

**CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND
(A Company Limited by Guarantee)**

REPORT AND FINANCIAL STATEMENTS

for the year ended 31 March 2020

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

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CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

CHARITABLE COMPANY INFORMATION

Board of Directors	H J Brown (resigned 12 September 2019, reappointed 30 October 2019) A Currie V A Dickenson M Dorchester G Dow (appointed 12 September 2019) C T Fallon (resigned 12 September 2019) J G Gillespie L Gray – Treasurer T Halpin M Hayes N Henderson (appointed 12 September 2019) S S Kelly – Convener A P Kerr (resigned 30 October 2019) M McCarthy (resigned 12 September 2019) J A McCreadie (resigned 5 February 2020) L McGrath M Ramsay N A Richardson S J Smith A J Smyth A L Wood – Vice-convener
Chief Executive Officer	A Gunner Logan
Secretary	A Gunner Logan
Company Number	SC279913
Scottish Charity Number	SC029199
Registered Office and Principle Address	Norton Park 57 Albion Road Edinburgh EH7 5QY
Auditors	Geoghegans Chartered Accountants 6 St Colme Street Edinburgh EH3 6AD
Bankers	The Royal Bank of Scotland plc 36 St Andrew Square Edinburgh EH2 2YB

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT

The Board of Directors present their report and financial statements for the year ended 31 March 2020.

CCPS mission

CCPS exists to identify, represent, promote and safeguard the interests of third sector and not-for-profit social care and support providers in Scotland, so that they can maximise the impact they have on meeting social need.

CCPS aims

CCPS aims and objectives are articulated using a logic model approach. Our ultimate objective is to ensure that people supported by third sector organisations in Scotland receive the support they need to fulfil their potential and enjoy a better quality of life, and in pursuance of this, we seek to achieve the following high-level outcomes:

- Voluntary sector care and support provision is sustainable
- Voluntary sector providers deliver high quality, personalised care and support
- Voluntary sector providers lead in innovation in service design, planning and commissioning
- Voluntary sector providers are key strategic partners in local and national policy and planning structures
- Voluntary sector providers operate within a policy and practice environment that reflects the principles of the Christie Commission.

These are supported by a more detailed set of outcomes relating to the operational concerns of our membership, including workforce development; improved commissioning and procurement; proportionate regulation and scrutiny; greater partnership working; and development of our capacity to contribute to and influence the policy landscape.

Finally, CCPS aims to ensure that the organisation itself is run effectively and efficiently to support the achievement of its outcomes.

Activities overview 2019-20

This was an exceptionally busy year for CCPS as it worked to ensure members' views, interests and concerns were taken into account in an increasingly financially constrained environment. We worked throughout the year to highlight issues of sustainability and resourcing, and to support members to engage with the developing agenda around reform.

The outbreak of Covid19 at the very end of the financial year added a further layer of challenge and complexity to our work. Much of our existing activity was put on hold and the entire organisation was repurposed, with the agreement of our funders, to support our members to respond to the crisis. This work continues into 2020-21.

During 2019-20 we organised and hosted more than 90 events – workshops, seminars and conferences – to provide a forum for our members to work and collaborate with a wide range of partner agencies and interests. More than 2300 delegates attended our events over the course of the year.

We continued to represent our members' concerns and interests robustly, both at national and local level, on matters such as the Living Wage in social care, developments in the regulatory framework and the implications of new legislation, including new proposals to extend Freedom of Information requirements to our sector, and the introduction of the Disclosure (Scotland) Bill.

At the same time, we have worked to expand and develop our offer with respect to facilitation and problem-solving, with a view to assisting and supporting providers to co-create alternative approaches, particularly in commissioning and procurement.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT

Activities overview 2019-20 (continued)

As ever, we have put significant effort into highlighting the impressive track record of our sector in providing high quality care & support, and celebrating its many successes, through participation in initiatives such as the annual Scottish Social Services Awards, where our members were once again prominent among the finalists and winners.

We have continued to provide a specific forum for issues relevant to providers of care & support for children, young people & families; and we have further developed the work of our funded projects relating to self-directed support, community justice, workforce development and housing support.

This year, we developed and launched an exciting new programme of work to support members with digital transformation. Members have embraced this area with enthusiasm and we have worked to ensure that third sector and social care innovation in this area are recognised and supported.

Our activities in all these areas have been wide-ranging and have included collecting and providing information; conducting and commissioning research; facilitating debate, dialogue and exchange; policy and practice development; capacity-building; representation and influence; and promoting the achievements of our sector.

The logic model approach described earlier in this report is intended to ensure that all parts of the organisation, including our funded projects, work towards the same outcomes. Team working and collaboration within CCPS itself continues to thrive using this approach.

CCPS membership remained generally stable this year, although number dropped very slightly (from 83 to 78 members) as a result of one merger and the loss of a small number of members due to financial constraints. We have subsequently been pleased to note that at least two new members have signed up for 2020-21. This level of commitment and support from hard-pressed organisations has been critical in enabling CCPS to act as a strong voice for providers and to influence policy and practice on their behalf.

This year, we invited members to participate in a survey designed to offer us feedback on the services and support we provide. The responses were overwhelmingly positive: 97% of members feel we fulfil our mission satisfactorily all or most of the time; 100% feel we focus on the right issues; and 100% feel they get good value from the membership fee. The survey raised one or two areas for further improvement and exploration, and these are being followed up.

CCPS continued to benefit from significant levels of financial support from the Scottish Government; we received valuable grant funding to support the work of the Housing Support Enabling Unit (HSEU), which we host in partnership with the Scottish Federation of Housing Associations (SFHA); the CCPS Workforce Development Network (also via SSSC); the Criminal Justice Voluntary Sector Forum (CJVSF) hosted by CCPS; our core programme of work on commissioning, procurement and self-directed support; and our work to support our sector with digital technology.

CCPS also benefited from a continuing grant awarded by the Corra Foundation to support our work on policy development associated with the Children and Young People (Scotland) Act and the National Third Sector GIRFEC Project.

CCPS is grateful to all its funders for their continuing interest in and support for our work.

At the year end, the CCPS staff team stood at 13 (ten full time, two part time). We also benefited from secondment arrangements from member organisations, particularly related to our Workforce Development Programme, and we engaged a number of independent associates.

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DIRECTORS' REPORT

Achievements and performance

We completed virtually all the activities set out in our plan this year; only a small number of minor items were deferred or cancelled, with the agreement of the Board, as a result of changing circumstances. As outlined in our logic model noted above, our activities are all designed to contribute to the achievement of a set of outcomes, and we had a significant impact in this regard in a number of key areas.

Sustainability and business resilience

As noted, we have maintained a clear focus throughout the year on matters relating to the **sustainability** of care & support in our sector.

We commissioned, conducted and published a number of reports in this area including our fifth annual **Business Resilience Survey**. This year's survey showed the voluntary care sector managing in the face of increasing pressures on service provision, as a greater number of services require additional funding to be sustainable. Also notable was the continued prominence and impact of the **Scottish Living Wage** policy, three years on from first implementation. Data from the survey was used in a range of communications including our responses to parliament inquiries, and in discussions with policy staff from all political parties.

