supporting digital access and retaining in-person offers where appropriate and best practice to do so.
2. Continue to work in partnership to improve co-production with people with lived experience across the health and social care partnerships, developing work with people with learning disabilities.
3. Continue to develop the third sector's relationship and influence as part of Integrated Joint Board and as members of the Health and Social Care Partnership.
4. Strengthen Borders Care Voice's strategic planning and governance by continuing to recruit to the Board of Trustees in line with skills requirements.
5. Establish a hybrid learning and meeting space in our premises via new technology, and facilitate hybrid meetings off-premises
6. Achieve Living Wage Employer Accreditation
7. Achieve Disability Confident accreditation.

Approved by the Trustees and signed on their behalf

**Jane Douglas
Chair
19th July 2022**

BORDERS CARE VOICE

Independent Examiner's Report to the Trustees of Borders Care Voice

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 7 and 8 and the related notes on pages 9 to 11.

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 2006 Regulations"). The charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the 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 statement

My examination is carried out in accordance with Regulation 11 of the 2006 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 Regulations
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave 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.

Elaine Alsop ACA DChA
1 Rosebery Place
Dunbar
East Lothian
19th July 2022

BORDERS CARE VOICE

Receipts and Payments Account For the year ended 31 March 2022

	Notes	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Receipts					
Grants	2	104,384	63,889	168,273	166,910
Investment income		52	-	52	52
Other income from charitable activities	3	610	-	610	372
		<u>105,046</u>	<u>63,889</u>	<u>168,935</u>	<u>167,334</u>
Payments					
Staff costs	4	90,509	24,842	115,351	121,700
Repayment of grant	5	-	8,046	8,046	
Other costs	6	28,184	28,259	56,443	46,099
Total payments		<u>118,693</u>	<u>61,147</u>	<u>179,840</u>	<u>167,799</u>
Net (payments)/receipts before transfers		(13,647)	2,742	(10,905)	(465)
Transfers		<u>7,564</u>	<u>(7,564)</u>	<u>-</u>	<u>-</u>
Net (payments)/receipts for the year		<u><u>(6,083)</u></u>	<u><u>(4,822)</u></u>	<u><u>(10,905)</u></u>	<u><u>(465)</u></u>

The notes on pages 9 to 11 form part of these accounts

BORDERS CARE VOICE

Statement of Balances As at 31 March 2022

	Notes	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Opening funds at 1 April		99,276	22,886	122,162	122,627
Net payments for the year		(6,083)	(4,822)	(10,905)	(465)
Closing funds at 31 March	8	<u>93,193</u>	<u>18,064</u>	<u>111,257</u>	<u>122,162</u>
Represented by Cash and bank balances at 31 March		<u>93,193</u>	<u>18,064</u>	<u>111,257</u>	<u>122,162</u>
Fixed assets (for information only)					
		£	£	£	£
Office furniture and equipment (cost)		<u>20,488</u>	<u>710</u>	<u>21,198</u>	<u>19,744</u>
Office furniture and equipment (NBV)		<u>4,893</u>	<u>300</u>	<u>5,193</u>	<u>5,668</u>
Creditors (for information only)					
		£	£	£	£
Pension charge 21/22		2,766		2,766	-
Independent examiners fee		<u>800</u>	<u>-</u>	<u>800</u>	<u>750</u>
		<u>3,566</u>	<u>-</u>	<u>3,566</u>	<u>750</u>

Approved by the Trustees on 19th July 2022 and signed on their behalf by:

Jane Douglas
Chair

The notes on pages 9 to 11 form part of these accounts

BORDERS CARE VOICE

Notes to the Accounts For the year ended 31 March 2022

1. Accounting policies

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.

Resources expended

Expenditure incurred has been classified on a basis appropriate to the charity's circumstances. All expenditure relates to the charitable activities.

Governance costs are included in "Other costs" and are separately identified in the relevant note to the accounts.

2. Grants and donations

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
SBC (Core Services)	59,380	-	59,380	59,090
SBC (BCLN)	-	30,889	30,889	30,889
NHS Borders (Core Services)	33,449	-	33,449	33,449
SBC (BCLN Training)	-	25,500	25,500	13,500
SBC (Mental Health Hours)	11,540	-	11,540	11,314
Life Changes Trust	-	7,500	7,500	7,500
SBC (Mental Health Improvement)	-	-	-	7,340
Foundation Scotland (designated)	-	-	-	3,328
SCVO Cyber Security (designated)	-	-	-	500
Donations	15	-	15	-
	<u>104,384</u>	<u>63,889</u>	<u>168,273</u>	<u>166,910</u>

