



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 2024

Registered Charity – SC043731

BORDERS CARE VOICE

Annual Report and Accounts For the year ended 31 March 2024

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BORDERS CARE VOICE

Charity Information

Charity number

SC043731

Current Trustees

The following Trustees served for the full year

Dr Jane Douglas – Chair

Kelly Brown

Marc Bremner – Vice Chair

Sandy Devers

Other Trustees serving during the year

Kathryn Peden – (resigned July 2023)

Principal office

Triest House

Bridge Street

Galashiels

TD1 1SW

Independent Examiner

Elaine Alsop ACA DChA FCIE

EA Independent Ltd

5 South Charlotte Street

Edinburgh

EH2 4AN

BORDERS CARE VOICE

Trustees' Report For the year ended 31 March 2024

The trustees present their report and receipts and payments accounts of the charity for the year ended 31 March 2024.

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), Local Citizens Panel Development Worker and a Learning Network Programme Administrator.

Objectives and activities

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

- bringing people and providers in health and social care together 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
- by supporting co-production at all stages in the design and delivery of health and social care in the Borders.

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Trustees' Report For the year ended 31 March 2024

Achievements and performance

Plans for 2023/24

1. Continue to work in partnership to improve co-production with people with lived experience across the Health and Social Care partnership, developing work with people with learning disabilities.
2. Review Borders Care Voice's objectives, outcomes and branding (including organisational name) to ensure it is fit for purpose.
3. Continue to develop the third sector's relationship and influence both as part of Integrated Joint Board and as members of the Health and Social Care Partnership, forming active partnerships with the newly reformed Third Sector Interface (TSI).
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. Begin a review of our aims and objectives, along with our branding – aiming to complete both processes by 2024/25.
6. Improve use of hybrid learning and meetings for our activities wherever feasible.
7. Achieve Living Wage Employer accreditation.
8. Begin 'Disability Confident Leader' accreditation for completion within 2 years.

Achievements against plans:

1. We worked in partnership to co-produce services as part of the Health and Social Care Partnership. We began facilitating Local Citizen's Panels across the 5 localities for people with a Learning Disability from October 2023.
2. We began work with our Board, Staff and members to get their views on the organisation, and began reviewing our aims, outcomes, business and delivery plans accordingly, which will guide our rebrand process in 2025.
3. We were active partners within the HSCP (Health and Social Care Partnership), supporting several initiatives including the redesign of Equalities & Human Rights monitoring, assessment and social prescribing. We built closer working relationships with our colleagues in the TSI, delivering a H&SC themed third sector Forum with their support.

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Trustees' Report

For the year ended 31 March 2024

4. Our trustee numbers remained the same as previous year – but we were unable to recruit any new trustees, despite a significant recruitment campaign for a Treasurer.
5. See above at 2)
6. New equipment to enable smoother hybrid meetings has been successful. Creating a 'smart' training room remains in our delivery plan but requires sufficient funding being secured. Our BCLN Training programme remains a mixture of on and offline training and we adapted training between these formats as the needs of providers and workforce required.
7. Due to current level of contracted funding, we are now not eligible for Living Wage accreditation. We will continue to negotiate on our contract and adjust our lower end pay scales upwards if sufficient sustained funding is secured. It will remain in our business plan for 2024 and beyond.
8. We began Disability Confident 'Leader' accreditation, working towards completion in 2025.

Financial Review

We thank our funders Scottish Borders Council and NHS Borders for their continuing support. We also thank other funders in the year.

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 £192,575 (2023: £187,063) and payments of £202,526 (2023: £185,112) resulting in net payments of £9,951 (2023: net receipts of £1,951). Total funds under management of the charity at 31 March 2024 are £103,189 which are represented by cash and bank balances. The unrestricted fund, including general and designated funds stands at £63,461, while those funds dedicated to specific projects are £39,728.

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). At the end of March 2024, the unrestricted reserves represent slightly under six months' expenditure. However, the trustees consider this is sufficient and they will continue to monitor the reserves in light of rising costs.

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Trustees' Report For the year ended 31 March 2024

They also consider that the Learning Network should aim to cover three to six months' worth 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 exposure to the major risks. 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.

Plans for future periods

The following have been agreed as plans for future action:

1. 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.
2. Complete the review of Borders Care Voice's Objectives, Outcomes and Branding (including organisational name) to ensure it is fit for purpose.
3. Continue to develop the third sector's relationship and influence both as part of Integrated Joint Board and as members of the Health and Social Care Partnership, forming active partnerships with the newly reformed Third Sector Interface (TSI).
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. Achieve Living Wage Employer accreditation.
6. Progress 'Disability Confident Leader' accreditation for completion by the end of 2025.

Approved by the Trustees and signed on their behalf



**Jane Douglas
Chair
28th August 2024**

BORDERS CARE VOICE

Independent Examiner's report For the year ended 31 March 2024

I report on the accounts of the charity for the year ended 31 March 2024, 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.