In May 2019, we published the report of a major research exercise commissioned from the University of Strathclyde, exploring a growing trend revealed by the last three Business Resilience Surveys, namely the increase in provider withdrawal from service provision. The report, ***Handing Back Contracts: Exploring the rising trend in third sector provider withdrawal from the social care market*** found that financial viability, hourly rates, geographical spread, impact on service quality and the mission of the provider were all reasons for withdrawal from service provision. The research was launched at a major event in Edinburgh and the recommendations were followed up with a range of partners throughout the year.

Following the publication by the Fair Work Convention (FWC) of its 2019 report ***Fair Work in Scotland's Social Care Sector 2019***, we were pleased to be invited to join a working group to take forward the report's recommendations.

We were also pleased to make a detailed submission to the **Scottish Parliament Health & Sport Committee** in response to its inquiry on the future sustainability of social care, launched in December 2019. We were able to refer the committee to the wealth of evidence we have collected and published over many years; we also consulted with members extensively prior to compiling a response. The key issues of commissioning, accountability, competitive tendering and the need for outcome-led collaborative approaches were all reflected in the summary of evidence produced by the Scottish Parliament Information Centre (SPICe).

The work of both the inquiry and the Fair Work Convention were interrupted by the outbreak of Covid19. The pandemic has exposed the flaws in the system to which our evidence drew attention, and we will continue to engage with these initiatives as they refocus on the lessons to be learned.

Commissioning, procurement and self-directed support

CCPS received further funding in 2019-20 from the Scottish Government, as part of its Adult Social Care Reform initiative, to take forward a programme of work aimed at improving the way in which care & support services are commissioned and procured, with particular reference to self-directed support. We were active at all levels in the initiative, and provided facilitation support for the Commissioning and Procurement (Planning and Buying) workstream specifically.

The programme ran **17 national events** during the year with approximately 740 attendees. Over half the participants worked in the public sector. The events covered a wide range of topics and themes: improving contracting and commissioning; alternatives to competitive tendering; supporting market diversity; collaborative commissioning; Self-directed Support Option 2; systems change; and legal seminars.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT (continued)

Achievements and performance (continued)

Our programme supported change through collaboration and practice sharing in a number of key areas, including supporting **rural areas** to commission for diversity. A group of commissioners and providers worked together over five months to understand the barriers and create solutions to grow and maintain a range of providers and supports for people living in rural areas.

In partnership with Scottish Government and Inspiring Scotland, our **Building Collaboration Fund** supported six provider-led collaborations. Through a structured peer learning programme, collaborations were supported to develop and the knowledge and learning gained will help inform future collaborations in the social care sector.

We continue to explore new approaches to commissioning & procurement. This year, the team undertook training to become Scotland's first cohort of **alliance facilitators**, enabling us to support providers and commissioners to consider alliancing as an alternative, collaborative approach to commissioning and contracting in their area.

As well as working at a national level, this year the programme worked in various **local areas** supporting partnership working between voluntary sector providers and local authority staff to change their approach to commissioning and procurement. Taking a local area approach works to bring about practical changes and build better relationships over the longer term. The team also provided local representation for CCPS members on various commissioning, procurement and contracting issues.

We continued to support the implementation of **self-directed support**, this year focusing on the promotion of our Option 2 model contract, and running legal seminars on SDS aspects of guardianship and contracting respectively.

Children's services

Many of the issues of sustainability and commissioning practice described above are equally relevant to children's services (and other) providers. CCPS, with its broad membership base across all areas of care & support provision, has worked to ensure that appropriate connections are drawn between specific strands of work, in government and elsewhere, that have implications beyond their immediate constituencies of interest.

Meanwhile the **CCPS Committee on Care & Support for Children & Young People** has continued to thrive and to develop its work plan. We have secured provider representation, via the committee, on a number of important working groups and committees, ensuring that third sector providers' views are fully taken into account in policy and practice development; and we have developed a number of strands of work relating to members' key interests and concerns.

Throughout the year, members continued to participate in the **Independent Care Review (ICR)**, the "root & branch" review of the Scottish Care System. The Chair and members of the ICR team attended meetings of the committee between November 2019 and March 2020, keeping the committee informed and listening to feedback. As a result, when ICR launched its report in March 2020 the committee was able to give it a positive response recognising that the recommendations resonated with our own key strategic priority ("right help at the right time").

The committee has been working collaboratively to achieve more effective policy locally and nationally for **family support** for a number of years. In part due to the Covid19 crisis, the Scottish Government has taken up our key messages and has launched a significant piece of work to widen and enhance family support provision: we will be following this up in the coming year.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT (continued)

Achievements and performance (continued)

CCPS worked to develop a set of **shared principles** and recommendations based on local work with statutory and third sector partners that can form the basis of more collaborative and effective children's services planning and provision. This work is also feeding into the family support initiative and links with the commissioning and procurement reform agenda in CCPS and within the Adult Social Care Reform programme (see above). We are now working to progress this in the context of the family support initiative and are hopeful that it will contribute to more rapid progress in that area.

This year, CCPS was invited to be part of the **National Trauma Training** Implementation group chaired by Deputy First Minister John Swinney. It became clear that a significant resource was to be allocated to a third sector provider to support the implementation of pilot programme in three areas. CCPS facilitated the formation of a consortium between four members, which was awarded the work in one of those areas. Training materials were compiled, dates for delivery identified and a contract was to be signed; the work was interrupted by the Covid19 crisis but we have continued to explore ways of executing the pilot.

The committee was also represented on the Implementation and Reference Group, and members were thus able to present their good practice on implementation of a trauma informed organisation at the Trauma Training Leadership Programmes to an audience that had not previously been aware of third sector work in this area. We were subsequently invited to contribute to the evaluation strategy.

Workforce Development

Our CCPS Workforce Development Network (WDN) continued throughout 2019-20 to support the agenda for SSSC registration and qualifications, to strengthen providers' capacity to work collaboratively on recruitment & retention issues, and to engage with a range of Scottish Government-led initiatives relating to workforce planning.

We supported the developing agenda for the adoption of **digital technology** in care & support, running four events on digital skills and Digital Champions in partnership with the Wise Group and the Mhor Collective. Almost forty frontline staff attended these two-day workshops to increase their digital skills and become a workplace digital champion, supporting peers to confidently use digital technology within their own organisations.

Because Scotland Cares, the **recruitment** initiative facilitated by CCPS, ran seven action-focused events to address some of the recruitment challenges in the sector including a cross sectoral review of the application process and reference forms, remote & rural recruitment and encouraging young people into the sector, alongside the Prince's Trust and Developing the Young Workforce. Supported by SSSC and the Care Inspectorate and involving local authority and private providers, the group secured a commitment to review the Safer Recruitment Guidance to minimise some of the barriers in the application process.

