



Scottish Older People's Assembly
(a Scottish Charitable Incorporated Organisation)

Annual Report and Accounts
For the year ended 30 June 2021

Registered Charity – SC046520

Scottish Older People's Assembly

Annual Report and Accounts For the year ended 30 June 2021

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Scottish Older People's Assembly

Charity Information

Charity number

SC046520

Trustees

The following trustees served during the year, representing the groups and bodies noted:

Diana Findlay	Chair	Borders Older People's Forum, Regional Ambassador for Age Scotland
Eileen Wallace	Vice Chair	Public Partnership Stirling Forum
Alan Sidaway	Vice Chair	Unite Retired Members Association Dumfries
Samuel Gibson		Unite Retired Members Association Lanarkshire
John White		Dumfries & Galloway over 50's Group and Public Partnership Forum
Christine Wilson		Human Development Scotland
Elaine Thornton-Nicol		Older People's Champion
David Paterson		Falkirk Older People's Network
Catriona Mason		Seniors Together, South Lanarkshire

The following trustees resigned since 1 July 2020 to date of these accounts:

Betty Milton	A City for all Ages Advisory Group (Oct 2020)
Alan Spinks	National Federation of Occupational Pensioners (Oct 2020)
Chris Grant	Ability Net (July 2021)

Principal office

Eric Liddell Centre
15 Morningside Road
Edinburgh
EH10 4DP

Independent Examiner

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

Scottish Older People's Assembly

Trustees' Report For the year ended 30 June 2021

The trustees present their report and receipts and payments accounts of the charity for the year ended 30 June 2021.

Structure, governance and management

Constitution

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 29 April 2016. The Scottish Older People's Assembly was delivered by the City of Edinburgh Council from 2011 until March 31, 2016 and changed its form to become a SCIO on 29 April 2016.

Appointment of trustees

The Constitution states that the Full Members of SOPA may elect any Full Member (unless he/she is debarred from appointment to the Board of Trustees) to serve as a charity trustee with effect from each Annual General Meeting (AGM). There must be a minimum of eight and a maximum of 18 trustees.

In line with section 87.2 of the Constitution one third of all Trustees (those who have been in position the longest) are asked to stand down at each AGM for re-election if they wish.

All full members are asked to vote on the election and re-election of Trustees. Those who will not be in attendance at the AGM can submit their vote by mail, email or telephone call to the charity co-ordinator.

Membership applications

There are two categories of membership:

- Full membership – open to organisations involved in any aspect of promoting the voice and experience of older people
- Associate membership – open to other bodies (whether public sector or private sector) and to individuals

Management

The charity currently receives funding which enables a Co-ordinator to be appointed to assist with the general running of the charity on behalf of the trustees. Successful funding applications made in 2021 mean that SOPA will be looking to recruit two further part-time workers for 2022.

Objectives and activities

Charitable purpose and principal activities

The Scottish Older People's Assembly exists to give a strong voice to older people about their experience of life in Scotland, their challenges and concerns, and to celebrate the positive contribution that older people make to society.

SOPA has over 60 membership organisations including community groups, national campaigns and organisations, equality and minority groups and lifelong learning associations along with individual members.

SOPA aims to enable and empower members to use their experience and skills to influence policy decisions that affect later life. Members are encouraged to feedback from national groups and forums to their wider networks of older people, creating a powerful network of engagement.

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Trustees' Report For the year ended 30 June 2021

Achievements and review of the year

The 2020/21 year was challenging for SOPA, as it was for many organisations and individuals. Our activities were shaped by lockdown and the COVID crisis. However, since our last AGM in October 2020, we have managed to accomplish a lot.

Despite our inability to gather in person, the efforts and resilience of our members, Trustees, staff and wider networks has been striking. We also had a change in personnel as Caroline returned from maternity leave in February 2021 and Theresa stepped down from the Coordinator role.

Some of the key highlights from the year are described below:

Older People's Champion Campaign

Our partnership with Age Scotland has been a successful one, in launching and developing a campaign to encourage all 32 councils in Scotland to appoint an Older People's Champion. As of September 2021, we now have 18 councils on board. We have jointly chaired two Gatherings for the champions to come together to share ideas and experiences, held in June and September. It was great to get this group of enthusiastic leaders together, some have been in the role for a number of years, others are new to the role, but all shared a commitment to listening to older people's concerns and acting to address their issues. We look forward to continuing to work with the champions to raising the voice of older people from a local to a national level.

