

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 2018

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THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

LEGAL AND ADMINISTRATIVE INFORMATION

Governors

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Alex Davidson (Chair)
Catherine Heaney
Professor Timothy Kelly
Pat Graham
Dr Donald Macaskill
Frances Cadzow
Peter Glover
Jennifer Whinnett
Mark Thould (Appointed 22 June 2017)
Rachael Delaney (Appointed 3 May 2018)

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Charity number

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Company number

2717020

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THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

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THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

GOVERNORS' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2018

The Governors present their report and accounts for the year ended 31 March 2018.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements 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

PAMIS celebrated their 25th anniversary throughout this financial year culminating with the development of the PAMIS 10 year strategy. PAMIS recognises that change takes consistency in message over time so it will continue to build on the work from the last quarter of a century but look to a future that will ensure that:

Communities are developed and equipped to support some of the most marginalised people within our society, people with profound and multiple learning disabilities and their family carers, to lead healthy and included lives doing things they value and choose.

The PAMIS strategy and ongoing work will support the refreshed framework for the Scottish Government keys to Life Policy that focuses on 4 key areas:

- Wellbeing
- Living
- Working
- Learning

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

FOR THE YEAR ENDED 31 MARCH 2018

Having spent the last 2 years consulting and listening to family carers and other key stakeholders the work of PAMIS for the next 10 years will specifically focus on:

1. **Supporting people with PMLD, their Family Carers and Communities:** Family carers will be supported to care for their relative with PMLD especially during times of stress such as transition into new services across the life span. PAMIS will seek to support people with PMLD and their family carers across Scotland and ensure that this support includes diverse populations from ethnic minority groups and gypsy travellers. PAMIS will work with local communities to enable them to value, respect and include people with PMLD and their family carers.
2. **Education and Development:** PAMIS will support communities to be inclusive through the development and provision of educational resources. Those who provide care will have the skills, knowledge and understanding to enable them to support people with PMLD to lead healthy, valued and included lives. Family carers will coproduce and deliver education to those developing and providing services and community spaces.
3. **Influencing Policy and Practice:** Family carers will be valued for their expert contributions and empowered to coproduce policy, services and care, for people with PMLD. This will drive policy and practice to enable a culture of inclusion of all and ensure that people with PMLD and their family carers lead healthy, valued and inclusive lives.
4. **Research and evaluation:** Research and evaluation will drive the best practice and service design to ensure people with PMLD lead healthy, valued and included lives. PAMIS will become established as a key research partner nationally and internationally in the area of people with PMLD and their family carers delivering research and evaluation that makes an impact on practice and on the lives of people with PMLD.
5. **Developing and supporting innovative practice:** There will be a strong focus on developing practice that considers the aspirations of people with PMLD and an increased emphasis on their lifelong learning. Practice will be developed that supports the voice of the person with PMLD and ensures they are involved in meaningful activity within their communities.

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

FOR THE YEAR ENDED 31 MARCH 2018

6. Sustainability of PAMIS: PAMIS recognises that a key objective for the future requires to be based on developing a sustainable viable charity. PAMIS will develop a funding and income generation strategy that will move away from reliance on Scottish Government funding and multiple grant applications. A separate trading arm will be established that will support the income generation projects within the organisation.

7. Valuing staff and volunteers: PAMIS will support and develop their workforce and those who volunteer for us. We will ensure that best practice in staff welfare and management is followed including healthy working lives and supporting carers awards.

PAMIS remains 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.

The Governors have paid due regard to guidance issued by the Charity Commission and OSCR in deciding what activities the charity should undertake. All of these activities have at the core the intention to promote a more inclusive society.

In order for PAMIS to achieve its charitable objectives the work undertaken over the last financial year included the delivery of work 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 story telling 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, and MY Time in Glasgow, has brought all of these resources together.
- Engagement in a wide range of **consultations and campaigns**. In particular we run the highly successful *Changing Places Campaign* in Scotland and co-chair the UK consortium which has resulted in the creation of fully accessible toilet facilities across the UK.
- Support and advice regarding **Self Directed Support**.
- 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 coproduce 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.

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

FOR THE YEAR ENDED 31 MARCH 2018

- **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 Commission 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 PMLD, 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 PMLD. 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 resources support volunteers to confidently 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 56 volunteers.

