



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

Annual Report and Accounts
For the year ended 30 June 2023

Registered Charity – SC046520

Scottish Older People's Assembly

Annual Report and Accounts For the year ended 30 June 2023

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Scottish Older People's Assembly

Charity Information

Charity number

SC046520

Trustees

Current Trustees of the charity, representing the groups and bodies noted are:

David Paterson (Chair)	Falkirk Older People's Network. Appointed Chair 6 th Dec 2022
Teresa Lavery (Vice Chair)	Appointed Vice Chair 6 th Dec 2022
Harriette Campbell (Vice Chair)	African Caribbean Elders Scotland. Appointed Vice Chair 6 th Dec 2022
Robin Woodburn (Treasurer)	Appointed 6 th Dec 2022. Appointed Treasurer 28 th Feb 2023
Elaine Thornton-Nicol	Older People's Champion
Catriona Mason	Seniors Together, South Lanarkshire
Margaret Fisher	
Francis Coleman	Appointed 6 th Dec 2022
Mary Osei-Oppong	Appointed 6 th Dec 2022
Marie Oliver	Appointed 6 th Dec 2022

The following Trustees also served during the year:

Alan Sidaway (Vice Chair)	Unite Retired Members Association Dumfries – resigned 22 nd Jul 2022
Brodie Shepherd	Resigned 24 th Aug 2022
David Cullum	Resigned 24 th Aug 2022
Diana Findlay (Chair)	Borders Older People's Forum, Regional Ambassador for Age Scotland – resigned 25 th Sep 2022
Eileen Wallace	Public Partnership Panel Forth Valley. Resigned 6 th Dec 2022
John White	Dumfries & Galloway over 50's Group and Public Partnership Forum. Resigned 6 th Dec 2022

Registered office

Eric Liddell Centre
15 Morningside Road
Edinburgh
EH10 4DP

Independent Examiner

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

Scottish Older People's Assembly

Trustees' Report For the year ended 30 June 2023

The Trustees present their Report and Receipts and Payments Account of the charity for the year ended 30th June, 2023

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 31 March 2016 and changed its form to become a SCIO on 29 April 2016.

Appointment of the 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). Trustees may also be co-opted of whom there should be no more than 4 - clause 76.2 of the Constitution There must be a minimum of eight and a maximum of 18 trustees.

The Constitution provides for the mandatory retirement of one third of the elected trustees at each AGM. A trustee who is retired under this provision may be eligible to be re-elected.

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 Lead Officer. The result of the election is announced at the AGM.

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 receives funding which enables a Lead Officer 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 has now a staff team of two. A Lead Officer (4 days per week) and an Age-friendly Communities Project Co-ordinator (3 days per week).

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.

Scottish Older People's Assembly

Trustees' Report

For the year ended 30 June 2023

Objectives and activities continued

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.

Achievements and review of the year

The 2022/23 year presented some challenges which the trustees were successful in overcoming. Challenges included changes at board level and in staffing.

Our former Chair, Diana Findlay had reached the end of her period of office during this year, along with some trustees who resigned citing various reasons. To ensure continuity of experience, Teresa Lavery took over as Vice Chair until the AGM in December 2022 when David Paterson stepped up as the new Chair. The board then immediately co-opted new trustees, providing a range of relevant experience, to replace those retiring (see trustee list at page 1 of this Report).

The board then dealt with changes in staffing by quickly appointing Karen Moore as an interim appointment through an executive agency, to lead on the staffing side. This followed our long serving Co-ordinator Caroline Clark, who moved to a new post in the third sector, as reported in last year's Report. Since SOPA's work had grown and developed beyond Caroline's 2.5 day a week role, one of Karen's first tasks was to recruit a new Lead Officer to work four days a week. This resulted in Hetty Malcolm-Smith being appointed as SOPA's new Lead Officer in September, 2022.

When our Age Friendly Communities Project Development Worker, Sheena Fontana resigned in early January, 2023, the board reassessed SOPA's Age-friendly Communities work. With agreement from our funder, the Tudor Trust, the role was changed to Age Friendly Communities Project Co-ordinator. Following a recruitment process, the board appointed Tony Donohoe to this post in June 2023.

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

Older People's Champion (OPC) 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 June 2023, we now have 22 Councils on board. We have jointly chaired 3 Gatherings for the champions to come together in the 22/23 year to share ideas and experiences, held in September, November and March. 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 in raising the voice of older people from a local to a national level.

