

# **Royal Edinburgh Hospital Patients Council**

**Annual Report and Accounts**

**Year ended 31 March 2024**

**Scottish Charity No: SC021800**



## **Royal Edinburgh Hospital Patients Council**

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**Year ended 31 March 2024**

### **Reference and Administrative Information**

<b>Charity Name:</b>	Royal Edinburgh Hospital Patients Council
<b>Charity Registration Number:</b>	SC021800
<b>Principal Address and OSCR Contact Address:</b>	Royal Edinburgh Hospital Morningside Terrace Edinburgh EH10 5HF
<b>Trustees:</b>	The Trustees who served during the year and to the date of this report were as follows:  Stephen Muirhead <i>Chair</i> Alison Rankin Larry Osborne (from February 2024) Paul Harvey (to December 2023) Lisa Archibald (to December 2023) Stephen Polockus (to February 2023)
<b>Co-opted Members:</b>	Cathy Robertson Maggie McIvor
<b>Staff:</b>	Simon Porter Carolyn Macpherson Katarzyna Wojcik (from October 2023)
<b>MORE-P Staff (Mind Our Rights Education Project):</b>	Kathryn Macgregor - (From August 2021) Neha Bhatnagar – (From August 2021) Martin McAlpine – (From May 2022) Ruth Rooney – (From April 2023) Greig Irving – (From August 2023)
<b>Website:</b>	<a href="http://www.rehpatientscouncil.org.uk">www.rehpatientscouncil.org.uk</a>
<b>Facebook:</b>	<a href="http://www.facebook.com/rehpatientscouncil">http://www.facebook.com/rehpatientscouncil</a>
<b>Email:</b>	<a href="mailto:info@rehpatientscouncil.org.uk">info@rehpatientscouncil.org.uk</a>

## **Royal Edinburgh Hospital Patients Council**

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**Year ended 31 March 2024**

### **Reference and Administrative Information (Continued)**

**Independent Examiner:**

David Jeffcoat, F.C.C.A.  
Alexander Sloan LLP  
Accountants and Business Advisers  
1 Lochrin Square  
92-98 Fountainbridge  
Edinburgh  
EH3 9QA

**Bankers:**

Bank of Scotland  
426 Morningside Road  
Edinburgh  
EH10 5QF

Thank you to all our volunteers for another incredible year!

# **Royal Edinburgh Hospital Patients Council**

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**Year ended 31 March 2024**

## **Trustees' Annual Report**

### **Structure, Governance and Management**

#### **Governing document**

The Royal Edinburgh Hospital Patients Council (“Patients Council”) is an unincorporated charitable members’ association governed by its Constitution (Scottish Charity No. SC021800). The Patients Council is an independent collective advocacy service for patients and former patients of the Royal Edinburgh Hospital and associated community mental health services. Every patient and former patient is a member of the Patients Council.

The members of the Management Committee are the Trustees for the purpose of charity law.

The Trustees, who are themselves patients or former patients at the Royal Edinburgh Hospital (REH), are responsible for the strategic direction of the charity.

#### **Recruitment and appointment of Trustees**

Members interested in joining the Management Committee are interviewed by the Office-Bearers to:

- inform them about the work of Patients Council
- inform them about the roles and responsibilities of Management Committee members
- ensure their ability to fulfil the commitments
- identify any specific areas of interest they may have
- explain and sign the Patients Council activist agreement.

Prospective candidates are nominated and seconded by members of the Patients Council at the AGM. Members present at the AGM elect up to 8 Committee Members. The same process is used to fill any vacancies during the year, with elections taking place at Patients Council Meetings, held every two months.

### **Objectives and activities**

#### **Charitable purposes**

- To promote the rights of patients and former patients
- To address concerns raised by patients and former patients about services
- To resolve these concerns by working jointly to encourage changes and developments in services with hospital staff and management
- To facilitate the representation of patients’ and former patients’ views and opinions to the hospital, to health service management and to statutory organisations, as appropriate
- To act as a link with other patient groups and networks locally and nationally
- To raise awareness of the views of patients and former patients and collective advocacy issues at training events, conferences and other forums.

