

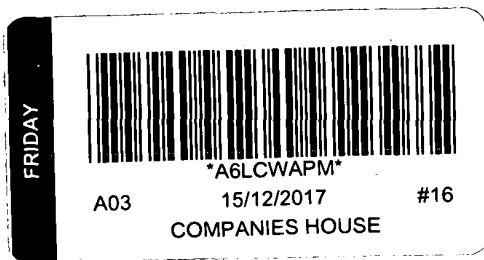
**Charity Registration No. 1011895 & SC038601**

**Company Registration No. 2717020 (Scotland)**

**THE PROFOUND AND MULTIPLE  
IMPAIRMENT SERVICE**

**ANNUAL REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2017**



# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Governors</b>	Lynne Martin Alex Davidson (Chair) Catherine Heaney Professor Timothy Kelly Pat Graham Jack Blaik Dr Donald Macaskill Frances Cadzow Peter Glover Jennifer Whinnett Mark Thould	(Appointed 22 July 2016) (Appointed 22 July 2016) (Appointed 22 July 2016) (Appointed 22 June 2017)
<b>Director</b>	Jenny Miller	
<b>Secretary</b>	Kate Mure	
<b>Charity number</b>	1011895 & SC038601	
<b>Company number</b>	2717020	
<b>Principal address</b>	Springfield House, 15/16 Springfield The University of Dundee DUNDEE DD1 4JE	
<b>Registered office</b>	c/o 33 Cornelia Street Barnsbury Grove Islington London N7 8BA	
<b>Auditors</b>	Bird Simpson & Co. 144 Nethergate Dundee DD1 4EB	
<b>Bankers</b>	The Royal Bank of Scotland Perth Chief Office 12 Dunkeld Road Perth PH1 5RB	

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **CONTENTS**

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	<b>Page</b>
Governors' report	1 - 17
Independent auditor's report	18 - 19
Statement of financial activities	20
Balance sheet	21
Statement of cash flows	22
Notes to the accounts	23 - 31

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# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## GOVERNORS' REPORT (INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2017**

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The Governors present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's [governing document], the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016)

### **Objectives and activities**

This year sees PAMIS celebrate its 25th anniversary still working to the same principal aim of supporting people with profound and multiple learning disabilities (PMLD) and their families to live an inclusive life and realise their full potential.

As an organisation we have grown over the past quarter of a century, and developed resources and tools that have engaged people with PMLD in a wide range of community based activities. Although there have been pockets of mainstreaming this activity and engaging with the wider community, the reality is that for many people with PMLD and their families there are limited opportunities to engage in a meaningful and included life. The use of self-directed support (SDS) options as a tool to enable people with PMLD to access the services and resources they want to enhance the quality of their lives is currently largely unachievable because there are very limited accessible and appropriate resources and services for people with PMLD to access. Unless education and training, adequate manpower and community commitment is sourced people with PMLD will return to excluded lifestyles within out of date services offering limited individualised opportunities.

We are the only organisation in the UK that works solely for people with PMLD and their family carers and are also recognised for this work internationally. We strive to lead on research, practice and development of policy and services that support Scotland to value, respect and include people with PMLD and their family carers.

In order for PAMIS to achieve its charitable objectives work is carried out through a range of services and projects, including:

**A dedicated Family Support Service** with Directors in Tayside, Grampian, South Lanarkshire, Fife and Greater Glasgow and Clyde.

**Additional intensive support** to family carers through the difficult and often stressful period of transition from children to adult services.

**Inclusive Cultural and Leisure projects** to promote accessible leisure activities for people with PMLD and enable them to use the range of self-directed support options. PAMIS are committed to sourcing funding and support to build on the resources currently available and to develop communities where people with PMLD are able to participate and access cultural, leisure and recreational activities; where they can join clubs with others and make friends based on mutual interest; communities that engage and support family carers and enable parents, grandparents and siblings to have family time and personal time; and to have time that is not solely about their caring role. The multisensory storytelling is a core resource within this context and PAMIS continues to grow this approach through development of resources, education and support for trainee story tellers and research into the effectiveness of this approach. The friendship club model in Fife brings all of these resources together and is being rolled out in other areas.

**Engagement in a wide range of consultations and campaigns.** In particular we run the highly successful Changing Places Campaign in collaboration with Mencap, several UK organisations and supported by Scottish Government, which has resulted in the creation of fully accessible toilet facilities across the UK.

**Support and advice regarding Self-Directed Support.** This work also includes developing family carers' communication skills through empowering conversations workshops that enable them to then have effective discussions within their local authorities about packages of care.

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2017**

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**The PAMIS digital passports** is a central part of the work undertaken by PAMIS and is essential in order to enable family carers, paid carers and practitioners to better manage the care and support of people with PMLD. It has opened up the communication between the person with PMLD, family carers, paid carers and practitioners on issues related to health and social care. The passport is supporting family carers to co-produce health and social care for their family member and provides the confidence that the right information at the right time is given to the right people in order for the right decisions/interactions/activity to be given.

**The Information and Library Service** which is based at the head office in Dundee provides specialist advice and information on all areas concerning complex disabilities. There is also an extensive library which lends resources including the multisensory stories across Scotland.

**Education and development of communities**, of the workforce both current and the next generation, is a core consideration if people with PMLD are to be included as valued and respected individuals within their communities. PAMIS recognises that it is not because communities intend to or want to exclude people, it is because very often they do not have the skills, knowledge or resources to include them. PAMIS offers high quality training and development, practice education placements for the current and future workforce across a range of professions, and practical advice, tools and ongoing support. PAMIS is committed to sharing their range of resources locally, nationally and internationally, and across sectors. Family carers are core to the delivery of our education and are supported, developed and employed as family carer consultants.

**Research and best practice** is core to the work developed within PAMIS and we actively contribute to and undertake our own research. We are involved with the Scottish Consortium for Learning Disabilities and the Scottish Learning Disabilities Observatory. Family carers communicate and engage with PAMIS about their hopes and aspirations for future research. We are committed to undertake research that has been identified by family carers as being beneficial to contributing to the advancement of the health, wellbeing and education of people with PMLD. We are growing our collaboration with other research bodies and organisations in order to influence and inform current and future practice. In addition the PAMIS Postural Care project is an example of a local, evidence based project now being rolled out nationally across Scotland.

**Bereavement and loss** – This resource supports family carers and practitioners to explore the bereavement and loss experiences of people with profound and multiple learning disabilities, their reactions to bereavement and how to provide support by considering the circumstances that may further exacerbate grief. Providing suggestions of support, it shows us ways of engaging people with profound learning disabilities in the sensitive issues around bereavement and loss. The resource also shares experiences of bereaved parents and carers who have cared for someone with profound learning disabilities and complex healthcare needs. It goes on to show how in order to understand the specific issues related to bereaved families, it is necessary to gain a better understanding of their life experience. Families' experiences demonstrate that the extent to which the palliative care needs of people with such complex disabilities are met will shape the experience of bereavement for families. In essence, "bad deaths" have been those which have prevented families from meeting the palliative care needs of their son or daughter. PAMIS support this resource with a training course and further online and face to face support to implement the knowledge into practice. PAMIS are also part of a number of palliative care networks providing expert advice in how to support people with PMLD and their family carers. The team of trainers includes family carer consultants.