CCPS members provided substantial information throughout the development of the national **Integrated Workforce Plan**. The WDN worked closely with the Scottish Government and secured small but significant changes to the published plan, reflecting more accurately the contribution and value of social care. We also developed a series of workforce planning podcasts with guests from Scottish Government Workforce Planning, the Office of the Chief Social Work Advisor and SSSC.

The well-established and consistently well-attended CCPS/SSSC **Regulatory Forum** met quarterly throughout the year, providing the opportunity for partnership working and to inform and influence changes in regulatory practice. The significant experience and expertise of the members is highly valued, and the group is often called upon as the first point of contact in national discussions regarding regulation, registration, workforce development and qualifications, most recently contributing to the review of MySSSC, the online registration portal.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT (continued)

Achievements and performance (continued)

Regulatory and legislative environment

Throughout 2019-20 we worked to influence developments in the regulatory and legislative environment.

We consulted extensively with members on the impact of proposed extension of **Freedom of Information (Foi) legislation** to third sector care providers, and facilitated a session with Scottish Government, SCVO and OSCR at our membership meeting in December 2019. Our submission to the Scottish Government raised issues of cost implications for members and the impact of members being asked to balance complex issues of privacy with Foi requirements. The Scottish Government's summary of responses acknowledged these issues, and had planned a paper for spring of this year; this has been delayed as a result of Covid19.

In collaboration with the CCPS-hosted Criminal Justice Voluntary Sector Forum (CJVSF – see separate section below) we consulted with members on their concerns regarding the Disclosure Bill which was introduced to parliament in June 2019. We produced a briefing raising issues regarding the workforce implications of the bill, and we were asked to give oral evidence on these issues to the Education and Skills Committee. The committee report at Stage One of the Bill quoted our briefing and the bill as passed was amended to reflect a number of concerns.

We continued to develop our positive working relationship with the **Care Inspectorate**. We organised and facilitated two meetings between members and the Care Inspectorate to ensure members had input into the development of the **self-assessment frameworks** for Care at Home and Housing Support. A first draft of the framework reflecting some of these concerns was released in January of 2020.

We also continued to develop and strengthen our relationship with the **Scottish Social Services Council (SSSC)** throughout the year: further details under the heading "Workforce Development" above.

Digital transformation

Following our initial work to support members with digital transformation in 2018-19, we were pleased to be offered a two-year grant from the Scottish Government Technology Enabled Care (TEC) programme to take forward a range of related activities through a detailed work programme.

One of the overarching objectives of the programme has been to put social care front and centre in the development of the new digital world. We spent much time building networks and raising awareness of social care among the key players responsible for this new world, both policy and technical development, and now have proactive links with a range of Scottish Government and National Digital Service colleagues, with the Digital Health Institute (DHI) and the Data Lab, and with a breadth of expertise in the private and university sectors.

CCPS was actively involved in the planning of the hugely successful **national digital health and social care conference** in November 2019, which made real progress in showcasing social care digital innovation and the importance of the digital agenda in successful health and social care integration. CCPS shared the chairing roles with health counterparts and the programme featured a number of CCPS members' digital innovation. The event provided a valuable opportunity for health and social care colleagues to share ideas and better understand the benefits of collaboration on the digital front.

We provided support for members managing the transition away from the **Carista** care management software, helping to facilitate communications and a resolution that allowed time for alternatives to be identified and reduced the risk to current operations.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT (continued)

Achievements and performance (continued)

We also commissioned two major pieces of **consultancy work** to support members' broader digital transformation. The two reports from Gartner provide a benchmark for the state of digital transformation in our sector and a roadmap for achieving digital objectives that emphasise the benefits of greater collaboration within the sector and align with the Scottish Government's digital health and care strategy.

CCPS also ventured into the exciting world of the **hackathon** for the first time, supporting a social care strand in the Product Forge annual health hackathon. This gave members an opportunity to explore digital solutions to operational challenges and to network with a wide community of digital expertise looking for new projects. The CCPS proposals won the prize in each of the social care strands and reflected an increasing interest in applying digital solutions to social care issues, in what had previously been a very health focused event. An area worth exploring further, and to that end, the recently announced project with Heriot-Watt University's Robotics Department will provide some interesting possibilities for CCPS members to explore digital solutions to issues raised by the people they support.

Housing & housing support

Through the Housing Support Enabling Unit (HSEU), hosted by CCPS in collaboration with the Scottish Federation of Housing Associations (SFHA), we have worked to support providers of housing, housing support and homelessness services.

Through the course of the year, 37 organisations used our **Better Futures** outcomes tool to help them to measure the difference they help to make in people's lives. As a secure online system, Better Futures allows support workers to access and update records from anywhere and share important information with their team and others who support an individual. Better Futures continues to develop; during 2019-20, CAFÉ (Client Access Front End) launched, allowing service users to access and add to their own records online, taking more control over their own support.

2019-20 marked the 10th year of the "**No Place Like Home**" **Photo Competition**. The competition continues to celebrate the experiences and achievements of people who use housing support in Scotland. With a growing gallery of over 450 photos and personal stories about the importance of home, community and wellbeing – and how housing support has helped them along the way – the competition paints a picture of the wide range of housing support services from sheltered housing for older people to emergency supported accommodation for people who have been made homeless. The entries collectively show the difference that housing support makes in communities across Scotland.

Throughout the year, we worked with partners across the housing sector to implement key homelessness policies including **rapid rehousing and Housing First**. The HSEU has promoted the role of supported housing and the role of support for those being housed through Housing First in achieving national homelessness outcomes.

Criminal and Community Justice

The Criminal Justice Voluntary Sector Forum (CJVSF) hosted by CCPS continued to support providers to engage with the emerging new justice structures, and to make sure providers' views and contributions were taken into account in the development of new policy and legislation.

This year, we worked with members and partners to build capacity for local collaborative **leadership and learning** throughout community justice. This was done through the *Making the Change* Programme, a year-long cross-sectoral action learning programme led by the Criminal Justice Voluntary Sector Forum in collaboration with Community Justice Scotland.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT (continued)

Achievements and performance (continued)

We worked to improve **communication** on justice issues for third sector organisations, collaborating with Transform Justice to develop members' understanding of "Framing" justice messages and to improve their confidence and skills in using Framing techniques to influence justice policy and practice.

Alongside CCPS policy staff, CJVSF provided voluntary sector input into the **Disclosure (Scotland) Bill**, working closely with Disclosure Scotland to inform members and address their concerns about the Bill, including through a discussion session with the Minister in charge of the Bill, Maree Todd MSP. This helped to strengthen the final Bill so that it was better placed to improve the disclosure system for people with convictions.

We gathered evidence and submitted a response to the Scottish Parliament Justice Committee as part of its scrutiny of the draft **Scottish Budget**. CJVSF concerns regarding funding for the voluntary sector were acknowledged by the Committee in its resulting report, and featured in the recommendations to the Scottish Government. The Scottish Government responded acknowledging this and stating their intention to address short term funding uncertainties by moving to a 3 year funding model.

BREXIT

During the year, CCPS was invited to participate in a range of discussion events to explore the potential impact of Brexit on social care providers. Key issues identified were the implications for recruitment and retention of EU nationals working in care services; and potential disruption to supply chains with respect to medical devices and other supplies necessary for the delivery of care.