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Trustees' Report

For the year ended 30 June 2023

Achievements and review of the year continued

Age-friendly Communities

SOPA's Age-friendly Communities work began in February 2022. SOPA initially secured funding for one year (February 2022 – February 2023) from the Tudor Trust to develop Age-friendly Communities across Scotland and received continuation funding in March 2023 to carry on this work. On 5th June 2023 Tony Donohoe was appointed the Age-friendly Communities Development Co-ordinator on 5th June 2023 and is leading on this work to stimulate local and national action to achieve better outcomes for people in and approaching later life, using the World Health Organisation (WHO) Age-friendly Communities Framework.

Age-friendly Programme Delivery

Age-friendly Communities (AfC) work is new to SOPA and to Scotland but is established in other parts of the UK. SOPA is an affiliate of the UK network of Age-friendly Communities. The AfC Steering Group chaired by a SOPA Trustee and chair of Seniors Together has been established to guide and champion AfC delivery in Scotland. Membership includes national third sector organisations working with older people, academic partners and public sector bodies. The group has met twice during the reporting period and learning has been shared across the WHO framework, the Scottish Policy agenda and input from national exemplar AfCs such as Age-friendly Wales.

Scotland's First Age-friendly Communities and Identifying and Supporting Local Areas on their AfC Journey

Two areas, South Lanarkshire and South Ayrshire are now Age-friendly Communities. A further ten areas in Scotland have now expressed interest in becoming an Age-friendly Community. The AfC lead has met and supported each of these areas as they work towards accreditation to join the Network and demonstrate a political commitment to working with older people and supporting developments to enable older people to have active and healthier later lives in their communities.

Age-friendly Activities

Presentations and workshops

- A parliamentary reception was held in March 2023. Speeches were given by Christine Grahame MSP, Christina McKelvie MSP, Minister for Equalities and Older People and Catriona Mason, Chair of the AfC Scotland Advisory Group. The event was attended by over 40 people including MSPs.
- Attendance at the Cross-party Group on Age and Ageing with 20 individuals representing organisations.
- Establishment of a Scottish National Network with over 10 members / local authorities with an interest in becoming an AfC.
- Presentation to SOPA members' meeting with over 20 attending.
- Wider networks and relationship building include academic partners Heriot Watt, Dundee and Stirling Universities; national third sector organisations including Independent Age, Age Scotland and the Alliance.

Scottish Older People's Assembly

Trustees' Report

For the year ended 30 June 2023

Achievements and review of the year continued

Key Achievements

- South Lanarkshire and South Ayrshire becoming the first two Age-friendly Communities in Scotland.
- Establishment of a Scottish AfC Network Group with 10 members.
- AfC Parliamentary Reception
- Continuation funding from Tudor Trust for this work till September 2023

Future Plans

- To continue to grow the interest in AfC and develop the National Network so that at least one other area in Scotland becomes an AfC by the end of September 2023.
- Present at SOPA's National Assembly

Scottish Older People's Assembly, 5th October 2022

On the 5th of October SOPA held an Assembly in Perth. Over 60 people attended the event. Our speakers this year included Christina McKelvie, Minister for Equalities and Older People, who kindly recorded a message for the Assembly, Professor Russel Griggs OBE, Chair of South of Scotland Enterprise, Frank Gribben, Co-ordinator for the Unforgotten Forces, David Paterson, Trustee of SOPA and Councillor Elaine Thornton-Nicol, Older People's Champion, Scottish Borders and Catriona Melville, Policy Engagement & Campaigns Officer, Age Scotland and Sheena Fortana, SOPA, Age-friendly Communities Development Worker. The Assembly gave us very useful insights into Age-friendly Communities, the impact of loneliness and isolation on older Veterans, how we can grow our network of Older People's Champions in Scotland and helped to influence SOPA's future Strategic Direction 23-26.

Planning is now underway for our next Assembly in Glasgow on 9th October 2023.

SOPA Development Day

SOPA recruited three new Trustees and appointed two staff in the financial year which required a significant amount of planning and managing change. A Development Day was held in February 2023. This was an important piece of work to bring together the views of Trustees and staff in strategic planning. In September 2022 a restructure took place and a new Lead Officer post has been developed, 4 days a week. Hetty Malcolm-Smith has now joined SOPA as the new permanent Lead Officer. In June 2023 Tony Donohoe joined SOPA (3 days a week) as the Age-friendly Communities Project Coordinator.