**Volunteering** - PAMIS is actively growing their team of volunteers who support many of the activities undertaken within each of the current PAMIS areas. The PAMIS learning and development hub is under development to ensure that all volunteers have the support and underpinning knowledge to undertake their role. In addition there are many people who also contribute to PAMIS through fundraising and raising the profile of inclusion via social media. Currently we have 49 volunteers.

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017**

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All of these activities ensure the PAMIS commitment that:

- people with PMLD are valued both as individuals and in the contribution they make to the community;
- people with PMLD should receive all the support needed to realise their full potential;
- people with PMLD have a right to a full life shaped by personal choice, abilities and needs and that this underlies all provision and policy affecting their lives;
- the knowledge and experience of family carers is recognised, and that their views are fully taken into account in service development.

The Governors have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017**

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### **Chief Executive Report**

In all honesty writing this year's annual report has been challenging. We are a small organisation but in the words of one of the GSK Impact award judges we "punch well above our weight". So where do you start to share all the amazing contributions that staff, family carers and our volunteers have made to making our communities more inclusive places? I will do my best to give you a flavour of our work and key achievements but my saving grace is that much of our activity is well reported in other areas not least on our face book page. However we are also happy to share our reports on each of our programmes and services with those who wish to read them.

This year started off with the fantastic news that PAMIS were one of the winners of the highly prestigious 2016 GSK IMPACT Award, a UK-wide award run in partnership with The King's Fund that recognises excellence in charities improving health and wellbeing in their communities.

We were immensely proud that as one of only 10 charities in a field of over 400 we were acknowledged for the leading work we do to improve the health of the people we work with across Scotland. The award provided a robust and rigorous assessment of us as an organisation and focused on excellence in the six areas of IMPACT. These are:

- Innovation - leadership, creativity and initiative in addressing current challenges in healthcare access and delivery
- Management - efficient use of resources; quality of management processes; equality of opportunity; clear objectives and plans; strength and financial effectiveness of the organisation
- Partnership - working effectively with others (members, users, voluntary, private and public sector partners etc.); willingness to share 'best practice' and to learn from others.
- Achievement - measurable results achieved; numbers of people benefitting; a reflective approach to evaluation of work; measurement and monitoring of performance, being able to report outcomes and impact.
- Community focus - involving and responding to users and the community; openness and provision of information; adaptability to changing circumstances and needs
- Targeting need - awareness of community issues and priorities; having a detailed understanding of the target community; ensuring services are accessible and focus on people in need.

The award not only provided £30K of unrestricted funding but also a leadership development opportunity for 2 members of staff, access to a leadership network, the production of a film about PAMIS, and a huge amount of publicity. The rigorous assessment of PAMIS also enabled us to reflect on our areas of strength but also on areas where we need to develop. It has strengthened our governance and confidence to promote PAMIS as a high quality and effective organisation. We will continue to build on the areas for development including the support and development we give to our Board of Governors. We have also recognised the requirement to build on the skill mix within the Board and encourage diversity. Under the leadership of our Chair we have recruited more family carers including a dad of a child with PMLD to the Board. Family carers now make up 50% of the Board.

This year has been challenging in terms of ongoing funding and although a positive move to the integration of health and social care across Scotland there have been real challenges for us to find opportunities to engage in dialogue about longer term, more sustainable contracts. The funding from the local authorities continues to fall short of meeting the actual costs and we are forced to subsidise core family support with additional applications to grant making trusts. This has been labour intensive and means that currently we are reporting to, in access, of 25 different funding bodies.

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2017**

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The concerns over funding has pushed us as an organisation to consider a greater emphasis on fundraising activities. We have ACK leading on this but have also commissioned them to lead on our communication and PR as separate to the fundraising and this will be highlighted within our accounts. We recognised the need for an increase in social media presence in order to highlight the work of PAMIS which in turn has led to greater engagement from the public in fundraising for us but also in supporting the campaigns we spearhead. This has also enabled us to engage with a wider group of families across Scotland. We are operating a model of improvement for this new strategy as we recognise the need to learn from what does and doesn't work although also recognising the need to take time to embed our fundraising. There has been a fourfold increase of fundraisers and increase of social media contact (Twitter 17% and Facebook 13%) highlighting the growing success of this. However as a small charity representing a hidden population we continue to struggle to raise significant funds at our fundraising events. A strategy for the coming year is under development by ACK.

#### **Learning and Development**

We continue to believe that the key to promoting inclusion is within the education of our communities and of the next generation of health, social care and education practitioners. We remain passionate and committed to promoting and supporting people with PMLD and their family carers as experts in the education of others. This year we have broadened the practice placements to also include students from HNC in Occupational Therapy, international pharmacy and HNC Sport Coaching and Leadership. We have also increased the number of universities and courses we are working with highlighted below.

- **Occupational Therapy students**
  - GCU – 6
  - RGU – 1 + SOMA lecture
  - Glasgow and Clyde OT support - 3
- **Social Work students**
  - Dundee University - 44
  - Stirling University – 3
  - Strathclyde – 2
- **Pharmacy – RGU – international student placement – 1 + day visit from 2 students**
- **Primary school education – Dundee University – 4 students**
- **Dietetic - RGU - lectures**

We were asked to support the Scottish Health and Social Care Team Challenge – an inter-professional educational opportunity run by the IPE leads at the Scottish Universities health and social care courses. We provided a case study through a digital passport and we and a family carer supported the teams to of consider the needs of her daughter. The mother also sat on the expert panel and PAMIS supported the development of online resources and led the competition on the day. This was highly successful and the teams really engaged with the case – yet again highlighting that people with PMLD and their family cares are truly the best educators teaching us how to care, how to act with compassion and especially how to work as a team.

This success of this model led to an invitation to repeat the event at the All Together Better Health World Congress in Oxford in the summer. Students across health and social care professions from around the world used the same scenario and again the mother sat on the expert panel.

PAMIS are committed to providing education and development resources that enable communities to develop knowledge and skills in order to be inclusive of some of our most marginalised individuals and their families. In August 2016 we successfully recruited a Learning and Development Director with funding from the Robertson Trust, NHS Lothian and the Alexander Moncur Trust. The Director brings extensive knowledge particularly in the area of digital education and has developed the PAMIS learning hub that will enhance our commitment to support those who participate in our education to put their learning into practice. This is housed on our updated and relaunched website, a major part of the PAMIS digital strategy this year.



# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2017**

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#### **Supporting families and people with PMLD**

We have continued to support people with PMLD and their family carers through a range of local and national services and projects. We extended our support to some families and services within Lothian through a small grant from NHS Lothian. We held a workshop - Exploring the Future – to support the thinking for development of services for people with PMLD.

The changing places toilet campaign has also linked us to family carers and people with PMLD within other areas and we are exploring methods to provide support including developing digital passports and linking family carers from other areas.

Currently there are:

- Families supported – 723
- Professionals who PAMIS work with – 1,115
- Main funders who have supported PAMIS – 24

Highlighted below are a snapshot of this year's work. We provide regular updates through social media - <https://twitter.com/PAMISScotland> and <https://www.facebook.com/pamisscotland/>

#### **Involving Dads**

We have long recognised the issues that fathers have in engaging in some of our work not least because of work commitments. We recognise that fathers are important, play a huge part in family life and are actively involved in caring for their son or daughter. We also suspect that Fathers, although undoubtedly would gain much from accessing support, are less likely to seek support. During 2016 Year of the Dad we contacted Fathers' Network Scotland and asked for advice on how best to engage and support. This has enabled us to evaluate how we engage with Fathers, how we record information about dads and, importantly, how better to involve dads in the process. Currently we are piloting dads only events in the evening in Grampian and have made a film with a dad sharing his experience of attending Empowering Conversations Workshops.

#### **Inclusive leisure and culture**

The highly successful friendship club in Fife continues and has seen an increase in participants which also challenges us to think creatively about supporting inclusion of those who cannot cope with the busy environment. In order to ensure we consider and develop appropriate solutions we commissioned an expert occupational therapist to run a highly effective sensory integration course ensuring that our staff, family carers and local organizations have the skills and knowledge to develop activities and events that take into consideration the key aspects of sensory integration.

In the summer we ran the first Camp PAMIS in Camperdown Wildlife Park. This was in response to families highlighting isolation and exhaustion over the long holiday period. Currently there are no programmes for people with PMLD and this was the first time our families had the opportunity to attend a whole week of fun and friendship. We had 95 people with PMLD from Tayside, Fife and Grampian attending with their families and paid carers. The excellent and dedicated volunteers as well as the great partnerships with Camperdown and Dundee city council school holiday meals ensured the event was a real success; even the weather supported us!

In addition, Fife, South Lanarkshire and Greater Glasgow and Clyde ran a series of holiday leisure events all well attended, highly evaluated and again emphasizing the need for this type of support over the holiday periods.

We recognize the need for further funding for this area and are looking to develop partnerships with others such as local leisure and culture organisations in order to increase opportunities.

We could not do any of these activities without our amazing volunteers and our motivated students who all actively contributed to the programmes and indeed a group of Occupational therapy and teaching students supported the development of Camp PAMIS.

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017**

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### **Multi-Sensory Storytelling**

Multi-sensory storytelling has been developed by PAMIS as a way of enabling people with profound and multiple learning disabilities to engage with their communities in the same way as everyone else. By using voice and the senses people with PMLD are able to access personal, traditional stories and the oral storytelling tradition. Within educational settings multi-sensory storytelling also enables children with PMLD to access the curriculum in a meaningful, fun and engaging way. Multi-sensory storytelling can be designed for individual children or adults with PMLD, delivered in one to one sessions, can be used to teach sensitive topics, or can be specifically designed and delivered to a mixed group of children within mainstream schools. In short, multi-sensory storytelling is a way of enabling people of all ages with PMLD to connect with communities and to have access to their cultural heritage. Through delivery of storytelling sessions PAMIS has enabled people with PMLD, who are normally excluded from many activities, to access their community, and engage with others.

This year has seen the implementation of the educational resource supporting people to become multisensory storytellers. A partnership with Tayberry Enterprise a social enterprise that supports people with mental health and learning disabilities to find employment through the creative arts, has been developed. PAMIS has supported an apprenticeship programme - Tayberry Tales with an introductory course offering the storytellers the opportunity to develop the skills necessary to undertake the two year apprenticeship programme which will then enable them to become fully qualified storytellers.

The course has been designed to consider the individual needs of each apprentice and their facilitator. Using improvement methodology a co-production framework has been developed that sees the facilitators and the storytellers undertake the course together enabling the best possible understanding and support to be provided for the storytellers. Importantly, the course is person centred and tailored to the requirements and styles of each storyteller, making sure that maximum opportunities are provided for the apprentices. The apprenticeships have been run in Dundee and Perth this financial year, but will be available in Angus, Fife, Aberdeenshire and Highland region in the future. Currently 22 people have been through the initial training. The opportunities to build community connections through storytelling and the apprenticeship programme is ground breaking and offers real opportunities for people once they have completed their apprenticeship.

In addition therapeutic storytelling workshops were run for a group of families who have suffered recent trauma. Staff were also trained in the theory and use of this approach

### **Digital transitions**

Following the success of the PAMIS Future Choices transition project we were successful in securing Big Lottery Funding for a Greater Glasgow and Clyde based transition project that takes forward the key learning from the success of the previous transition project. Digital Transitions supports the development of a digital passport to support young people in their transition into adult services.

### **Digital Passports**

The PAMIS digital passports have been further developed this year. The use of film and photos has been a major development with August Pictures working on highly effective short films embedded within the digital passport as a tool to ensure safe and effective practice within complex procedures but also to highlight the personality of some of the unique individuals with PMLD.

Hannah Young, Programme Lead, has delivered training to other organisations including Capability Scotland. As highlighted below Hannah has been actively involved in exploring the safe sharing of data and this continues to be an ongoing discussion at local and national levels.

Grampian were successful in obtaining funding for a digital passport support officer to support the development of digital passports for people with PMLD. This successful concept has been replicated in a bid to Greater Glasgow and Clyde.

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017**

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### **Self-Directed Support**

PAMIS continues to run the Self-Directed Support project within each of the PAMIS areas but also giving advice nationally in relation to family carers of people with PMLD.

This year has seen the development a SDS resource pack that has been posted on the PAMIS website and is also available in hard copy for family carers who do not have access to IT. It includes information on relevant legislation alongside a section related to mediation skills.

The PAMIS SDS project recognises the issues in using SDS when there are not the facilities within the local communities to spend the budget on. PAMIS are investing in support and development of inclusive activities within local communities.

The PAMIS SDS team members along with family support directors continue to engage with relevant forums and networks. SDS project updates are regularly given to these groups whose membership includes representatives from social and healthcare, education, and a mix from voluntary, third and private sector organisations. (Total of 336 organisations are reached on a regular basis by the SDS team staff).

The team continue to deliver a range of workshops across the PAMIS areas.