Lockdown film projects

With thanks to Theresa Casey, our Trustees and members, SOPA embarked on some exciting and innovative projects to ensure that despite the restrictions, the voices of older people continued to be heard. 'Older people - a bonus not a burden' showcases the views of Older People in 'doorstep interviews' filmed during 'lockdown', in the summer of 2020. SOPA also partnered with the University of Strathclyde's School of Psychological Sciences & Health on research into people's experience of change during national lockdown. A series of Top Tip films share insights into how people cope and maintain their wellbeing during lockdown.

Your Issue, Your Voice

Your Issue, Your Voice is a series of information sheets which aims to support older people to have their say, with information on where and how to raise issues, along with tips from our members. We are planning to build on Your Issue, Your Voice by hosting an online session later in October to provide SOPA members and anyone else interested in how to influence decision making at the UK Parliament.

Access to Primary Care survey

The impact of the Covid-19 pandemic on the health and wellbeing of older people was identified as a concern by SOPA. Access to primary care services was a problem for many older people as restrictions were put in place which stopped most face-to-face contact. SOPA's Health and Wellbeing Group set up a survey to find out more about people's experiences.

Over 800 responses were received from people across 14 health board areas. 84% of respondents were aged over 60. The concerns raised by the respondents were significant, a report was compiled and shared throughout SOPA's networks, including to many MSPs, including ministers with a responsibility for health and older people. The matter will also form the focus of an online event SOPA is hosting with u3a in October.

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Trustees' Report For the year ended 30 June 2021

Achievements and review of the year continued

Outreach events

Our plans for outreach events were curtailed during the pandemic, but with many older people embracing technology as a way to continue to meet, engage and learn, we held our first online outreach session in May 2021. "Reconnecting Our Communities" was an East Lothian focussed event which considered the challenges and solutions for supporting older people to reconnect as COVID restrictions eased. The event featured local services, but participants came from across the country, resulting in an informative and thought provoking session. Following the success of the event, we went on to plan a number of online outreach sessions towards the end of 2021 with partner organisations.

SOPA's three-year plan

SOPA published its three-year plan in January 2021. It is based on the priorities, discussion and activities that have been identified over the last year and translates those into a clear objectives and actions.

External meetings

We have continued to take part in meetings of the Older Peoples Strategic Action Forum (OPSAF) and other meetings, workshops and consultations led by government officers on topics such as Housings for Older People, Transport and Social Security, which are of importance to Older People. We look forward to the re-establishment of other forums such as the Cross Party on Older People, Age and Ageing.

Financial Review

We thank our funders for their continuing support.

The charity had receipts in the year of £24,050 (2020: £28,513) and payments of £22,643 (2020: £21,984) resulting in net receipts of £1,407 (2020: £6,529). Total funds under management of the charity at 30 June 2021 are £13,701, which are represented by cash and bank balances. The unrestricted fund stands at £6,269, while those funds dedicated to specific projects are £7,432.

Reserves

The trustees are mindful to retain appropriate reserves to cover three months' worth of normal running costs to meet commitments and to cover any unexpected expenditure in the event of a sudden loss of funding. Based on these accounts, three months' expenditure is approximately £5,300, which would cover costs for the co-ordinator, administrative assistant, rent, office and travel costs. As at 30 June 2021, unrestricted reserves of £6,269 is sufficient to meet these costs, in particular with other restricted funding in place for 21/22. The trustees will continue to review the reserves position in light of the risks facing the charity.

Major risks facing the charity

The Trustees manage a Risk Register which sets out the most significant risks to the organisation. Action taken to mitigate financial risks and the inability to deliver our objectives due to a lack of capacity, by attracting additional funding, has been successful, meaning SOPA has a more secure future for the next three years. Trustees have recently reviewed SOPA's key policies and are taking positive action to ensure that SOPA's governance arrangements are robust to support the delivery of SOPA's three-year plan.

Scottish Older People's Assembly

Trustees' Report For the year ended 30 June 2021

Plans for future periods

SOPA looks forward to enhancing our capacity and bringing in new ideas and enthusiasm with the recruitment of two new workers in 2022. We also hope resume activities such as the Assembly and face-to-face outreach. Online engagement has brought some benefits in allowing participation by many remote older people and partners, so we also have plans to continue with some online activities.

Approved by the Trustees and signed on their behalf

A handwritten signature in cursive script, appearing to read 'D Findley', written in black ink.

**Diana Findley
Chair**

5 October 2021

Independent Examiner's Report to the Trustees of Scottish Older People's Assembly

I report on the accounts of the charity for the year ended 30 June 2021, which are set out on pages 7 and 8 and the related notes on page 9 and 10.