This work, as with so much else, was interrupted by Covid19 but will continue into 2020-21 as the prospect of a "no-deal" or disorderly exit from the EU looks increasingly likely.

Internal organisational development

This year, we reappraised our administrative support needs and put in place an enhanced team. We also progressed our plans to introduced a CRM system to facilitate better management of our mailing lists and communications.

Membership engagement

Throughout the year, we ran quarterly meetings for our full membership, inviting a wide range of expert and guest speakers.

Our CCPS Committee on Care & Support for Children & Young People held its own quarterly meetings with an equally influential range of guests; as did the CJVSF.

Throughout the year we kept members informed and updated via our regular electronic Info Digest bulletin; and we responded to a wide range of queries submitted through our popular Info Request inter-provider exchange service.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT (continued)

Financial Review

During the year there was a positive net movement in funds of £62,587 (2019: £266,570); there was a positive movement in funds of £74,697 (2019: £137,172) for unrestricted funds and a negative movement of £12,110 (2019: positive £129,398) for restricted funds. With total funds brought forward of £611,802, this leaves total funds to carry forward of £674,389 of which £431,077 (2019: £356,380) relates to unrestricted funds and £243,312 (2019: £255,422) relates to restricted funds.

The present level of funding is considered adequate to support the continuation of CCPS's activities.

Reserves Policy

It is the policy of the Directors to maintain unrestricted reserves not designated or invested in tangible fixed assets (which are the free reserves of the charitable company) at a level which equates to 3 months of budgeted expenditure (2020/21: £273,900). With the continued inclusion on the balance sheet of the SVSPS pension liability under SORP FRS 102, free reserves at the year-end stand at £330,327 which is in excess of the target level.

With CCPS' free reserves now in excess of our stated reserves policy, and recognising the additional financial pressured faced by CCPS members at the outset of the COVID-19/Coronavirus lockdown, the Directors made provision for reduced membership fees for the 2020-21 year. Fees were not charged in the first quarter of 2020-21.

Plans for future periods

The CCPS Board agreed once again that our current priorities remain sound, and that the agreed suite of outcomes should be carried forward into 2019-20. The board held a strategic planning session in February 2020, informed by the responses to our membership feedback survey, and agreed that the organisation should focus on a number of key areas of work including:

- Honing our key messages and marshalling supporting evidence, with particular respect to the forthcoming parliamentary elections in May 2021.
- Focusing on our ability to gain more traction at a local level, with particular respect to influencing the behaviours of individual commissioning authorities.
- Ensuring that members contribution and role as third sector/non-profit organisations is fully explored and articulated.

The Board was due to consider a detailed plan for 2020-21 in May 2020; however as noted above, the arrival of the Covid19 pandemic in mid-March substantially altered its priorities, and the whole organisation pivoted to support members' response to the crisis.

The Board has noted that many of the policy & practice challenges that we have, as an organisation, been highlighting for some time have been thrown into very sharp relief by the crisis. Accordingly, we have initiated a major programme of work concentrating on recovery, renewal and reform, and this will form a significant part of our work in the coming year.

At the same time, other groups and interests are putting forward their own, alternative proposals for the future of care & support, post-Covid19. We will need to put significant effort into analysing these, and ensuring that our sector's view, and – critically – the views and interests of the people who rely on our support – are brought to bear in all relevant discussion and debate.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT (continued)

Structure, governance and management

Constitution and governing document

CCPS is a Scottish charity and a company limited by guarantee, governed by a Memorandum and Articles and not having share capital. The liability of each member in the event of winding up is limited to £1.

Appointment and Removal of Trustees

There is an annual election process for trustees of the charitable company (who are also Directors of the company) with provision for co-option of further trustees from within the membership. CCPS has produced a governance manual which is the principal tool for inducting new Trustees/Directors.

There are five sub-committees of the Board: the first oversees the work of the Scottish Government-funded Housing Supporting Enabling Unit (HSEU), which is a collaborative project between CCPS and the Scottish Federation of Housing Associations (SFHA); the second facilitates the contribution to the CCPS strategic agenda of those member organisations that provide care and support services to children and young people; and the third oversees the work of the Criminal Justice Voluntary Sector Forum (CJVSF), an initiative funded by The Robertson Trust that brings together the major voluntary sector providers of criminal justice services in Scotland. The fourth was convened by the Board to identify issues of interest and concern to providers relating to developments and reform in adult social care; and the fifth to look at the development of digital technology to improve providers' organisational outcomes.

In addition to these formal sub-committees, the board also remits matters relating to staff terms and conditions to a small working group comprising the Office Bearers. Working groups and reference groups are convened from time to time to support specific projects and programmes.

Decision making

The Board meets four times a year; the full membership also meets four times a year. The Board approves a strategic plan annually and delegates implementation of the plan to the Chief Executive Officer who provides detailed reports on progress to the Board, and regular updates to the wider membership at quarterly meetings.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT (continued)

Risk management

The Directors continue to assess the major risks to which the charitable company is exposed, in particular those related to the operations and finances of the charitable company, and are satisfied that the systems are in place to mitigate the company's exposure to those risks. The Directors review organisational risk annually and in October of 2018 they undertook a more in depth strategic review of potential risks.

The main risks that the Directors have identified and plans to manage these risks are:

- | | | |
|---|--|---|
| 1 | Pension scheme deficit grows; or loss of income inhibits capacity to meet deficit. | <p>Legal advice was sought in January 2010 in relation to the Directors' responsibilities with respect to the winding up of the SVSPS pension scheme. The Directors have subsequently complied with this advice and review the status of the scheme funding and deficit on a regular basis.</p> <p>This liability will be clearly identified in the annual budget. The Board will require funded unit(s) who had staff in the scheme to contribute to annual repayments. In consultation with other members of the scheme the Board will explore options for reducing the deficit. In 2016-2017, the Board explored a potential deficit reduction scheme in conjunction with SCVO and other third sector organisations. After an appraisal of the available evidence and a comparison of the fees involved against the potential savings that could be made it was decided that proceeding did not offer a value for money approach for CCPS.</p> |
| 2 | Significant number of members decide not to renew membership, or to withdraw. | <p>The Board will ensure members are regularly surveyed about their expectations of the association and satisfaction with services provided. They will ask members for early indication of their intention to withdraw. The membership fee structure will be kept under review.</p> |
| 3 | Significant number of members become insolvent and close down, or merge with others. | <p>CCPS will actively recruit new members.</p> |
| 4 | Loss of funding for units/programmes | <p>The Board will carry out an annual review of the core budget of CCPS with income from units/programmes stripped out in order to evaluate the sustainability of CCPS core functions. Tight financial control by the Chief Executive Officer.</p> |
| 5 | Loss of critical staff | <p>The Board will ensure appropriate remuneration and development opportunities and the Chief Executive Officer will facilitate regular team meetings/records to facilitate step-in. The Board have recently introduced new measures for succession planning and deputising for critical staff members.</p> |