During March 2016 – March 2017 the project work concentrated more on accessible leisure, development of digital passports and one to one support. SDS team members, along with all PAMIS staff, increased contact with family carers through social media, and engaged with families whilst attending various leisure activities held across all areas. It was also during this time period that the PAMIS SDS Information Pack and PAMIS Statement regarding SDS were developed. This gave family carers and staff actual documents to refer to when necessary.

A number of traditional workshop were still held contact were held:

- Grampian Dads Pilot event (1)
- Empowering Conversations (2)
- Welfare Benefits and Reform (6)

### **Postural Care Strategy for Scotland**

Due to the level of physical disabilities that a number of our families face, we recognise that body shape distortion is something which is prevalent amongst our families and have been interested in research and practice carried out by J. Goldsmith, L. Goldsmith, A. Waugh and S. Hill and subsequent training that is being offered by Postural Care Skills UK/Simple Stuff Works. We have since 2009 been promoting a co-production approach to the management of postural care. Through our Family Support Service, we have supported over 80 families and professionals to attend postural care training run by Postural Care Skills UK/Simple Stuff Works. Feedback has always been exceptionally positive, with families in particular feeling a range of emotions with one question consistently being raised, "Why didn't I know about this earlier?"

Thanks to Scottish Government's small funding grant we were able to spend 1 year identifying stakeholders, creating partnerships, developing our postural care champion role, providing opportunity to create more postural care trainers within Scotland, creating a National Postural Care reference group and begin to develop a Scottish Postural Care Strategy.

We have built on the work undertaken with NHS Lanarkshire in supporting family carers to develop as postural care champions. They completed a 2 day accredited postural care training and developed knowledge and confidence in supporting their own child's body shape. These carers were, and are, invaluable in sharing their story and experience of postural care. We have developed their role as postural care champion's, helping these particular carers to develop their presentation skills, create presentations and have materials to help them share their story. (see reference in publications)

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2017**

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In November 2016 we expanded this model and ran the accredited Train the Trainers' course in Glasgow for 27 people from a variety of backgrounds including allied health professions, early years' workers, personal assistants and family carers. We are passionate about this co-production approach to learning and sharing of information ensuring clear messages about body shape protection to be heard. The family carers are empowered in being able to share quality information and valued as an equal partner in care and education.

There has been a strong commitment from NHS Greater Glasgow and Clyde physiotherapists, both Children and Young People and Community Learning Disability Team, to develop a model of sharing information with families and professionals by seeing postural care champions (family carers) as a key component to their training team. The Children and Young People team have visited school parents' evenings to engage directly with families on postural care. Having postural care champions there has had a positive impact on these events as photographs and films of individuals experiences can be shared with new families. This has been particularly successful in getting families along to more informative awareness raising sessions.

The Community Learning Disability Team has hosted postural care awareness raising sessions within several day centre environments with a postural care champion sharing their experience at each event. On evaluation, the family story always has a positive response demonstrating the impact and benefit in learning directly from family carers.

PAMIS has created a learning hub which is accessible through our website [hub.pamis.org.uk](http://hub.pamis.org.uk). This has initially been developed to support those who completed the postural care trainer training but has been of interest to a wider group of people and will continue to develop as we move forward.

Recognising the progress and strong sense of partnership that has been developed in Scotland we were visited by Chief Executive, Jayne Leeson from English charity Changing Our Lives who wishes to replicate a similar multi-agency partnership in England. The visit included meetings with Scottish Government Chief Professions Officer and our colleagues in the Learning Disability Directorate.

Our Scottish partnership continues to grow and this will be work taken forward onto the coming year with the official launch of the postural care film and resource.

#### **Campaigns and Consultations**

PAMIS continues to lead in Scotland on the Changing Places Changing Lives campaign promoting the expansion in the number of changing places toilets. We are privileged to be working with some passionate and committed campaigners many of them family carers of people with PMLD. The lack of this facility is the biggest barrier to being included within the community and it would appear that this message is finally being heard. Thanks to family carer campaigners and the ongoing work in PAMIS there is now increasing support from Scottish Government ministers and MSPs across all parties. We continue to provide advice and support across Scotland and are pleased with the surge of registered changing places toilets at March 31st 2017 we have 146 and many more in the pipeline.

The Transport Scotland Accessible Travel framework has committed a work stream to this area and PAMIS will continue to support and lead on this area.

We are currently awaiting the arrival of our mobile changing place toilet that will enable us to run events that are totally inclusive and accessible and also to ensure that families have access to the events that they want to attend. We are fundraising for this first mobile changing places toilet in Scotland but also recognise that this will be an essential addition to the Changing Places toilet campaign and enable us to highlight what is required.

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017**

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### **Achievements and performance**

#### **Consultations April 2016 – March 2017**

- Review of learning disabilities and autism in Scottish mental health law.
- Consultation on Scotland's Rail Infrastructure Strategy from 2019
- Consultation on Universal Credit (Claims and Payments) (Scotland) Regulations 2017
- Draft Head Teachers Education and Training Standards (Scotland) Regulations
- National Health & Social Care Workforce Plan - Discussions Document
- Places, people and planning: A consultation on the future of the Scottish planning system
- National Care Standards -
- Consultation on Guidance on Healthcare Needs in Schools
- Public consultation on the NHS Grampian Dental Plan 2016-2022
- NHS Grampian Clinical Strategy - phase 2 of consultation
- A New Future for Social Security Consultation on Social Security in Scotland
- United Nations Convention on the Rights of Persons with Disabilities (UNCPRD) Consultation on the Scottish Government's Draft Delivery Plan 2016-2020
- End of life care for infants, children and young people, NICE
- Perth and Kinross Workforce Plan
- Perth and Kinross Audit Review Commissioning and Procurement Review

#### **Supporting national advisory groups and strategy development**

- The Scottish Government Accessible Transport Group developing an accessible travel strategy for Scotland.
- Independent Living Fund ILF working group contributing to the launch of the new ILF fund for Scotland.
- Postural Care strategy - PAMIS continues to lead on the development of this.
- Mental Welfare Commission for Scotland National Advisory Committee
- Scottish Commission for Learning Disabilities Board member
- Scottish Learning Disabilities Observatory
- NHS Education for Scotland Orthopaedic Advisory Group
- Children with Exceptional Support Needs
- LDAS
- Cross party group learning disabilities
- Cross party group carers
- Self-Directed Support Scotland

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2017**

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### **Research and publications**

Supporting Glasgow University with a research project investigating mental wellbeing with people with PMLD.

The Digital Health and Care Institute application has been submitted in partnership with Robert Gordon University titled: Evaluating medication alert software with people and carers living with profound and multiple learning disabilities: A pilot project evaluating barriers and the feasibility.

Steering group member for Edinburgh Napier university research project Transitions between services in people with Intellectual Difficulties: Development of a nurse-led person centred education development programme.