# **Royal Edinburgh Hospital Patients Council**

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**Year ended 31 March 2024**

## **Trustees' Annual Report (continued)**

### **Summary of main activities in relation to the objects**

Patient issues are brought to the attention of the Patients Council in different ways. These include:

- Open Patients Council Meetings which are held every two months at the REH
- regular collective advocacy meetings held with patients on individual wards
- by letter, telephone, email or by calling into the office
- from individual advocacy staff
- distribution and collection of questionnaires
- direct personal experience of members

These issues are addressed and patient opinion expressed through:

- attending a wide variety of NHS review and development meetings in the REH
- attending consultation and networking events outwith the REH
- writing letters
- producing reports
- working directly with a range of staff

### **Memorandum of Agreement**

Via a Memorandum of Agreement with AdvoCard, Scottish Charity No. SC023181, Patients Council is part of the Edinburgh Advocacy contract from City of Edinburgh Council which is held by AdvoCard. The Memorandum of Agreement addresses arrangements relating to staffing, liabilities and partnership working. Staff members, Simon Porter and Carolyn Macpherson were employed during the first three months of the year with AdvoCard. and now are Royal Edinburgh Hospital Patients Council employees.

### **Achievements and Performance**

#### **Chair's Report**

The year under review saw us continue Collective Advocacy, expand our activities, recruit more staff and make changes to our structure. As ever we seek more volunteers to progress our activities. The Patients Council has been in existence for more than 30 years. Our commitment is to hearing the patient voice and enabling that 'collective voice' to be heard, promoted and to influence policies and practices in NHS settings, in REH meetings and at the Edinburgh Health and Social Care Partnership. We aim to take the collective voice of patients to any forum in which decisions are made about mental health services.

Independent Collective Advocacy is not an optional extra. The Mental Health (Care and Treatment) (Scotland) Act, 2003 explicitly states this in Section 259. We must all assiduously remind ourselves and others of this. In times of economic uncertainty, it is even more critical that we continue our activities and fight for their continuance. In July 2023 we were awarded a new contract with Edinburgh Health and Social Care Partnership to continue our work. This contract runs for 5 years with potential for a 2-year extension. This will allow us to plan and allow us to settle as we develop our independence from AdvoCard and become a wholly independent Collective Advocacy SCIO in a consortium with AdvoCard and CAPS. We would like to give our thanks to those organisations for working with us in developing the bid to renew our contract and funding.

## **Royal Edinburgh Hospital Patients Council**

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**Year ended 31 March 2024**

### **Trustees' Annual Report (continued)**

The new contract enables us to expand Collective Advocacy into the area of substance use and undertake this in new locations. We began collective advocacy with patients at Ritson Clinic at the Royal Edinburgh Hospital. The new contract allows us to do Collective Advocacy off site. This required considerable thought. On the wards, patients are in one location. Taking collective advocacy off-site means finding a suitable location, letting the community know where and when we will be available. We began to offer our services in Wester Hailes. We recognised that people would need the reassurance of seeing the Patients Council a few times before they would feel comfortable approaching us. A consistent and committed presence was essential and, thus far, it has been successful. We will expand to other locations to offer collective advocacy for substance use.

Collective Advocacy on the wards at REH and CAMHS at the Royal Infirmary is at the heart of our work. We visited each designated location once a month and listen to patients. From an organisational perspective we would like to attract more volunteers. We see similar themes raised across all wards, whether it is comments activities (lack thereof), on food and heating or patient property going missing. We have noticed the patients are more aware of their rights which is good to see. However, we are concerned about the housing situation which can cause distress. During the course of the year in question we were able to increase our visits although we had to cancel a couple of visits due to Covid.

We recognised that independence and increased activity meant we needed to consider the structure of the Patients Council, staffing, roles and responsibility. Simon (Porter) and Carolyn (Macpherson) have borne the brunt of all the changes and additional work. We appointed Kasia as our new Finance, Administration and Business Officer and she started in October 2023 and is a very welcome addition to the team. Our independence from AdvoCard necessitated a review of job descriptions which were completed; an appreciation that the Patients Council is now an employer with all the duties and risks that that involves. We set up two subcommittees to facilitate greater involvement and communication between members of the Management Committee and Simon, Carolyn and Kasia. Simon (Porter) is Project Director and Carolyn (Macpherson) Is Project Organiser. Again, I must commend Simon and Carolyn for all their hard work and commitment in facilitating these changes. I do not underestimate the issues with which they have had to contend but they have done it with grace and good humour.

We continue our slow progress to becoming a SCIO (Scottish Charitable Independent Organisation). The documentation went through many iterations and was sent to OSCR in November 2023. We have had a response from OSCR. They questioned whether or not we could use the word 'Royal' in our title and also whether we could use the word 'Council'. This has required consultation with a variety of organisations and I will update you in the next Annual Report!