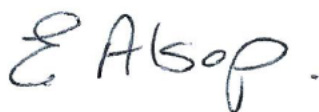
Basis of independent examiner's statement

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 FCIE
EA independent Ltd
5 South Charlotte Street
Edinburgh, EH2 4AN
11th September 2024

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Receipts and Payments Account For the year ended 31 March 2024

	Notes	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Receipts					
Grants and donations	2	110,318	75,771	186,089	181,384
Investment income		565	-	565	123
Other income from charitable activities	3	5,421	500	5,921	5,556
		<u>116,304</u>	<u>76,271</u>	<u>192,575</u>	<u>187,063</u>
Payments					
Staff costs	4	103,823	29,190	133,013	119,423
Other costs	5	37,321	32,192	69,513	65,689
Total payments		<u>141,144</u>	<u>61,382</u>	<u>202,526</u>	<u>185,112</u>
Net receipts/(payments) before transfers		(24,840)	14,889	(9,951)	1,951
Transfers		<u>4,930</u>	<u>(4,930)</u>	<u>-</u>	<u>-</u>
Net receipts/(payments) for the year		(19,910)	9,959	(9,951)	1,951
Opening funds at 1 April		<u>83,371</u>	<u>29,769</u>	<u>113,140</u>	<u>111,189</u>
Closing funds at 31 March		<u><u>63,461</u></u>	<u><u>39,728</u></u>	<u><u>103,189</u></u>	<u><u>113,140</u></u>

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

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Statement of Balances As at 31 March 2024

	Notes	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Cash and bank balances					
Opening balance at 1 April		83,371	29,769	113,140	111,189
Net receipts/(payments) for the year		(19,910)	9,959	(9,951)	1,951
Closing balance at 31 March		<u>63,461</u>	<u>39,728</u>	<u>103,189</u>	<u>113,140</u>
Represented by charity funds	8	<u>63,461</u>	<u>39,728</u>	<u>103,189</u>	<u>113,140</u>
Fixed assets					
		£	£	£	£
Office furniture and equipment (cost)		<u>21,470</u>	<u>710</u>	<u>22,180</u>	<u>21,198</u>
Office furniture and equipment (NBV)		<u>3,489</u>	<u>169</u>	<u>3,658</u>	<u>3,895</u>
Creditors					
		£	£	£	£
Independent examiners fee		<u>800</u>	<u>-</u>	<u>800</u>	<u>800</u>
		<u>800</u>	<u>-</u>	<u>800</u>	<u>3,566</u>

Approved by the Trustees on 28th August 2024 and signed on their behalf by:



Jane Douglas
Chair

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

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Notes to the Accounts For the year ended 31 March 2024

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 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
SBC (Scottish Borders Council) (Core Services)	64,328	-	64,328	54,432
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	25,500
SBC (Mental Health Hours)	11,541	-	11,541	11,540
SBC Learning Disability Local Citizens Panel	-	19,382	19,382	19,382
Greenspace Scotland	-	-	-	3,000
SBC (Mental Health Improvement)	-	-	-	3,000
Donations	1,000	-	1,000	192
	<u>110,318</u>	<u>75,771</u>	<u>186,089</u>	<u>181,384</u>

3. Other income from charitable activities

	£	£	£	£
Training delivery	<u>5,421</u>	<u>500</u>	<u>5,921</u>	<u>5,556</u>

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Notes to the Accounts For the year ended 31 March 2024

4. Staff costs

	Unrestricted 2024 £	Designated 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Gross Salaries	80,674	8,237	26,166	115,077	104,801
Employers National Insurance	7,668	-	1,185	8,853	3,622
Pension	7,244	-	1,839	9,083	11,000
	<u>95,586</u>	<u>8,237</u>	<u>29,190</u>	<u>133,013</u>	<u>119,423</u>

In 2023, Employers National Insurance is the amount incurred net of the £5,000 employment allowance. A claim is pending for 2024.

The average number of staff per month is 6 (2023: 6)

5. Other costs

	£	£	£	£	£
Costs of charitable activities					
Purchased training	-	6,492	21,958	28,450	19,435
Premises costs	9,066	-	2,343	11,409	12,134
Office costs	6,901	1,196	5,662	13,759	11,411
Venue hire & catering	1,311	2,244	989	4,544	2,810
Staff & volunteer expenses	967	552	1,240	2,759	4,432
Training/supervision of staff	-	600	-	600	-
Publicity, surveys & reports	-	146	-	146	164
Insurance, fees & subs.	1,433	734	-	2,167	1,469
Legal & professional fees	3,470	1,279	-	4,749	12,607
Equipment purchases	-	-	-	-	300
Bank charges	130	-	-	130	127
	<u>23,278</u>	<u>13,243</u>	<u>32,192</u>	<u>68,713</u>	<u>64,889</u>
Governance costs					
Independent examination	800	-	-	800	800
	<u>800</u>	<u>-</u>	<u>-</u>	<u>800</u>	<u>800</u>
Total Costs	<u>24,078</u>	<u>13,243</u>	<u>32,192</u>	<u>69,513</u>	<u>65,689</u>

The fee for the Independent Examination of the 23/24 annual accounts is £800 and is included in the statement of balances.

6. Payments to Trustees and Related Parties

No remuneration was paid to trustees during the year (2023: £Nil). No travel expenses were paid to any trustees in the year (2023: £Nil).

There were no related party transactions in the year.

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Notes to the Accounts For the year ended 31 March 2024

7. Funds

	Balance at 1 April 2023 £	Receipts £	Payments £	Transfers £	Balance at 31 March 2024 £
Unrestricted Funds					
General fund	45,440	109,883	(119,664)	4,930	40,589
<i>Designated fund:</i>					
Development & Research	15,053	1,623	(9,649)	-	7,027
Training	22,878	4,798	(11,831)	-	15,845
	<u>83,371</u>	<u>116,304</u>	<u>(141,144)</u>	<u>4,930</u>	<u>63,461</u>
Restricted Funds					
Borders Care Learning Network	11,880	56,889	(45,886)	(4,930)	17,953
Local Citizens Panels	17,889	19,382	(15,496)	-	21,775
	<u>29,769</u>	<u>76,271</u>	<u>(61,382)</u>	<u>(4,930)</u>	<u>39,728</u>
Total Funds	<u>113,140</u>	<u>192,575</u>	<u>202,526</u>	<u>-</u>	<u>103,189</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.

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.

Local Citizens Panels – funding representing a new 3-year commission from the Learning Disability Service via the Health and Social Care Partnership, to empower the voice of people with a learning disability and unpaid carers.