### **Papers published**

- Young, H. (2017). Reflections on the Experiences of Loss in People with Profound Learning Disabilities: Promoting Sensory Therapeutic Practice. PhD Thesis, University of Dundee.
- Young, H. (2016). Loss and profound learning disabilities: The significance of early separation responses. *Advances in Mental Health and Intellectual Disabilities*, 10(6), 315-323.
- Young, H., Hogg, J. & Garrard, B. (2016). Making sense of bereavement in people with profound intellectual and multiple disabilities: Carer perspectives. *Journal of Applied Research in Intellectual Disabilities*. DOI: 10.1111/jar.12285 o Young, H. (2016). Conceptualising bereavement in profound and multiple learning disabilities. *Tizard Learning Disabilities Review*. DOI: 10.1108/TLDR-09-2015-0035
- Morrison, M., Frew, L., Boslem, C., Jordan, K., Sloan, D. (2016). Working together to improve 24 hour postural care within NHS Lanarkshire. *PMLD Link*, 28/3(85) 10-14

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2017**

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#### **Conference and workshop session presentations including:**

- Lothian physical activity conference. – Andrew Smart, Julie Taylor
- Scottish Health and Social care Team Challenge – Glasgow Caledonian University - Caroline Hill, Jenny Miller
- All Together Better Health world conference – Health care challenge – Oxford - Jenny Miller, Caroline Hill
- Global Health Challenge – Dundee University – Jenny Miller, Maureen Phillip
- Chair - SCLD session on asset based approach (Building Bridges to a Good Life: A Conversation) – Jenny Miller
- Digital Innovation – SCLD
- CSMEN – keynote - Caroline Hill, Jenny Miller, Maureen Phillips
- Postural Care Conference Birmingham: PAMIS Postural care Journey in Scotland – Frances Cadzoe, Michelle Morrison and Jenny Whinnett
- IASSID World Congress – Panel Presentation – Pat Graham
- Dundee and Angus Business Tourism evening – Inclusive tourism and PAMIS presentation -Jenny Miller
- Scottish Business Tourism Annual Conference Glasgow – Inclusive Tourism workshop – Jenny Miller
- Retts Syndrome Scottish annual meeting – PAMIS presentation – Elizabeth McBride
- Learning Disability Study Day, Ayr Hospice - Supporting families of people with profound and multiple learning disabilities when they are bereaved – B.Garrard
- Dundee Care Providers Forum - PAMIS An Overview – B Garrard

#### **Valuing Staff and Volunteers**

We are proud to have a dedicated, highly motivated and highly skilled group of staff many of whom have worked within PAMIS for a number of years. Many of the posts are isolated and demanding and we recognise the stress that this brings. We are challenged to provide the right support for our outlying staff and are developing a more structured approach to support and supervision. We have reviewed our lone working policy which although thorough is challenging in practice.

Learning and development has been identified through support and supervision and the ongoing personal development reviews. Staff are committed to their ongoing development and many use their own time to attend courses and conferences. However, PAMIS also invests heavily in their development and continues to reap the benefits of this.

In addition PAMIS strongly believe that support and development is essential for our volunteers and we have provided training for those coming to, for example, Camp PAMIS. This will be further developed and there are plans for online learning bytes.

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2017

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A snap shot of learning and development opportunities undertaken this year is highlighted below:

- Back 2 Front- FABB Scotland's Inspiring & Innovative Cycling Services
- Bereavement Seminar - details to follow
- The Financial Provisions of the Adults with Incapacity (Scotland) Act 2000 and the role of the Public Guardian
- What Why Children In Hospital Conference
- The King's Fund Leadership Programme
- Assessment and Planning to Get it right (GIRFEC Training)
- SCLD Building Bridges to a Good Life: A Conversation
- Scottish Transitions Forum National Conference
- SCLD Celebrating Success
- Digital Innovation Event
- Multi-Disciplinary Assessment (GIRFEC Training)
- Health Charity Leaders in Conversation with Pennie Taylor
- Role and Responsibilities of the Lead Professional (GIRFEC Training)
- SDSS Communications and Influencing Skills Training
- New Fund Co-Production Engagement Event
- ParkLives
- Analysing and Reporting'
- All Together Better Health VIII
- Post-School Transition: Getting it Right! Cairn Legal
- Let's collaborate for impact
- Post school transition - Getting it Right
- Celebrating the Difference
- Title of event: 'Communications and Influencing' with SDSS Scotland
- SDS strategy Launch of 2016-18 national implementation plan
- Business Tourism Scotland Conference 2016
- HR for Managers part 1
- Unconscious Bias
- What Home Means to Me! Housing Conference
- Feedback and Complaints and Duty of Candour Event
- ILF SCOTTISH LIVING WAGE EVENT
- Inspiring Scotland SDS Portfolio day 2017
- Nutricia
- Choose Life, Choose Self Directed Support
- SDS and Outcome Focused Working E-Learning Launch Event
- Mind the Gap
- IASSID world congress

#### Communications and Fundraising

We are indebted to an increasing number of PAMIS fundraisers who raised an amazing total of £22,175 this financial year. This has been supported by our really active fundraising campaign run by ACK our commissioned fundraiser and PR team.

This year we investigated fundraising through more localised events. We ran 'Thank PAMIS it is ...' in Glasgow, Dundee and Aberdeen. Although all made a profit attendance was limited apart from the Dundee event and it was agreed that the effort outweighed the benefit. We had our annual Burns Supper which raised over £5000. Our Glasgow Glitz in February celebrated great achievements in inclusive buildings and organisations and recognised amazing family carers and campaigners. The profit margins were small and although a fantastic night we decided that as an organisation this is not a viable fundraising source for us. We have agreed that the annual Burn Supper in Dundee will be the key focus.



# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2017**

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#### **Digital Strategy**

The DHI electronic medication alert project and our digital passports continue to drive our digital strategy and awareness of the need to embrace data protection issues. Hannah Young has engaged at a national level to discuss the issues around the sharing of data for both projects.

Our website has been revamped and was launched this year. This also hosts the PAMIS learning hub providing access to our education and development resources as well as offering a platform for engagement with PAMIS and associated groups. The postural care resources are an example of taking a course and supporting a virtual community to share practice and educational resources.

The use of film and photos has been a major development within the digital passports and August Pictures have worked on highly effective short films embedded within the digital passport as a tool to ensure safe and effective practice within complex procedures but also to highlight the personality of some of the unique individuals with PMLD.

Our investment in August Pictures has also given us the opportunity to promote PAMIS and people with PMLD through film and photographs. We are also using film as a source of evaluation for some of our major projects – e.g. Big Lottery transition project and the Digital Passport Project.

We have continued to use digital technology such as Vidyto to host meetings rather than travelling, saving on valuable resources - time and travel costs.

The digital passports continues to develop and we are working with other organisations to embed these nationally.

#### **Financial review**

The deficit for this year of £151,317 (2016 - surplus £6,754) has been taken to reserves. The governors believe that the resources available are sufficient for them to continue the objectives of the charity.