All of these activities ensure the PAMIS commitment that:

- people with PMLD are valued both as individuals and 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 PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

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

FOR THE YEAR ENDED 31 MARCH 2018

Achievements and Performance

Chief Executive Report

Celebrating 25 years of PAMIS has been pretty action packed. Highlights included the PAMIS birthday picnics in Glasgow and in Dundee catching up with families some of whom have been involved with the organisation since inception. The international conference Promoting Inclusion Transforming Lives in partnership with Dundee university was hosted at the fully accessible Dalhousie Building in Dundee University and attracted over 180 delegates to two and half days of fabulous collaborative, informative and inclusive learning. The main conference was opened by the Minister for Social Security Jeanne Freeman and the afternoon session was closed by the Minister for Mental Health Maureen Watt with the cutting of the ribbon for the launch of the PAMIS mobile changing places toilet – pamiloo. Both Ministers highlighted the impressive work of PAMIS as an organisation striving to support Scotland to be an inclusive nation. The conference dinner celebrated partnership working with the launch of the Multi Sensory Story resource - Loretto's Stories - developed by Maureen Phillip from PAMIS in partnership with story teller Claire Hewit and her team at Corbenic where all the story props were made. (www.corbeniccamphill.co.uk)

These key activities were also recorded through film as we continued to work with our colleagues from August Pictures. They developed our very special key note presentation – Profound Impact – ensuring that the voice of people with PMLD and their family carers were at the centre of the conference, taking their role as educators to the heart of all the delegates. This was backed up by powerful presentations from a host of experts in their field – those with a disability and family carers. The final presentation from one of our Board members and family carer Pat Graham, was a clear message about where we as an organisation need to go – developing and supporting life long learning for people with PMLD.

The conference has left a legacy – inclusive Dundee and a commitment from a number of the delegates who attended the conference to support design and collaborative working that will develop more inclusive communities. Dundee and Angus Convention Bureau, who supported PAMIS to deliver the conference, have been fantastic ambassadors for us and have ensured that PAMIS are at the table with local businesses in order to make inclusion a reality for Dundee.

The Dundee University Global health challenge with Dundee university students has further developed this and a project from this challenge has led to the development of multi-sensory stories within local schools based on a local tourism business which is then donated to the business enabling them to welcome families into an inclusive experience.

This year also saw the most successful fundraising we have ever undertaken and we were able to purchase a mobile changing places toilet – Pamiloo. This has been a huge asset enabling us to support a whole range of activities that would have been inaccessible to people with PMLD and their families because of the lack of a changing places toilet. We have also supported other charities and local authority colleagues to run inclusive events which in turn have provided more activities for people with PMLD and their families. Special thanks to all of the fundraisers and funders especially Scottish and Southern Electricity Network (SSEN). ACK, our Fundraisers and Communications team, supported this approach and also established the PAMIS 25 challenge.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

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

FOR THE YEAR ENDED 31 MARCH 2018

Funding remains a serious issue and we are exploring opportunities to collaborate with other organisations in some local authority areas. Family support services are vital and a life line for family carers. This coming year will see a focus on fundraising for these services. We are also applying for a larger number of grant applications and recognize that although the Scottish government have committed funding for this coming financial year – 2018/19, we need to build an independent funding stream and not be reliant on central funding. As we move in to the new financial year this will be a core focus on our ongoing sustainability. Our fundraising strategy and business development plan will move this forward. The Scottish Government funding package was not as expected however we have had an increase in core funding and in addition the opportunity to work with Inspiring Scotland as part of a core group of organisations who have been instrumental in the delivery of key activity areas within the Keys to Life Policy. Inspiring Scotland are supporting us to consider a more independent approach to funding with less reliance on core Scottish government funds.

We remain a delivery partner of the Scottish government keys to life policy. I have also been invited to sit on the short life policy reference group to provide advice to Ministers on the next stages of this policy. This group will provide input on the development of the key policy themes. It will also offer guidance on wider stakeholder engagement.

Other key challenges for this past year has been the intensity of family support. There are serious areas of concern in relation to safeguarding people with PMLD and also in supporting people after abuse or trauma. PAMIS want to raise this issue and look at research and action that will ensure that people with PMLD are safe within their communities and that families are confident in this knowledge.

We have a dedicated, highly motivated and loyal workforce. This year two longstanding members of staff retired – Julie Taylor, information and library and changing places toilet lead, and Frances Morgan, administration, and so much more, support. PAMIS acknowledged their work and commitment.

Highlighted below are updates for the year 2017/18 from our core services

- **Families supported – 720**
- **Professionals who PAMIS work with – 1,115**
- **Main funders who have supported PAMIS - 25**

Learning and Development

We remain committed and passionate in supporting the education of our communities and of the next generation of health, social care and education practitioners. We have developed specific courses on Understanding communication and behavior which includes experts from occupational therapy, speech and language therapy as well as family carers. The initial course was highly evaluated and we are now running this for family carers and our volunteers. This course will be marketed for other service providers and will form the core to a suite of learning and development that supports those working and caring for people with PMLD. Our volunteers and family carers will all have free access to these courses.