3. Other income from charitable activities

	£	£	£	£
Training delivery	610	-	610	-
Other charges	-	-	-	372
	<u>610</u>	<u>-</u>	<u>610</u>	<u>372</u>

BORDERS CARE VOICE

Notes to the Accounts For the year ended 31 March 2022

4. Staff costs

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Gross Salaries	83,483	22,549	106,032	109,173
Employers National Insurance	3,056	618	3,674	3,793
Pension	3,970	1,675	5,645	8,734
	<u>90,509</u>	<u>24,842</u>	<u>115,351</u>	<u>121,700</u>

Employers National Insurance is the amount incurred net of the £4,000 employment allowance
The average number of staff per month is 6 (2021: 6)

5. Repayment of grant

	£	£	£	£
Repayment of YSIA grant	-	8,046	8,046	-

The trustees repaid the balance of the You See It All funding as the unspent portion of the funding as the project was could not function due to the COVID-19 pandemic

6. Other costs

	Unrestricted 2022 £	Designated 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Costs of charitable activities					
Purchased training			16,191	16,191	9,000
Premises costs	10,443		2,190	12,633	11,754
Office costs	4,166	4,017	5,859	14,042	15,257
Venue hire & catering	305	394	186	885	110
Staff & volunteer expenses	2,351	66	542	2,959	2,699
Training/supervision of staff	200	1,065	(239)	1,026	878
Publicity, surveys & reports	-	-	-	-	796
Insurance, fees & subs.	1,252	-	-	1,252	1,479
Legal & professional fees	353	-	3,530	3,883	1,200
Equipment purchases	-	2,688	-	2,688	1,955
Bank charges	134	-	-	134	171
	<u>19,204</u>	<u>8,230</u>	<u>28,259</u>	<u>55,693</u>	<u>45,299</u>
Governance costs					
Trustee recruitment					50
Independent examination	750	-	-	750	750
	<u>750</u>	<u>-</u>	<u>-</u>	<u>750</u>	<u>800</u>
Total Costs	<u>19,954</u>	<u>8,230</u>	<u>28,259</u>	<u>56,443</u>	<u>46,099</u>

The fee for the Independent Examination of the 21/22 annual accounts is £800 and is included in the statement of balances.

BORDERS CARE VOICE

Notes to the Accounts For the year ended 31 March 2022

7. Payments to Trustees and Related Parties

No remuneration was paid to trustees during the year (2021: £Nil). No travel expenses were paid to any trustees in the year (2021: £Nil).

There were no related party transactions in the year.

8. Funds

	Balance at 1 April 2021 £	Receipts £	Payments £	Transfers £	Balance at 31 March 2022 £
Unrestricted Funds					
General fund	51,914	105,046	(110,463)	4,930	51,427
<i>Designated fund:</i>					
Development & Research	23,194	-	(5,680)	-	17,514
Training	24,168	-	(2,550)	2,634	24,252
	<u>99,276</u>	<u>105,046</u>	<u>(118,693)</u>	<u>7,564</u>	<u>93,193</u>
Restricted Funds					
Borders Care Learning Network	7,340	56,389	(44,534)	(12,270)	6,925
You See it All	8,046	-	(8,046)	-	-
Life Changes Trust	7,500	7,500	(3,861)	-	11,139
MHI & SP			(4,706)	4,706	-
	<u>22,886</u>	<u>63,889</u>	<u>(61,147)</u>	<u>7,564</u>	<u>18,064</u>
Total Funds	<u>122,162</u>	<u>168,935</u>	<u>(179,840)</u>	<u>-</u>	<u>1,257</u>

Designated funds:

Development & Research represents funds designated for the purposes of funding new or existing projects as need arises as well as IT costs for the charity.

Training represents funds designated for the purposes of training required going forward. A transfer was made into the fund as part of the MHI & SP project.

Restricted funds:

Borders Care Learning Network (BCLN) funds a specific project to identify and provide training to those working and volunteering in health and social care. The transfer represents costs charged to the project from BCV and transfer of funds to the separate MHI & SP project.

You See It All – Collective Advocacy Project – a two-year project started April 2019 funded by People's Health Trust and Robertson Trust. Project aimed at giving a voice to the most marginalised and socially isolated in the Scottish Borders. The balance of funding was repaid to the funder on completion of the project.

Life Changes Trust – funding received for a project commencing in 2021/22 for Dementia Voices work.

MHI & SP – (Mental Health Improvement & Suicide Prevention) delivery of online training designed by Joint Health Improvement Team (JHIT) and research with suicide prevention training attendees.