Unrestricted funds were £99,501 at 31st March 2017 and were held to allow charitable expenditure to be made notwithstanding the irregular pattern of receipt of grants and donations. Restricted funds were £106,069 at 31st March 2017, and a detailed summary of these can be seen in note 17 to the accounts.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Governors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The Governors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

We are currently in discussion with the Scottish Government regarding the core funding for the organization and have presented a paper on a core restructure that supports our commitment to lead on research, education and cutting edge practice in this field of practice. Although asked to present this proposal we are still awaiting face to face discussion regarding this and therefore continue to seek opportunities to secure additional unrestricted funding. This is reviewed on an ongoing basis.

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2017**

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#### **Factors affecting the financial position in future periods**

In the current economic climate financial and funding risks remain high. The integrated health and social care boards are beginning to put out tenders for local services and we were successful in securing the Greater Glasgow and Clyde family support service for adults with profound and multiple learning disabilities. This is for 3 years with the possibility of an additional 2 years. Although delighted with this contract the funding remains at the same level as it has been for the past several years.

PAMIS has contributed to a funding consortium for a contract within Aberdeen City Children's Services, decision to be confirmed shortly. Although a small contribution to this tender it has opened up possibilities of partnership working with bigger organisations and may then open up other areas across Scotland. However we await decisions from other integrated health and social care boards regarding how they will put out their tenders. The integration appears to have affected the ability to inform voluntary organisations of outcomes in appropriate timing and we are managing the risk of keeping staff while still awaiting funding confirmation days before contracts are due to expire. As the only organisation working solely with people with PMLD we are in a stronger position and have also increased our training activity which provides us with additional revenue. This current year finances have been secured from a range of funders and there are no immediate financial risks to the organisation.

We have continued to raise our social media presence which has considerably increased donations and those raising funds for us over the year. We will continue to support this area as a valuable source of funding.

The finance committee is a subgroup of the Board and meets at least 4 times a year. They prepare a report for the main Board meeting where all risks are identified and discussed.

Our other ongoing risk is the loss of our highly skilled staffing group. In order to mitigate for this we provide support and supervision and ongoing development for staff thereby making it a desirable and attractive place to work. We are also ensuring that staff have a broader overview of the specific projects so that we can skill mix should we be required. The practice placements we offer also grows the next generation of our workforce and in the past we have successfully recruited from this bank of prospect practitioners. In addition we will be developing a volunteer workforce to support the work we do.

#### **Plans for the future**

PAMIS are still to fully implement the redesign of the core structure partly due to delay in discussions with Scottish Government. This has also delayed the development of our next 10 year strategy but this will be a priority for the coming financial year.

Our core ambition of promoting a more inclusive society continues to be realised through quality education, research and supporting creative and inclusive practice and this will remain a priority for the coming year.

As we celebrate the 25th anniversary of PAMIS this coming financial year we are planning an ambitious international conference Promoting Inclusion Transforming Lives drawing an international audience to share, debate, ponder and identify opportunities to collaborate on building communities and practice that are inclusive across a whole life span of some of our most excluded people within our societies. We are bringing together a broad spectrum of practice that support these life transitions including those who need communities to be inclusive, their family carers, researchers, practitioners, planners, government officials, and students.

The conference is moving away from traditional programmes. We know that the most memorable and significant learning comes from listening to the voice of those who are at the heart of services and communities. We are, therefore, focussing the key notes on their stories and perspectives asking them to challenge the audience to think creatively and collaboratively in order to transform the way we help our communities to be inclusive. The collective wisdom about Inclusive Life Transitions and Inclusive Spaces we think will truly make an impact. Supported by the Scottish National Inclusion Network (NIN) we have planned for inclusion with a range of accessible sessions and an accessible venue.

#### **Structure, governance and management**

The charity was incorporated as a company limited by guarantee and not having a share capital on 21 May 1992, and registered as a charity on 15 June 1992. It is governed by its Memorandum and Articles of Association.

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# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

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The Governors, who are also the directors for the purpose of company law, and who served during the year were:

Lynne Martin

Alex Davidson (Chair)

Catherine Heaney

Professor Timothy Kelly

Pat Graham

Jack Blaik

Dr Donald Macaskill

Frances Cadzow

(Appointed 22 July 2016)

Peter Glover

(Appointed 22 July 2016)

Jennifer Whinnett

(Appointed 22 July 2016)

Mark Thould

(Appointed 22 June 2017)

### Recruitment and appointment of new governors

The Board of Governors has the power to appoint new governors. Vacancies are filled by nomination and elected by a simple majority. New governors are given a presentation on the work of PAMIS and given opportunities to meet with staff and attend specific PAMIS initiatives. They are also offered the opportunity to attend relevant conferences and seminars e.g. on charity and company law, and complex disabilities. Induction for new governors involves awareness of a governor's responsibilities, the governing document, administrative procedures and the history of the organisation. New governors also receive copies of the previous year's annual report and account.

None of the Governors has any beneficial interest in the company. All of the Governors are members of the company and guarantee to contribute £5 in the event of a winding up.

The Chief Executive implements strategic decisions agreed by the Board of Governors to whom she reports four times a year. Strategy is developed through engagement with family carers and from requirements of those commissioning PAMIS' services, e.g. local authorities NHS Boards and the Scottish Government. The work programme is developed by the Chief Executive and the highly skilled staff team in response to identified needs. Staff receive regular support and supervision and also undertake a personal development review on an annual basis which forms the basis for attendance at relevant conferences, development activities etc.

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## GOVERNORS' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2017**

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### **Statement of Governors' responsibilities**

The Governors, who are also the directors of The Profound and Multiple Impairment Service for the purpose of company law, are responsible for preparing the Governors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Governors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Governors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Governors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


### **Auditor**

A resolution proposing that Bird Simpson & Co. be reappointed as auditors of the company will be put to the governors.

The Governors' report was approved by the Board of Governors.



**Lynne Martin**  
Governor  
Dated: 13 December 2017



**Professor Timothy Kelly**  
Governor  
Dated: 13 December 2017

# **THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE**

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We have audited the financial statements of The Profound and Multiple Impairment Service for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. 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 Financial Reporting Standard 102.

This report is made solely to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' 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 charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of Governors and auditor**

As described in the statement of Governors' responsibilities, the Governors, who are also the directors of The Profound and Multiple Impairment Service for the purposes of company law, are responsible for preparing the Governors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the accounts give a true and fair view.

The Governors have elected for the accounts to be audited in accordance with the Charities & Trustee Investment (Scotland) Act 2005 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 44(1)(c) of the Charities & Trustee Investment (Scotland) Act 2005 and report in accordance with that Act.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the information given in the Governors' Report is not consistent with those accounts, the charity has not kept adequate accounting records, if the charity's accounts are not in agreement with the accounting records and returns, or if we have not received all the information and explanations we require for our audit.