Key management personnel

The Board consider that they, together with the Chief Executive Officer, comprise the key management personnel. The Directors give their time freely and the pay and remuneration of the key management personnel is set by the Board and kept under annual review.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

DIRECTORS' REPORT (continued)

Directors Responsibilities Statement

The Directors (who are also trustees for the purposes of charity law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Directors are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) observe the methods and principles in the Charities SORP 2019 (FRS 102);
- (c) make judgements and estimates that are reasonable and prudent;
- (d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- (e) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure to the auditor

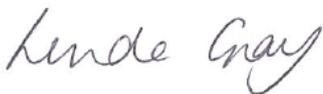
In so far as the Board of Directors are aware

- a) there is no relevant audit information of which the charitable company's auditor is unaware, and
- b) the Board of Directors have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approval

This report was approved by the Board of Directors on 12 August 2020 and signed on their behalf by:



L Gray
Treasurer

INDEPENDENT AUDITORS' REPORT TO THE BOARD OF DIRECTORS AND MEMBERS OF CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

Opinion

We have audited the financial statements of CCPS - Coalition of Care and Support Providers in Scotland for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, a Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

INDEPENDENT AUDITORS' REPORT TO THE BOARD OF DIRECTORS AND MEMBERS OF CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND (CONTINUED)

Other information

The Directors are responsible for the other information. The other information comprises the information included in the Directors' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 require us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the Directors' report and from the requirement to prepare a strategic report.

INDEPENDENT AUDITORS' REPORT TO THE BOARD OF DIRECTORS AND MEMBERS OF CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND (CONTINUED)

Responsibilities of Directors

As explained more fully in the Directors' responsibilities statement set out on pages 13 the Directors (who are also the trustees of the charitable company for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's Directors, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and Directors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's Directors as a body, for our audit work, for this report, or for the opinions we have formed.



Paul Marshall

Senior Statutory Auditor

For and on behalf of Geoghegans, Statutory Auditor

6 St Colme Street, Edinburgh, EH3 6AD

12 August 2020

Geoghegans is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
for the year ended 31 March 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Income from:					
Charitable activities	2	235,592	890,500	1,126,092	941,793
Investments	3	409	-	409	101
Total income		<u>236,001</u>	<u>890,500</u>	<u>1,126,501</u>	<u>941,894</u>
Expenditure on:					
Charitable activities	4	<u>166,304</u>	<u>902,610</u>	<u>1,068,914</u>	<u>775,324</u>
Total expenditure		<u>166,304</u>	<u>902,610</u>	<u>1,068,914</u>	<u>775,324</u>
Net income	7	69,697	(12,110)	57,587	166,570
Other recognised gains/(losses):					
Remeasurement gains on defined benefit pension scheme	17	<u>5,000</u>	<u>-</u>	<u>5,000</u>	<u>100,000</u>
Net movement in funds		74,697	(12,110)	62,587	266,570
Total funds brought forward	12	<u>356,380</u>	<u>255,422</u>	<u>611,802</u>	<u>345,232</u>
Total funds carried forward	12	<u><u>431,077</u></u>	<u><u>243,312</u></u>	<u><u>674,389</u></u>	<u><u>611,802</u></u>

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

BALANCE SHEET at 31 March 2020

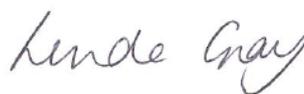
	Notes	2020	2019
Fixed Assets:		£	£
Tangible Assets	9	<u>1,245</u>	<u>2,451</u>
Current Assets:			
Debtors	10	49,633	19,979
Cash at bank and in hand		<u>788,203</u>	<u>804,452</u>
		<u>837,836</u>	<u>824,431</u>
Liabilities:			
Creditors: Amounts falling due within one year	11	<u>(31,692)</u>	<u>(60,080)</u>
Net current assets		806,144	764,351
Total assets less current liabilities		<u>807,389</u>	<u>766,802</u>
Defined benefit pension scheme liability	17	<u>(133,000)</u>	<u>(155,000)</u>
Net Assets		<u><u>674,389</u></u>	<u><u>611,802</u></u>
Funds:			
Unrestricted funds	12	431,077	356,380
Restricted funds	12	<u>243,312</u>	<u>255,422</u>
		<u><u>674,389</u></u>	<u><u>611,802</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved and authorised for issue by the Board of Directors on 12 August 2020 and signed on its behalf by:



S S Kelly
Convenor



L Gray
Treasurer

Company Number: SC279913

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

**RECONCILIATION OF NET INCOME/ (EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES
for the year ended 31 March 2020**

	2020 £	2019 £
<i>Net income for the year (as per the SOFA)</i>	57,587	166,570
Adjustments for:		
Depreciation charge	1,206	1,207
Bank interest	(409)	(101)
(Increase) in debtors	(29,654)	(16,151)
(Decrease)/increase in creditors	(28,388)	19,777
DB pension liability adjustments	<u>(17,000)</u>	<u>(18,000)</u>
<i>Net cash provided by operating activities</i>	<u><u>(16,658)</u></u>	<u><u>153,302</u></u>

**STATEMENT OF CASH FLOWS
for the year ended 31 March 2020**

	2020 £	2019 £
Cash flows from operating activities:		
<i>Net cash provided by operating activities</i>	<u>(16,658)</u>	<u>153,302</u>
Cash flows from investing activities:		
Bank interest	409	101
Purchase of tangible fixed assets	<u>-</u>	<u>(3,658)</u>
<i>Net cash flow provided by investing activities</i>	<u>409</u>	<u>(3,557)</u>
<i>Change in cash and cash equivalents in the year</i>	(16,249)	149,745
Cash and cash equivalents at the beginning of the year	<u>804,452</u>	<u>654,707</u>
Cash and cash equivalents at the end of the year	<u><u>788,203</u></u>	<u><u>804,452</u></u>

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2020

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Accounts (Scotland) Regulations 2006 (as amended), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements have been prepared on a going concern basis as the Directors have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements and take the view that the budgeted income and expenditure is sufficient together with the level of reserves for the charitable company to be able to continue as a going concern.

CCPS – Coalition of Care and Support Providers in Scotland meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless stated in the relevant accounting policy note.

Income

Income is recognised when the charitable company has entitlement to the funds, when it is probable that the income will be received and the amount can be measured reliably.

Income, including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised in the period in which they are receivable, which is when the charitable company becomes entitled to the resource. Such income is only deferred when:

- The donor specifies that the grant or donations must only be used in future accounting years; or
- The donor has imposed conditions which must be met before the charitable company has unconditional entitlement.

Income from charitable activities includes income from membership subscriptions, conference and course income which is recognised when the charitable company has delivered goods or services and is therefore entitled to the resource, receipt is probable and the income can be reliably measured.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charitable company, this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and includes any irrecoverable VAT.

Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charitable company and include the audit fees and costs linked to the strategic management of the charitable company.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2020

1 Accounting policies (continued)

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in Note 5.

Operating leases

Rentals payable under operating leases are charged on a straight line basis over the lease term.