The MORE-P project continues. MORE-P stands for Mind Our Rights Education Project. The project continues to be successful and very well received by a variety of participants including psychiatrists, psychologists, mental health officers, nursing staff. This project has great potential, and we will need to consider how we might develop it further. The project has seen several staff changes, as was to be expected. During the time of this Annual Report, we welcomed 2 new members of staff, Ruth and Greig. Whilst this programme was originally designed for participants working in mental health in Edinburgh, we were approached by potential participants in Fife. This may be one way to take the programme although there are many factors to consider. The Management Committee would like to thank all those employed on the MORE-P project for their hard work and commitment.

## **Royal Edinburgh Hospital Patients Council**

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**Year ended 31 March 2024**

### **Trustees' Annual Report (continued)**

In 2023 we were asked by the City Council, Health and Social Care Partnership team to develop a publication, namely Stories 4. We were awarded funding for this and two members of the MORE-P staff (Neha and Kat) undertook the work. They worked with patients a rehabilitation wards to elicit their stories of lived experience, poetry and anything for the publication. The book Stories 4 attracted some criticism. For example, REH management objected to our use of the NHS logo. All the 3 previous editions had the NHS logo, but new management brings new concerns and systems. However, Stories 4 is worth reading and I would commend it to you all.

Mental illness affects many people. Our work involves patients in the hospital and in substance use in the community. I make no apologies for saying mental illness is a political issue. It is not just about a bed in REH, a diagnosis and treatment and discharge. We need to recognise the importance of social, economic, cultural and housing issues. Staff and volunteers at the Patients Council do this by participating at many meetings with staff at the REH, such as the Experience and Environment Committee and the Staff Patient Action Group. In addition, we attend a variety of Edinburgh Health and Social Care Partnership. Also, during 2023-2024 a number have presented at conferences held by Thrive, Edinburgh. These activities enable us to represent the patient voice and lived experience to a broad audience including decision makers. We must advocate tirelessly for adequate housing, support, benefits for the people to whom we deliver collective advocacy and seek avenues that will enable us to do this.

In conclusion, 2023-24 has been a busy time for the Patients Council. We have branched into a new area and developed Stories 4. We have restructured and become independent. All of this would not be possible without our staff – Simon, Carolyn and Kasia, the MORE-P staff and our volunteers. On behalf of the Management Committee, I thank you all.

**Alison Rankin** - Chairwoman, REH PATIENTS COUNCIL

# **Royal Edinburgh Hospital Patients Council**

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**Year ended 31 March 2024**

## **Trustees' Annual Report (continued)**

### **Project Co-ordinator's Report**

This annual reporting period has seen the REHPC finally learn to stand completely on its own two feet in terms of governance, employment and financial matters. From April to July 2023, we began to make the transition from being 'hosted' by AdvoCard, towards the REHPC taking on full responsibility over last summer for delivering everything we do: both the core independent collective advocacy contract and the MORE-P human rights awareness-raising work that we've been successfully delivering since 2021. We can now confidently say that we are a completely lived experience-led organisation from bottom to top - so thanks to every member, volunteer, paid worker and management committee member that has helped us finally get to this significant milestone.

Hopefully most people didn't notice much difference or disruption these boardroom-level changes may have made to the actual independent collective advocacy services we've been delivering for the past 25 years. We were aiming for the long-standing group advocacy work with hospital patients to continue seamlessly, while we also gradually introduced new 'Matters of Substance' drug and alcohol advocacy groups at The Ritson Clinic, Wester Hailes Healthy Living Centre and at Spittal Street as part of the new independent advocacy contract, which now encompasses mental health and addictions group advocacy work. We've found it fascinating and humbling to compare and contrast the experiences of people with diagnoses of mental health issues with those of people with substance use issues and have been learning and deepening and developing our understanding and advocacy provision as we go.

The biggest change was really felt by staff and the management committee as we navigated the new set of relationships created by the organisational shift towards full autonomy in governance and financial matters – especially the fact that the management committee are now the employers of all staff, as well as being fully responsible for the financial health and future of the organisation. This has not always been an easy or stress-free process, and we have lost a few members along the way, with Paul Harvey and Lisa Archibald leaving at the turn of the year. Luckily the remainder of our Management Committee (Alison, Stephen, Larry, Maggie and Cathy) have been able to calmly steer us through some of the unavoidable growing pains and somehow or other we have made it through our first year relatively intact and unscathed. Thanks so much for their patience and forbearance as staff learned to take on their new responsibilities and we all adjusted to the slightly altered internal power balances in the organisation.