We read the Governors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Governors; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Governors' Annual Report to identify material inconsistencies with the audited accounts and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

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#### Opinion on accounts.

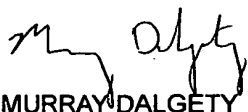
In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 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
- the accounts have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the accounts are not in agreement with the accounting records and returns; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



MURRAY DALGETY

(Senior Statutory Auditor)

for and on behalf of Bird Simpson & Co.

13<sup>th</sup> December 2017

**Chartered Accountants**  
**Statutory Auditor**

144 Nethergate  
Dundee  
DD1 4EB

Bird Simpson & Co. is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

		Unrestricted funds	Restricted funds	Total 2017	Total 2016
	Notes	£	£	£	£
<b><u>Income from:</u></b>					
Voluntary income	2	118,357	90,681	209,038	205,859
Charitable activities	3	5,301	525,277	530,578	631,326
Investments	4	875	-	875	988
<b>Total income</b>		<b>124,533</b>	<b>615,958</b>	<b>740,491</b>	<b>838,173</b>
<b><u>Expenditure on:</u></b>					
Raising funds	5	164,701	-	164,701	142,803
		164,701	-	164,701	142,803
Charitable activities	6	42,101	682,717	724,818	688,616
Other expenditure		-	2,289	2,289	-
<b>Total resources expended</b>		<b>206,802</b>	<b>685,006</b>	<b>891,808</b>	<b>831,419</b>
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(82,269)</b>	<b>(69,048)</b>	<b>(151,317)</b>	<b>6,754</b>
Gross transfers between funds	9	15,025	(15,025)	-	-
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(67,244)</b>	<b>(84,073)</b>	<b>(151,317)</b>	<b>6,754</b>
Fund balances at 1 April 2016		166,745	190,142	356,887	350,133
<b>Fund balances at 31 March 2017</b>		<b>99,501</b>	<b>106,069</b>	<b>205,570</b>	<b>356,887</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## BALANCE SHEET

AS AT 31 MARCH 2017

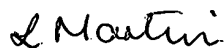
	Notes	2017 £	£	2016 £	£
<b>Current assets</b>					
Debtors	11	8,486		2,200	
Cash at bank and in hand		282,769		491,895	
		291,255		494,095	
<b>Creditors: amounts falling due within one year</b>	13	(85,685)		(137,208)	
<b>Net current assets</b>			205,570		356,887
<b>Income funds</b>					
Restricted funds	16		106,069		190,142
<u>Unrestricted funds</u>					
Designated funds		85,501		152,522	
General unrestricted funds		14,000		14,223	
			99,501		166,745
			205,570		356,887

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2017, although an audit has been carried out under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005.. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The Governors' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the board of directors and authorised for issue on 13.12.17 and are signed on its behalf by:



Lynne Martin  
Governor

  
Professor Timothy Kelly  
Governor

Company Registration No. 2717020



# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	2017 £	£	2016 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	19		(167,922)		21,476
<b>Investing activities</b>					
Interest received		875		988	
<b>Net cash generated from investing activities</b>			875		988
<b>Net cash used in financing activities</b>			-		-
<b>Net (decrease)/increase in cash and cash equivalents</b>			(167,047)		22,464
Cash and cash equivalents at beginning of year			389,656		367,191
<b>Cash and cash equivalents at end of year</b>			222,609		389,656
<b>Relating to:</b>					
Bank balances and short term deposits			282,769		491,895
Bank overdrafts			(60,160)		(102,239)

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2017**

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### **1 Accounting policies**

#### **Charity information**

The Profound and Multiple Impairment Service is a private company limited by guarantee incorporated in Scotland. The registered office is c/o 33 Cornelia Street, Barnsbury Grove, Islington, London, N7 8BA.

#### **1.1 Accounting convention**

The accounts have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the accounts, the Governors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Governors continue to adopt the going concern basis of accounting in preparing the accounts.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the Governors in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted Funds are subject to specific conditions which are declared by the donor. Governors' must spend these funds in accordance with the instructions but still within the objectives of the charity.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### **1.5 Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT, and is reported as part of the expenditure to which it relates.

Costs of generating funds are costs associated with attracting voluntary income.

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# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

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### 1 Accounting policies

(Continued)

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

All costs are allocated between the expenditure categories of the SOFA 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. Staff costs which are attributable to more than one activity are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities. Currently, the salaries of the Director, Finance Officer and Secretary have been apportioned across the activities in accordance with an estimate of their time spent on those activities.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.7 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.8 Taxation

PAMIS is accepted as a charity by the Board of the Inland Revenue and consequently relief is given under S.505 T.A. 1988 to exempt it from the Payment of Corporation Tax.

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 1 Accounting policies

(Continued)

#### 1.9 Constitution

The Profound and Multiple Impairment Service (PAMIS) is a company limited by guarantee subject to the provisions of the Companies Act 2006. The directors are known as governors. It is also a charity registered with the Charity Commission in England, and also with effect from 27th August 2007 registered with the Office of the Scottish Charity Regulator.

### 2 Voluntary income

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
Donations and gifts	13,857	7,645	21,502	23,072
Government and other grants	104,500	83,036	187,536	182,787
	<u>118,357</u>	<u>90,681</u>	<u>209,038</u>	<u>205,859</u>
<b>For the year ended 31 March 2016</b>	<u>118,391</u>	<u>87,468</u>		<u>205,859</u>

### 3 Charitable activities

	2017 £	2016 £
Sales within charitable activities	12,391	11,256
Performance related grants	518,187	620,070
	<u>530,578</u>	<u>631,326</u>
Analysis by fund		
Unrestricted funds	5,301	
Restricted funds	<u>525,277</u>	
	<u>530,578</u>	
<b>For the year ended 31 March 2016</b>		
Restricted funds		<u>631,326</u>

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 4 Investments

	2017	2016
	£	£
Interest receivable	875	988

### 5 Raising funds

	2017	2016
	£	£
<u>Costs of generating voluntary income</u>		
PR & communications	17,000	-
Fundraising agents	19,000	27,384
Office costs	6,177	3,372
Other fundraising costs	7,884	3,409
Staff costs	112,027	105,831
	<u>162,088</u>	<u>139,996</u>
<u>Trading costs</u>		
Support costs	2,613	2,807
	<u>164,701</u>	<u>142,803</u>
<b>For the year ended 31 March 2016</b>		
Costs of generating voluntary income		139,996
Support costs		2,807
		<u>142,803</u>

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 6 Charitable activities

	2017 £	2016 £
Staff costs	573,986	531,493
Staff travel costs	18,791	47,732
Staff training and conferences	3,135	3,519
Rent, rates & office equipment	22,693	25,233
Subscriptions	3,755	2,134
Computer costs	7,107	12,102
Post, stationery & advertising	9,575	10,166
Sundries & other costs	931	23
Hire of venues	4,102	5,217
Catering costs	2,688	4,983
Tutor fees & travel costs	29,163	35,142
Materials	1,621	3,383
Miscellaneous workshop costs	-	223
Participants travel costs	2,703	147
Other charitable expenditure	36,968	-
	<u>717,218</u>	<u>681,574</u>
Share of governance costs (see note )	7,600	7,042
	<u>724,818</u>	<u>688,616</u>
<b>Analysis by fund</b>		
Unrestricted funds	42,101	
Restricted funds	682,717	
	<u>724,818</u>	
<b>For the year ended 31 March 2016</b>		
Unrestricted funds		28,825
Restricted funds		659,791
		<u>688,616</u>

### 7 Governors

Appropriate travel expenses have been reimbursed to all governors, amounting to £2,453 (2016 £912).