Information Sharing by SOPA

SOPA produced an August 2022, October 2022, March 2023 and May 2023 Newsletter and circulated it to 722 contacts. The newsletters contained updates on SOPA's key achievements and news from our partner organisations.

Examples of partner organisations featured in our recent newsletter and bulletin included:

- Age Scotland
- LGBT Age – Age Action Group
- African and Caribbean Elders in Scotland (ACES)
- University of Third Age
- Generations Working Together
- University of Strathclyde
- Glasgow University

Scottish Older People's Assembly

Trustees' Report

For the year ended 30 June 2023

Achievements and review of the year continued

SOPA's Summary of Activities

- SOPA AGM – 6th Dec 2022, hybrid
- OPCs – Gatherings 28th Nov 2022, 8th Feb 2023, 10th May 2023
- SOPA development Day 28th Feb 2023
- Trustee meetings – 12th July 22, 6th Sept 2022, 6th Dec 2022, 28th Feb 2023, 25th April 2023, 27th June 2023
- Cross-Party Group Older People, Age and Ageing – 8th Dec 22, 20th April 2023
- Older People's Strategic Action Forum – 21th Feb 2023, March 2023 (review meeting), May 2023
- SOPA Members meeting – 30th Mar 2023
- Newsletters – Aug 2022, Oct 2022, March 2023, May 2023
- Health and Wellbeing group – Nov 2022
- SOPA Assembly 5th Oct 2022
- SOPA Parliamentary Reception 16th March 2023

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. The Strategic Plan was reviewed in Summer 2023 and will be presented at the AGM in January 2024.

External meetings

We have continued to take part in meetings of the Older Peoples Strategic Action Forum (OPSAF) and Cross Party on Older People, Age and Ageing and other meetings, workshops and consultations led by government officers on topics such as Housing for Older People, Transport and Social Security, which are of importance to Older People. New issues are facing older people in 2023, Cost of Living through the economic crisis, fuel poverty, cost of food, etc. The pension issue is another factor facing older people in 2023. These will all be of interest to SOPA in 2023/2024 and may influence the direction going forward.

Financial Review

We thank our funders for their continuing support.

The charity had receipts in the year of £81,100 (2022: £66,625) and payments of £64,783 (2022: £40,576) resulting in net receipts of £16,317 (2022: £26,049). Total funds under management of the charity at 30th June 2023 are £56,067, which are represented by cash and bank balances. The unrestricted fund stands at £11,714, while those funds dedicated to specific projects are £44,353.

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.

Scottish Older People's Assembly

Trustees' Report For the year ended 30 June 2023

Financial Review continued

Transactions with trustees

No trustee received any payment for their role. Trustee travel expenses totalling £624 were reimbursed to seven trustees for attending meetings and events connected to their role.

A business of a family member of a trustee carried out a small photography project for the charity at a fee of £199. The trustees are confident they followed appropriate guidance in appointing this business.

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 till September 2024. Funding plan following this period is being undertaken by the Lead Officer and Trustees.

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 which is currently being reviewed to form a new strategic plan for 2024-2027.

Plans for future periods

SOPA looks forward to enhancing our capacity and bring new ideas and enthusiasm with the our new Lead Officer. We are excited to be able to hold our Assembly in October in Glasgow and to meet in person at outreach events such as our Parliamentary Reception planned for April 2024. SOPA is also planning a programme of events and meetings including working groups, members days and training days.

SOPA will also be relaunching and redesigning our website in early 2024 and our newsletter in November 2023. SOPA is also planning our new three-year plan (2024-2027) and looks forward to presenting it to our members at our AGM in January 2024.

Approved by the Trustees and signed on their behalf



David Paterson
Chair
17 January 2024

Scottish Older People's Assembly

Independent Examiner's Report For the year ended 30 June 2023

I report on the accounts of the charity for the year ended 30 June 2023, which are set out on pages 9 and 10 and the related notes on page 11 to 13.