In October 2023, we were joined by our brilliant new Finance, Administration and Business (FAB) Officer, Kasia Wojcik, who has joined the core team of me and our amazing Project Organizer, Carolyn Macpherson, specifically to help us deliver on our new financial and budgetary responsibilities. Kasia has brought a real sense of calm, friendly, efficiency and kind understanding to our work and speedily become a master of QuickBooks and defusing the occasionally fraught atmosphere brought on when the Project Director spits out his dummy or goes on the advocacy rampage!



## **Royal Edinburgh Hospital Patients Council**

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**Year ended 31 March 2024**

### **Trustees' Annual Report (continued)**

We must also pay tribute to our crack team of MORE-P human rights educators: Kat, Neha, Martin, Ruth and Greig receive consistently positive feedback about their constantly evolving human rights awareness training. They continuously adapt and update the training in light of this feedback and to reflect the evolving human rights landscape in Scotland and the UK. We have ambitions to create some new versions of the training package, with both a full-day and an on-line version in the pipeline. We have had frequent training requests from Fife, from Grampian, from people in Glasgow and the west coast etc. and we are considering whether we can one day spread our wings beyond Lothian and offer our sessions further afield.

It has been a big step-up for us all this year and the difficulties of assuming these new roles and responsibilities cannot be under-estimated; sometimes we weren't all sure that we were going to make it, but we have come this far and seem to have assembled all the jigsaw pieces we need to keep the show on the road for the patients and our members. For the past few years, we have been aided and abetted in all our independent advocacy activities by the support and assistance we've received from partners and allies in NHS Lothian and the Edinburgh Health and Social Care Partnership, not least from Dr Linda Irvine-Fitzpatrick, who has believed in us and our ability to deliver advocacy outcomes even when we didn't always believe in ourselves!

Finally, huge thanks as always to all our brilliant volunteers who turn up day after day, week after week, month after month and year after year to deliver the group advocacy meetings and who often end up with the difficult task of managing the chaos (and the order) as management committee members. We literally couldn't do it without you, you are the lifeblood of this organisation and you are all worth your weight in gold, thanks so much for sticking with us during this bumpy time of growth and development.

**Simon Porter**

### **Financial Review**

#### ***Results for the year***

Per the Statement of Receipts and Payments, the charity reported a Surplus for the year of £23,396 (2023 – Surplus £3,462) comprising a £4,588 Deficit in Unrestricted Funds and a £27,984 Surplus in Restricted Funds.

#### **Reserves Policy**

The charity's policy is to hold sufficient funds in reserve to ensure the charity's ability to fulfil its charitable objectives for at least three months. Per the Statement of Balances, the charity's Unrestricted Funds amounted to £18,131 (2023 - £22,719) which, although above the required level, was acceptable to the Trustees.

#### **Donated facilities and services**

Accommodation and computer facilities are provided free of charge by NHS Lothian.

**Royal Edinburgh Hospital Patients Council**  
**Year ended 31 March 2024**

**Trustees' Annual Report (continued)**

**Independent Examiner**

The Trustees recommend that David Jeffcoat, FCCA, a Partner with Alexander Sloan, Accountants and Business Advisers, remains in office as Independent Examiner until further notice.

This Report was approved by the Trustees and signed on their behalf by:

Alison Rankin

**Alison Rankin**

*Trustee*

Date: 18/12/2024

## **Royal Edinburgh Hospital Patients Council**

### **Independent Examiner's Report to the Trustees of Royal Edinburgh Hospital Patients Council**

I report on the Accounts of the charity for the year ended 31 March 2024 which are set out on pages 11 to 14.

#### **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 charity Trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts 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 Accounts 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 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 Accounts Regulations, and
  - 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.

*David Jeffcoat*

**David Jeffcoat, F.C.C.A.**

Alexander Sloan LLP  
Accountants and Business Advisers  
1 Lochrin Square  
92-98 Fountainbridge  
Edinburgh  
EH3 9QA

Date: 18/12/2024

## Royal Edinburgh Hospital Patients Council

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### Statement of Receipts and Payments Account Year ended 31 March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>Receipts</b>					
Charitable activities	3	62,532	70,000	132,532	50,580
Bank interest		88	-	88	73
<b>Total Receipts</b>		<u>62,620</u>	<u>70,000</u>	<u>132,620</u>	<u>50,653</u>
<b>Payments</b>					
Charitable expenditure	4	64,388	42,016	106,404	45,067
Governance costs					
Independent Examiner's fee		2,820	-	2,820	2,124
<b>Total Payments</b>		<u>67,208</u>	<u>42,016</u>	<u>109,224</u>	<u>47,191</u>
<b>Net Receipts/(Payments)</b>		(4,588)	27,984	23,396	3,462
Transfers		-	-	-	-
<b>Net Surplus/(Deficit) for the year</b>		<u>(4,588)</u>	<u>27,984</u>	<u>23,396</u>	<u>3,462</u>