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
5 October 2021

Scottish Older People's Assembly

Receipts and Payments Account For the year ended 30 June 2021

	Notes	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Receipts					
Grants and donations	2	1,050	23,000	24,050	27,983
Other income from charitable activities		-	-	-	530
		<u>1,050</u>	<u>23,000</u>	<u>24,050</u>	<u>28,513</u>
Payments					
Charitable activities	3	-	21,751	21,751	21,270
Governance costs	4	-	892	892	714
		<u>-</u>	<u>22,643</u>	<u>22,643</u>	<u>21,984</u>
Net receipts/(payments) before transfers		1,050	357	1,407	6,529
Transfers		98	(98)	-	-
Net receipts for the year		<u>1,148</u>	<u>259</u>	<u>1,407</u>	<u>6,529</u>

The notes on pages 9 and 10 form part of these accounts

Scottish Older People's Assembly

Statement of Balances As at 30 June 2021

	Notes	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Bank balances at 1 July		5,121	7,173	12,294	5,765
Net receipts for the year		1,148	259	1,407	6,529
Bank balances at 30 June	6	<u>6,269</u>	<u>7,432</u>	<u>13,701</u>	<u>12,294</u>

Creditors (for information only)

	£	£
Project & freelance staff costs	2,190	935
Rent	150	-
Insurance	-	89
Trustee travel	58	-
Independent examiners fee	400	400
	<u>2,798</u>	<u>1,424</u>

Approved by the Trustees on 5 October 2021 and signed on their behalf by:



Diana Findley
Chair

The notes on pages 9 and 10 form part of these accounts

Scottish Older People's Assembly

Notes to the Accounts For the year ended 30 June 2021

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 separately identified.

2. Grants and donations

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Grants				
PECF Funding	-	20,000	20,000	18,633
Strathclyde University	-	3,000	3,000	-
Awards for All	-	-	-	8,350
Donations				
NFOP – Outreach Work	1,000	-	1,000	-
Independent Age	-	-	-	1,000
Other donations	50	-	50	-
	<u>1,050</u>	<u>23,000</u>	<u>24,050</u>	<u>27,983</u>

3. Charitable activities

	Unrestricted 2021 £	PECF 2021 £	Other 2021 £	Total 2021 £	Total 2020 £
Freelance staff costs	-	13,189	2,985	16,174	14,800
Professional fees	-	-	200	200	-
Rent	-	675	-	675	675
Meeting and travel costs	-	7	-	7	332
Office costs	-	331	-	331	286
Insurance	-	185	-	185	-
Recruitment	-	-	-	-	230
Project & event costs	-	270	3,909	4,179	4,947
	<u>-</u>	<u>14,657</u>	<u>7,094</u>	<u>21,751</u>	<u>21,270</u>

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Notes to the Accounts For the year ended 30 June 2021

4. Governance costs

	Total 2021 £	Total 2020 £
Trustee & meeting expenses	492	714
Independent examination fee	400	-
	892	714

All Governance costs are chargeable to the PECF restricted funding.

The fee for the independent examination of the 2021 accounts is £400 (2020: £400) and is included in the creditors as shown in the Statement of Balances

5. Trustees and Related Parties

No remuneration was paid to trustees during the year (2020: £Nil).

Travel expenses and reimbursement of expenses such as printing and refreshment costs are paid to trustees for attending meetings and events on behalf of the charity. A total of £449 was paid to one trustee in the year (2020: £714, 5)

6. Funds

	Balance at 1 July 2020 £	Receipts £	Payments £	Transfers £	Balance at 30 June 2021 £
Unrestricted Funds					
General fund	5,121	1,050	-	98	6,269
Restricted Funds					
PECF	935	20,000	(15,549)	-	5,386
Awards for All	6,238	-	(4,192)	-	2,046
Strathclyde University	-	3,000	(2,902)	(98)	-
	7,273	23,000	(22,643)	(98)	7,432
Total Funds	12,294	24,050	(22,643)	-	13,701

Restricted funds:

PECF fund represents funding awarded to cover the costs of the co-ordinator and administrator, together with volunteer expenses and a contribution towards rent and office costs. The balance of the funding is to cover the costs included in the Statement of Balances and expenditure to 30 September 2021.

Awards for All funding has been received to support remote participation and the filming project.

Strathclyde University funding was for the Catalyst Top Tips project and was fully spent in the year.

Transfers between funds:

A transfer was made from the Strathclyde University funding to general funds as a contribution towards overheads.