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
1 Rosebery Place
Dunbar
East Lothian
18 January 2024

Scottish Older People's Assembly

Receipts and Payments Account For the year ended 30 June 2023

	Notes	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Receipts					
Grants and donations	2	-	81,100	81,100	66,625
		-	81,100	81,100	66,625
Payments					
Charitable activities	3	-	62,813	62,813	38,808
Governance costs	4	-	1,970	1,970	1,768
Total payments		-	64,783	64,783	40,576
Net receipts/(payments) before transfers		-	16,317	16,317	26,049
Transfers		1,000	(1,000)	-	-
Net receipts for the year		1,000	15,317	16,317	26,059

The notes on pages 11 to 13 form part of these accounts

Scottish Older People's Assembly

Statement of Balances As at 30 June 2023

	Notes	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Opening funds at 1 July		10,714	29,036	39,750	13,701
Net receipts for the year		1,000	15,317	16,317	26,049
Closing funds at 30 June	6	<u>11,714</u>	<u>44,353</u>	<u>56,067</u>	<u>39,750</u>
Represented by: Bank and cash balances		<u>11,714</u>	<u>44,353</u>	<u>56,067</u>	<u>39,750</u>

Creditors (for information only)

	£	£
Pension	285	-
Project & freelance staff costs	-	192
Independent examiners fee	500	500
	<u>785</u>	<u>692</u>

Approved by the Trustees on 17 January 2024 and signed on their behalf by:



David Paterson, Chair

The notes on pages 11 to 13 form part of these accounts

Scottish Older People's Assembly

Notes to the Accounts

For the year ended 30 June 2023

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 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Grants				
EHR Funding	-	49,100	49,100	36,825
Tudor Trust	-	32,000	32,000	24,000
PECF Funding	-	-	-	5,000
Donations				
NFOP – Outreach Work	-	-	-	800
	<hr/>	<hr/>	<hr/>	<hr/>
	-	81,100	81,100	66,625
	<hr/>	<hr/>	<hr/>	<hr/>

3. Charitable activities

	Unrestricted 2023 £	EHR 2023 £	Tudor Trust 2023 £	Total 2023 £	Total 2022 £
Staff costs	-	39,312	10,172	49,484	30,417
Staff expenses	-	746	211	957	418
Volunteer costs	-	8	-	8	324
Professional fees	-	150	-	150	1,092
Assembly costs	-	5,516	-	5,516	-
Project & event costs	-	1,597	-	1,597	3,427
Rent	-	630	-	630	760
Office costs	-	342	89	431	145
IT software & equipment	-	1,766	922	2,688	1,784
Insurance	-	202	202	404	96
Recruitment	-	368	581	949	345
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	-	50,636	12,177	62,813	38,808
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Notes to the Accounts For the year ended 30 June 2023

4. Governance costs

	Total 2023 £	Total 2022 £
Meeting and similar expenses	846	700
Trustee travel expenses	624	668
Independent examination fee	500	400
	<u>1,970</u>	<u>1,768</u>

The fee for the independent examination of the 2023 accounts is £500 (2022: £500) and is included in the creditors as shown in the Statement of Balances

5. Trustees and Related Parties

No remuneration was paid to any Trustee during the year (2022: £Nil).

Travel expenses and reimbursement of expenses such as printing and refreshment costs are paid to the Trustees for attending meetings and events on behalf of the charity. A total of £624 was paid to 7 Trustees in the year (2022: £668, 5)

A business of a family member of a trustee carried out a small photography project for the charity at a fee of £199. The trustees are confident they followed appropriate guidance in appointing this business.

6. Funds

	Balance at 1 July 2022 £	Receipts £	Payments £	Transfers £	Balance at 30 June 2023 £
Unrestricted Funds					
General fund	10,714	-	-	1,000	11,714
Restricted Funds					
EHR Fund	11,970	49,100	(52,606)	-	8,464
Tudor Trust	17,066	32,000	(12,177)	(1,000)	35,889
	<u>29,036</u>	<u>81,100</u>	<u>(64,783)</u>	<u>(1,000)</u>	<u>44,353</u>
Total Funds	<u>39,750</u>	<u>81,100</u>	<u>(64,783)</u>	<u>-</u>	<u>56,067</u>

Restricted funds:

EHR fund represents funding from the Inspiring Scotland Equality and Human Rights fund. This covers the lead officer project worker, delivery costs and a contribution to overheads. The funding will be in place for 3 years.

Tudor Trust funding is to deliver the Age Friendly Communities project. The funding covers a project worker and delivery costs. A transfer was made to unrestricted funds to cover general overheads.