Taxation

As a charity the company is exempt from tax on income and capital gains to the extent that these are applied to its charitable objects. No tax charges have arisen in the charitable company.

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing less than £1,000 are not capitalised.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Office equipment – 3 years straight line basis.

Debtors

Trade debtors and prepayments are recognised at the settlement amount due and prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and Provisions

Creditors are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charitable company only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised at transaction value and subsequently measured at their settlement value.

Pension costs

CCPS is a member of the Scottish Voluntary Sector Pension Scheme (the Scheme) which is a multi-employer defined benefit scheme. This Scheme closed to future accrual on 31 March 2010 and it is not possible to confirm CCPS's share of underlying assets and liabilities of the Scheme and is therefore accounted for as a defined contribution scheme. The Scheme is currently in deficit and a deficit funding arrangement is in place with CCPS. The net present value of the deficit reduction contributions payable under the agreement are reflected as a provision on the balance sheet and the movements on this provision in each period charged or credited through the Statement of Financial Activities.

CCPS also operates a group personal pension scheme on a defined contribution basis. The contributions payable are charged to the Statement of Financial Activities in the period to which they relate.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2020

1 Accounting policies (continued)

Fund accounting

Funds held by the charitable company are either:

Unrestricted funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Board of Directors. Unrestricted funds include designated funds where the Directors, at their discretion, have created a fund for a specific purpose.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

2	Income from charitable activities	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
	Grants				
	Housing Support Enabling Unit (Scottish Government Better Homes Division/SFHA)	-	116,000	116,000	116,000
	Workforce Development Network (Scottish Social Services Council)	-	73,500	73,500	70,000
	National Workforce Planning (Scottish Social Services Council)	-	50,650	50,650	-
	Digital Development Project (Scottish Government Technology Enabled Care Programme)	-	230,207	230,207	36,936
	Criminal Justice Voluntary Sector Forum (Scottish Government Community Justice Division/Robertson Trust)	-	85,000	85,000	75,000
	Commissioning, Procurement and Self-directed Support (Scottish Government Care Support & Rights Division)	-	225,072	225,072	185,633
	Funding Support for Programme of Work on Children's Services, Policy and Engagement (CORRA Foundation)	-	23,000	23,000	23,000
	GIRFEC Shared Principles (Children in Scotland)	-	18,750	18,750	9,775
	Building Collaboration Fund (Scottish Government Care Support & Rights Division)	-	-	-	112,400
	Cyber Resilience Fund (SCVO)	-	15,000	15,000	-
			837,179	837,179	628,744
	Subscriptions and memberships	235,592	3,803	239,395	248,037
	Course income		39,018	39,018	32,760
	Events income	-	500	500	1,283
	Research income	-	-	-	21,200
	Consultancy income		10,000	10,000	9,769
		235,592	890,500	1,126,092	941,793

Income from charitable activities was £1,126,092 (2019: £941,793) of which £235,592 was unrestricted (2019: £266,420) and £890,500 was restricted (2019: £675,373).

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2020

3	Investment income	2020	2019
		£	£
	Interest received	<u>409</u>	<u>101</u>

Both current and prior year figures reflect unrestricted investment income.

4	Analysis of expenditures on charitable activities	Basis of Allocation	Total	Total
			2020	2019
			£	£
	Staff costs	Staff time	515,574	447,243
	Travel	Direct	16,502	11,132
	Printing	Direct	16,450	13,775
	Event costs	Direct	76,297	43,986
	Office costs share	Usage	21,234	22,657
	Conference expenditure	Direct	-	1,364
	Membership EASPD	Direct	3,708	3,774
	Subscriptions/publications	Direct	2,517	415
	Research/consultancy	Direct	257,295	84,484
	Equipment	Direct	6,944	7,919
	Outcomes framework costs	Direct	660	20,466
	Bad debts	Direct	(45)	-
	DB pension scheme expenses	Direct	3,775	2,783
	DB pension interest charge	Direct	2,000	5,000
	Support costs (see note 5)		118,055	82,834
	Governance costs (see note 6)		<u>27,948</u>	<u>27,492</u>
			<u>1,068,914</u>	<u>775,324</u>

Expenditure on charitable activities was £1,068,914 (2019: £775,324) of which £166,304 was unrestricted (2019: £229,349) and £902,610 was restricted (2019: £545,975).

5	Support costs	Basis of Allocation	2020	2019
			£	£
	Staff costs	Staff time	18,569	22,307
	Office costs share	Direct	14,156	15,105
	Professional fees	Direct	25,969	2,558
	Stationery	Direct	4,268	3,662
	Insurance	Direct	4,864	3,360
	Training	Direct	5,308	11,054
	IT Support	Direct	44,117	19,965
	Bookkeeping fees	Direct	-	4,075
	Bank charges	Direct	<u>804</u>	<u>748</u>
			<u>118,055</u>	<u>82,834</u>

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

**NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2020**

6	Governance costs	Basis of Allocation	2020 £	2019 £
	Audit fees	Direct	4,458	4,355
	Staff costs	Staff time	<u>23,490</u>	<u>23,137</u>
			<u>27,948</u>	<u>27,492</u>
7	Net movement in funds		2020 £	2019 £
	This is stated after charging:			
	Auditors' remuneration (excluding VAT)			
	-	Audit services	2,180	2,115
	-	Other services	<u>1,535</u>	<u>2,115</u>
8	Staff costs		2020 £	2019 £
	Salaries and wages		484,428	423,649
	Social Security costs		40,293	38,457
	Pension		<u>32,912</u>	<u>30,581</u>
			<u>557,633</u>	<u>492,687</u>

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2020	2019
Management	3	3
Policy and Development	9	7
Administration and support	<u>2</u>	<u>2</u>
	<u>14</u>	<u>12</u>

One employee (2019: One) received emoluments of between £60,000 and £70,000 in the year.

The total amount of employee benefits received by key management personnel is £80,636 (2019: £78,668). The key management personnel comprised the Chief Executive Officer.

No remuneration was paid to the Board of Directors during the year, nor were any expenses reimbursed.

No Director or other person related to the charitable company had a personal interest in any contract or transaction entered into by the charitable company during the year (2019: None).