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 8 Employees

#### Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
Raising funds	3	2
Governance	1	1
Charitable activities	17	20
	<u>21</u>	<u>23</u>

#### Employment costs

	2017 £	2016 £
Wages and salaries	553,017	527,521
Social security costs	43,795	38,308
Other pension costs	89,201	71,495
	<u>686,013</u>	<u>637,324</u>

\* The staff numbers above represent proportionate allocation of staff members time. Consequently the cost of generating voluntary income actually represents the proportionate time of three members of staff.

The number of employees whose annual remuneration was £60,000 or more were:

	2017 Number	2016 Number
£60,000 - £65,000	<u>1</u>	<u>-</u>

### 9 Transfers

Included in transfers between unrestricted and restricted funds is a 7% management charge of £26,461 and a core salaries charge of £10,535. The management charge has been charged to Family Support Services, Postural Care, Training, and the Digital Passports Project. The core salaries charge has been charged to Future Choices, Self-Directed Support and the Digital Transitions Projects.

During the year there were fund transfers of £17,000 from the Digital Passport Project and £9,526 from the Futures Project to the August Pictures Project.

The final deficit on the Fife Music & Storytelling project of £640 was transferred to the Leisure Project Fife. The final deficit on the Postural Care project of £1,971 was transferred to unrestricted funds.

There was a transfer of £67,021 from designated unrestricted funds to general unrestricted funds to cover the deficit and restore unrestricted funds. In addition to this there was a further transfer of £20,000 from general unrestricted funds to the restricted Family Services Tayside fund.

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

<b>10</b>	<b>Financial instruments</b>		<b>2017</b>	<b>2016</b>
			<b>£</b>	<b>£</b>
	<b>Carrying amount of financial assets</b>			
	Debt instruments measured at amortised cost		282,769	494,095
			<u>          </u>	<u>          </u>
	<b>Carrying amount of financial liabilities</b>			
	Measured at amortised cost		81,089	137,208
			<u>          </u>	<u>          </u>
<b>11</b>	<b>Debtors</b>		<b>2017</b>	<b>2016</b>
			<b>£</b>	<b>£</b>
	<b>Amounts falling due within one year:</b>			
	Prepayments and accrued income		8,486	2,200
			<u>          </u>	<u>          </u>
<b>12</b>	<b>Loans and overdrafts</b>		<b>2017</b>	<b>2016</b>
			<b>£</b>	<b>£</b>
	Bank overdrafts		60,160	102,239
			<u>          </u>	<u>          </u>
	Payable within one year		60,160	102,239
			<u>          </u>	<u>          </u>
<b>13</b>	<b>Creditors: amounts falling due within one year</b>		<b>2017</b>	<b>2016</b>
		<b>Notes</b>	<b>£</b>	<b>£</b>
	Bank overdrafts	<b>12</b>	60,160	102,239
	Deferred income	<b>14</b>	4,596	14,190
	Accruals and deferred income		20,929	20,779
			<u>          </u>	<u>          </u>
			85,685	137,208
			<u>          </u>	<u>          </u>



# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 14 Deferred income

	2017 £	2016 £
Arising from government grants	-	14,190
Other deferred income	4,596	-
	<u>4,596</u>	<u>14,190</u>

Deferred income is included in the financial statements as follows:

2017 £	2016 £
<u>4,596</u>	<u>14,190</u>

### 15 Retirement benefit schemes

#### Defined benefit schemes

PAMIS administration staff are eligible to join the University of Dundee Superannuation Scheme. All other staff are eligible to join the University Superannuation Scheme. Both schemes provide benefits based on final pensionable salary.

It is not possible in the normal course of events to identify the share of underlying assets and liabilities belonging to an individual participating employer as both schemes are a multi-employer arrangement where assets are grouped for investment purposes, benefits are paid from total scheme assets, and the contribution rate for all employers is set by reference to the overall financial position of the scheme rather than by reference to the individual employer experience. Accordingly due to the nature of the schemes, the accounting charge for the period under FRS17 represents the employer contribution payable.

Actuarial valuations of the schemes are carried out every three years using the unit method. The main purpose of the valuation is to determine the financial position of the schemes in order to determine the level of future contributions required so that the schemes can meet their pension obligations as they fall due.

The last formal valuation of the University of Dundee Superannuation Scheme was at 31st July 2014. The market value of the scheme's assets as at that date was £84.7 million and the actuarial value of assets was 78% of the liabilities. Currently PAMIS contributes 22.1% of salaries into the fund, and this will continue at this level for the year ended 31st March 2018.

The last formal valuation of the University Superannuation Scheme was 31st March 2014. The market value of scheme assets as at that date was £41,604.6 million and the actuarial valuation of the assets was 89% of the liabilities. Currently PAMIS contributes 18% of salaries into this fund, and this will continue at this level for the year ended 31st March 2018.

The pension charge for the year was £89,201 (2016 - £71,495)

# THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2016	Movement in funds			Balance at 31 March 2017
	£	Incoming resources	Resources expended	Transfers	£
		£	£	£	
Restricted funds	190,142	615,958	(685,006)	(15,025)	106,069
	<u>190,142</u>	<u>615,958</u>	<u>(685,006)</u>	<u>(15,025)</u>	<u>106,069</u>

### 17 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2017 are represented by:			
Current assets/(liabilities)	99,501	106,069	205,570
	<u>99,501</u>	<u>106,069</u>	<u>205,570</u>

### 18 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2017 £	2016 £
Aggregate compensation	66,475	59,163
	<u>66,475</u>	<u>59,163</u>

### 19 Cash generated from operations

	2017 £	2016 £
(Deficit)/surplus for the year	(151,317)	6,754
Adjustments for:		
Investment income recognised in profit or loss	(875)	(988)
Movements in working capital:		
(Increase)/decrease in debtors	(6,286)	1,424
Increase in creditors	150	96
(Decrease)/increase in deferred income	(9,594)	14,190
Cash (absorbed by)/generated from operations - -	<u>(167,922)</u>	<u>21,476</u>