The Notes form an integral part of these Accounts

## Royal Edinburgh Hospital Patients Council

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### Statement of Balances As at 31 March 2024

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>Bank and Cash in Hand</b>				
Opening balances	22,719	32,399	<b>55,118</b>	51,656
Net Surplus/(Deficit) for the year	(4,588)	27,984	<b>23,396</b>	3,462
<b>Closing balances</b>	<b>18,131</b>	<b>60,383</b>	<b>78,514</b>	55,118
<b>Assets (Debtors)</b>				
Due from AdvoCard	-	-	-	668
Paye	4,877		<b>4,877</b>	-
	<b>4,877</b>	-	<b>4,877</b>	668
<b>Liabilities</b>				
Payroll fees (SCVO)	196		<b>196</b>	196
Independent Examination:				
Year ended 31 March 2023	-	-	-	2,124
Year ended 31 March 2024	2,170	-	<b>2,170</b>	-
	<b>2,366</b>	-	<b>2,366</b>	2,320

Approved and authorised for issue by the Trustees on

18/12/2024

and signed on their behalf by:

*Alison Rankin*

**Alison Rankin**  
*Trustee*

The Notes form an integral part of these Accounts

## Royal Edinburgh Hospital Patients Council

### Notes to the Accounts Year ended 31 March 2024

#### 1. Basis of Accounting

The Accounts have been prepared on the *Receipts and Payments* basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity is not registered for VAT and, accordingly, expenditure includes VAT where appropriate.

#### 2. Funds

**Unrestricted Funds** (i.e. the General Fund) encompass all income and expenditure relating to the charity's primary focus other than those for which funding is restricted.

**Restricted Funds** are subject to specific conditions by donors as to how they may be used. Further information about Restricted Funds is provided in Note 6.

#### 3. Income from Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
AdvoCard	61,632	-	61,632	4,080
NHS Lothian	-	70,000	70,000	46,500
Donations	400		400	-
Legacies	500		500	-
	<u>62,532</u>	<u>70,000</u>	<u>132,532</u>	<u>50,580</u>

#### 4. Charitable Expenditure (Payments)

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Salaries including Employers NI	58,248	34,526	92,774	38,130
Subsistence	34	12	46	182
Volunteer Expenses	417	350	767	563
Printing, Stationery and Story Books	-	116	116	579
Story book printng	-	4,513	4,513	-
Telephone	-	710	710	-
Sundry expenses	311	8	319	994
Subscriptions	272	19	291	147
Computer costs	284	193	477	378
AGM	219	-	219	122
Consultancy fees	59	209	268	1,270
Insurance	341	341	682	651
Travel Expenses	134	32	166	80
Training	718	220	938	-
Office expenses	1,470	139	1,609	-
Website Hosting	1,455	-	1,455	1,275
Payroll fees (SCVO)	426	628	1,054	696
	<u>64,388</u>	<u>42,016</u>	<u>106,404</u>	<u>45,067</u>

## Royal Edinburgh Hospital Patients Council

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### Notes to the Accounts (Continued) Year ended 31 March 2024

#### 5. Unrestricted Funds

	At 01/04/23	Receipts	Payments	Transfers	At 31/03/24
	£	£	£	£	£
General Fund	22,719	62,620	(67,208)	-	18,131
	<u>22,719</u>	<u>62,620</u>	<u>(67,208)</u>	<u>-</u>	<u>18,131</u>

#### 6. Restricted Funds

	At 01/04/23	Receipts	Payments	Transfers	At 31/03/24
	£	£	£	£	£
MORE-P	32,399	50,000	(37,011)	-	45,388
STORIES 4		20,000	(5,005)	-	14,995
	<u>32,399</u>	<u>70,000</u>	<u>(42,016)</u>	<u>-</u>	<u>60,383</u>

##### Purpose of Restricted Funds

MORE P - Represents Year 3 funding from Edinburgh Health and Social Care Partnership enabling the charity to employ 4 part time Human Rights Educators and one part time Human Rights Organiser as part of the Mind Our Rights Education Programme (MORE-P).

STORIES 4 - Represents funding from Edinburgh Health and Social Care Partnership enabling the charity to produce the stories for the book "Changing Lives" Volume 3.5 Edition May 2023.

#### 7. Trustees' Remuneration and Reimbursed Expenses

During the year, no Trustees nor any persons connected with them received remuneration or reimbursed expenses (2023: £Nil).