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2020

9	Tangible fixed assets		Office Equipment £
	Cost		
	At 1 April 2019		14,869
	Additions		-
	Disposals		<u>(8,549)</u>
	At 31 March 2020		<u>6,320</u>
	Depreciation		
	At 1 April 2019		12,418
	Charge for the year		1,206
	Disposals		<u>(8,549)</u>
	At 31 March 2020		<u>5,075</u>
	Net book value		
	At 31 March 2020		<u>1,245</u>
	At 31 March 2019		<u>2,451</u>
10	Debtors	2020	2019
		£	£
	Trade debtors	29,178	6,055
	Prepayments and other debtors	<u>20,455</u>	<u>13,924</u>
		<u>49,633</u>	<u>19,979</u>
11	Creditors: Amounts falling due within one year	2020	2019
		£	£
	Trade creditors	13,671	19,705
	Other creditors	12,236	12,647
	Accruals	5,785	23,543
	Deferred income	<u>-</u>	<u>4,185</u>
		<u>31,692</u>	<u>60,080</u>
	Deferred income	Balance 1 April 2019 £	Released in year £
		Deferred in year £	Balance 31 March 2020 £
	Better Futures fees	<u>4,185</u>	<u>(4,185)</u>
		<u>4,185</u>	<u>(4,185)</u>

Income was deferred in 2018/2019 on the basis that the amounts were received in advance for 2019/2020 fees.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2020

12 Funds	1 April 2019 £	Income £	Expenditure £	Actuarial Gains £	Transfers £	31 March 2020 £
2019/20						
<i>Unrestricted:</i>						
General Fund	282,346	236,001	(164,859)	5,000	(26,916)	331,572
<i>Designated:</i>						
SHARE Research Fund	10,000	-	(1,445)	-	-	8,555
Commissioning & Procurement Fund	36,975	-	-	-	-	36,975
Redundancy Fund	27,059	-	-	-	26,916	53,975
	<u>356,380</u>	<u>236,001</u>	<u>(166,304)</u>	<u>5,000</u>	<u>-</u>	<u>431,077</u>
<i>Restricted:</i>						
Housing Support Enabling Unit (Scottish Government Better Homes Division/SFHA)	77,803	165,018	(168,058)	-	-	74,763
Workforce Development Network (Scottish Social Services Council)	66	73,500	(72,074)	-	-	1,492
National Workforce Planning (Scottish Social Services Council)	-	50,650	(41,856)	-	-	8,794
Digital Development Project (Scottish Government Technology Enabled Care Programme)	31,279	230,707	(154,917)	-	-	107,069
Criminal Justice Voluntary Sector Forum (Scottish Government Community Justice Division/Robertson Trust)	13,120	88,803	(91,012)	-	-	10,911
Commissioning, Procurement and Self-directed Support (Scottish Government Care Support & Rights Division)	19,927	225,072	(218,270)	-	-	26,729
Funding Support for Programme of Work on Children's Services Policy and Engagement (CORRA Foundation)	52	23,000	(24,601)	-	-	(1,549)
GIRFEC Shared Principles (Children in Scotland)	5,575	18,750	(15,150)	-	-	9,175
Building Collaboration Fund (Scottish Government Care Support & Rights Division)	107,600	-	(107,142)	-	-	458
Cyber Resilience Fund (SCVO)	-	15,000	(9,530)	-	-	5,470
	<u>255,422</u>	<u>890,500</u>	<u>(902,610)</u>	<u>-</u>	<u>-</u>	<u>243,312</u>
	<u>611,802</u>	<u>1,126,501</u>	<u>(1,068,914)</u>	<u>5,000</u>	<u>-</u>	<u>674,389</u>

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2020

12 Funds	1 April 2018 £	Income £	Expenditure £	Actuarial Gains £	Transfers £	31 March 2019 £
2018/19						
<i>Unrestricted:</i>						
General Fund	155,174	266,521	(229,349)	100,000	(10,000)	282,346
<i>Designated:</i>						
SHARE Research Fund	-	-	-	-	10,000	10,000
Commissioning & Procurement Fund	36,975	-	-	-	-	36,975
Redundancy Fund	27,059	-	-	-	-	27,059
	<u>219,208</u>	<u>266,521</u>	<u>(229,349)</u>	<u>100,000</u>	<u>-</u>	<u>356,380</u>
<i>Restricted:</i>						
Housing Support Enabling Unit	60,297	157,606	(140,100)	-	-	77,803
Commissioning, procurement and Self-directed Support Fund	42,238	185,633	(207,944)	-	-	19,927
The Criminal Justice Voluntary Sector Forum	23,489	80,023	(90,392)	-	-	13,120
Workforce Development Network	-	70,000	(69,934)	-	-	66
Funding support for programme of work on Children's Services Policy and Engagement		23,000	(22,948)	-	-	52
Shared Principles Fund	-	9,775	(4,200)	-	-	5,575
Scottish Government Technology Enabled Care (TEC) Programme	-	36,936	(5,657)	-	-	31,279
Building collaboration Fund	-	112,400	(4,800)	-	-	107,600
	<u>126,024</u>	<u>675,373</u>	<u>(545,975)</u>	<u>-</u>	<u>-</u>	<u>255,422</u>
	<u>345,232</u>	<u>941,894</u>	<u>(775,324)</u>	<u>100,000</u>	<u>-</u>	<u>611,802</u>

Designated funds

SHARE Research Fund

This fund contains monies gifted to CCPS by SHARE Scotland and designated for use in engagement with other European umbrella bodies for the purposes of practice, policy and information sharing.

Commissioning & procurement Fund

The Commissioning & Procurement Fund relates to monies set aside by the Board to co-ordinate the work of CCPS and its funded programmes in relation to commissioning, procurement and SDS.

Redundancy Fund

The Redundancy Fund represents monies set aside against future redundancy payments. Grant funding for projects is either for one year or for longer periods 'in principle', subject to confirmation on an annual basis. Due to the relatively high risk that CCPS will have to instigate redundancy proceedings in a given financial year, provision has been made here to cover the potential costs. This fund will be reviewed annually by the CCPS Board to allow for any perceived changes to the funding climate.

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2020

12 Funds (continued)

Restricted funds

Housing Support Enabling Unit

The Housing Support Enabling Unit Fund is a project funded primarily through the Scottish Government Better Homes Division to assist and support voluntary and independent sector service providers in relation to their provision of housing support. The Scottish Federation of Housing Associations (SFHA) also makes a financial contribution to the HSEU in recognition of the importance of the Unit's work on behalf of housing associations. In addition, the HSEU generates funds (unrestricted) from subscribers to their Better Futures outcomes framework software. These subscriptions pay in part for on-going commitments towards maintenance and license fees charged by the software developer.

Workforce Development Network

The Workforce Development Network project was funded by the Scottish Social Services Council to support providers with legislation, policy and practice developments impacting Scotland's Social Service Workforce.

The project also generates funds (unrestricted) from organisations participating in the annual National HR Benchmarking survey and report. However, this year the benchmarking survey was put on hiatus so that the survey questions could be refined to better reflect the current HR landscape.

National Workforce Planning

In addition to its core funding, the Workforce Development Network received a sum from the Scottish Social Services Council for work relating to National Workforce Planning. The funding grant was to support providers to contribute to national workforce planning, organisational workforce planning and to project lead the recruitment working group (Because Scotland Cares).

Digital Development Project

The Technology Enabled Care – Phase 2 grant was awarded by the Technology Enabled Care and Digital Healthcare Innovation Division to support the adoption of digital technology within the third sector care and support sector. Phase 2 of the grant is to enable CCPS work with members and stakeholders to achieve three outcomes: support CCPS members to build capacity to understand and adopt digital technology; increase capacity to engage with each other in developing shared digital solutions; and increase capacity to engage with, and influence, statutory partners' digital technology policy and planning.

The Criminal Justice Voluntary Sector Forum

The Criminal Justice Voluntary Sector Forum was funded by the Scottish Government Community Justice Division to assist and support service providers in relation to work around criminal and community justice. The forum is also funded and to support the sector to work collaboratively with statutory partners to achieve improved outcomes in criminal and community justice.

CJVSF was also awarded a one off grant of £10,000 by the Robertson Trust to engage external support for CJVSF and its members in developing effective public facing communications on justice issues. This funding was used to engage Transform Justice, a penal reform charity based in England and Wales, until April 2020 to provide tailored training and support to CJVSF and its members.

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2020

12 Funds (continued)

Commissioning, Procurement and Self-Directed Support Fund

CCPS' Commissioning, Procurement and Self-directed Support programme was funded by the Scottish Government Care, Support and Rights Division in connection with their work towards the Reform of Social Care Programme and Self-directed Support Scotland Strategy. The aims of the project are to improve current commissioning and procurement practice; identify and promote alternatives to competitive tendering and build cross-sector skills to collaborate effectively in how social care is planned and purchased.

Funding Support for Programme of Work on Children's Services Policy and Engagement

The Children, Young People & Families Early Intervention Fund grant is a three-year grant administered by the CORRA Foundation on behalf of Scottish Ministers. It has been awarded to develop CCPS' capacity to support members' engagement with national children's services policy development, with particular focus on commissioning of children's services, information sharing, positive relationships within the sector and with statutory colleagues, and collaborative policy influencing in support of the Christie principles.

GIRFEC Shared Principles Fund

CCPS received this interim funding from the Children and Families Directorate of the Scottish Government via Children in Scotland (CiS), pending approval of a larger project to follow on from the National Third Sector Girfec Project, for work in partnership with CiS and CoSLA. An initial grant was made in 2018 and has been extended incrementally until end May 2020. The main focus of CCPS' work with this funding is to develop improved relationships between local authority planning and procurement and children's services providers, by jointly agreeing a set of shared principles that would govern the way services are evidenced, planned, and procured. The principles would be piloted locally and shared nationally, through related work with COSLA/SCVO/SOLACE on a renewed relationship between local government and the third sector.

Building Collaboration Fund

The Building Collaboration fund was a partnership initiative between CCPS, the Care Support and Rights Division of the Scottish Government and Inspiring Scotland to support the development of collaborations within the social care sector with both direct funding and a learning programme. This was distributed between six collaborations on a competitive grant basis.

Cyber Resilience Fund

This grant was awarded by the Scottish Government Cyber Resilience Unit, Third Sector Division via SCVO to four national umbrella bodies to benchmark cyber resilience preparedness and raise awareness among members. CCPS activity focused on surveying members, facilitating Cyber Essentials training, piloting a cyber resilience helpline for care providers, producing cyber awareness podcasts for social care workforce, and linking membership with Scottish Government, SCVO and cyber catalyst networks.

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2020

13 Analysis of net assets

2019/2020	Unrestricted Funds £	Restricted Funds £	Net Assets £
Tangible fixed assets	1,245	-	1,245
Net current assets	562,832	243,312	806,144
Defined benefit pension scheme liability	(133,000)	-	(133,000)
	<u>431,077</u>	<u>243,312</u>	<u>674,389</u>
2018/2019	Unrestricted Funds £	Restricted Funds £	Net Assets £
Tangible fixed assets	2,451	-	2,451
Net current assets	508,929	255,422	764,351
Defined benefit pension scheme liability	(155,000)	-	(155,000)
	<u>356,380</u>	<u>255,422</u>	<u>611,802</u>

14 Analysis of changes in net debt

	At 1 April 19 £	Cash flows £	At 31 March 20 £
Cash at bank and in hand	<u>804,452</u>	<u>(16,249)</u>	<u>788,203</u>
	At 1 April 18 £	Cash flows £	At 31 March 19 £
Cash at bank and in hand	<u>654,707</u>	<u>149,745</u>	<u>804,452</u>

15 Financial Commitments

The future minimum lease payments under non-cancellable operating leases are as follows:

	2020 £	2019 £
Buildings		
Due within one year	7,747	7,265
Other		
Due within one year	1,320	1,320
Due within two and five years	990	2,310
	<u>10,057</u>	<u>10,895</u>

16 Related Parties

There were no related party transactions in the year (2019: none).

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2020

17 Pension Commitments

(a) *Defined contribution pension arrangements*

CCPS operates a group personal pension scheme on a defined contribution basis. Employer contributions are paid in the range of 6% to 10% of pensionable salaries while employee contributions are a minimum 4% of pensionable salaries. Employer pension contributions payable in the year were £32,912 (2019: £30,581). The amount included within creditors at the year is £Nil (2019: £Nil).

(b) *Defined benefit pension arrangements*

The company participates in the Scottish Voluntary Sector Pension Scheme, a multi-employer scheme which provides benefits to some 102 non-associated employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out with an effective date of 30 September 2017. This actuarial valuation was certified on 19 December 2018 and showed assets of £120.0m, liabilities of £145.9m and a deficit of £25.9m. To eliminate this funding shortfall, the trustees and the participating employers have agreed that additional contributions will be paid, in combination from all employers, to the scheme as follows:

Deficit contributions:

From 1 April 2019 to 30 September 2026:

£1.5m per annum (payable monthly and increasing by 3% each year on 1 April)

From 1 April 2019 to 31 March 2024

£82,000 per annum (payable monthly and increasing by 3% each year on 1 April)

Unless a concession has been agreed with the Trustee the term to 30 September 2026 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £88.2m, liabilities of £122.1m and a deficit of £33.9m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

CCPS - COALITION OF CARE AND SUPPORT PROVIDERS IN SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2020

17 Pension Commitments (continued)

From 1 April 2016 to 31 October 2029:

£1,323,116 per annum (payable monthly and increasing by 3% each year on 1 April)

From 1 April 2016 to 30 September 2031

£292,376 per annum (payable monthly and increasing by 3% each year on 1 April)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the scheme liabilities.

PRESENT VALUES OF PROVISION

	2020	2019	2018
	£	£	£
Present value of provision	<u>133,000</u>	<u>155,000</u>	<u>273,000</u>

RECONCILIATION OF OPENING AND CLOSING PROVISIONS

	2020	2019
	£	£
Provision at start of year	155,000	273,000
Unwinding of the discount factor (interest expense)	2,000	5,000
Deficit contribution paid	(19,000)	(23,000)
Re-measurements - impact of any change in assumptions	<u>(5,000)</u>	<u>(100,000)</u>
Provision at end of year	<u>(133,000)</u>	<u>155,000</u>

INCOME AND EXPENDITURE IMPACT

	2020	2019
	£	£
Interest expense	2,000	5,000
Re-measurements – impact of any change in assumptions	<u>(5,000)</u>	<u>(100,000)</u>
	<u>(3,000)</u>	<u>(95,000)</u>

ASSUMPTIONS

	2020	2019	2018
	% per annum	% per annum	% per annum
Rate of discount	<u>2.57</u>	<u>1.46</u>	<u>2.01</u>

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.