We continue to support a range of health and social care practice education placements and this year we have supported:

Occupational Therapy

- GCU – 4
- RGU – 1
- Glasgow and Clyde OT support - 2

Social Work

- Dundee University - 21 (include 12 week, 3 week and the 18 hour group)
- Stirling University – 3
- Strathclyde - 2

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

FOR THE YEAR ENDED 31 MARCH 2018

Physiotherapy

- GCU - 5

Business and admin

- Dundee college – 1

In addition PAMIS staff and family carers contribute to various undergraduate courses with lectures and workshops. This year this included: RGU Occupational therapy and dietetics; GCU orthoptics; Dundee university education and social work.

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. Highlighted below are a snapshot of this years work. We provide regular updates through our website and social media - www.pamis.org.uk

<https://www.facebook.com/pamisscotland>

https://twitter.com/PAMIS_Scotland

Family Support Services

PAMIS are extremely lucky to have an incredible workforce always willing to go the extra mile to ensure that people with PMLD and their family carers are supported to live valued, healthy and inclusive lives. This at times can be really challenging especially in times of decreasing financial envelopes. As already highlighted there have been numerous challenges for the people we work with. It has been reassuring to hear from family carers how much they appreciate the service provided through family support and indeed the wider PAMIS team.

"Each member of PAMIS staff with whom I've had contact seem to have an innate ability to understand the situation facing families who are caring for someone with PMLD. Words cannot express the comfort and support this provides. Knowing this support is available when required with a simple phone call, email or personal visit is invaluable"

Staff report that it is the families and people with PMLD that inspire them to do what they do, many working longer hours than they are paid for. However, using some of the words from the film, *Profound Impact* – <http://pamis.org.uk/about/profound/> - they "do it because they love and care for the people they support".

Family Support Directors have contributed in many ways both locally and nationally. They continue to sit on local strategic planning groups; support families to lead on projects that they are passionate about such as new housing support models; and all the time ensuring the voice of people with PMLD and their family carers is heard. They have run and arranged workshops including postural care, welfare guardianship, inclusive leisure, understanding communication and behavior, multisensory storytelling to name but a few.

The generosity of families is also at times overwhelming and we have been provided with two opportunities to support other families to have a holiday or short break. We were gifted a caravan at Haggerston Castle Caravan Park in Berwick Upon Tweed by the Maitland family who sadly lost their son Callum but they wanted other families to make happy memories as they had done as a family for a number of years. A few months later a very generous offer from the Hay family to run a holiday house in Aberfeldy. This accessible house will be further developed to contain a wet room but is already accessible for many. This is a new venture for us and we are on a steep learning curve! The successful funding application to Better Breaks has enabled us to look at providing very low cost breaks in the caravan this coming summer.

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

FOR THE YEAR ENDED 31 MARCH 2018

Inclusive leisure and culture

The pamiloo has enabled a wider range of activities to be delivered across the 5 PAMIS areas and wider. A partnership with Pony Axe S, a horse drawn wheelchair accessible chariot, has enabled people with PMLD to get to places they may never have visited before due to lack of access for their wheelchairs. For some it was the first time the whole family had been on the beach. Family support directors and the leisure officers have provided a whole host of inclusive activities and especially through the holiday periods, alleviating the issues of finding appropriate inclusive holiday activity that so many families encounter. In Fife a partnership with a local school has enabled fully accessible summer clubs to be run and in Tayside the Camp PAMIS ran again with over 86 families attending the week in Camperdown Wildlife Park.

Thanks to Creative Breaks Funding we have been able to set up a friendship club in partnership with RNIB for children and young people with PMLD and their families across Greater Glasgow and Clyde. The Friendship club in Fife continues to run thanks to Fife council funding and attendees have increased substantially this year. These activities continue to run because of the fantastic volunteers we have and the students on placement

Multi Sensory Storytelling

Multi-sensory storytelling (MSST) remains a core PAMIS activity and this year has seen a range of courses and support for others to roll out this inclusive resource. The development of the MSST inclusive learning journey project instigated by the Dundee University Global Health Challenge enables us to build opportunities for inclusive curriculum and to begin to engage early years in developing awareness of people with PMLD in order to change culture. If we support our young children to learn together we will grow a generation who know how to include everyone and who will understand and value people with PMLD. We have received positive support from Head of Education in Dundee city who is supporting local schools to engage on this project that will provide a MSST resource for local tourist attractions enabling them to build welcoming and inclusive experience for people with PMLD and their families.

Maureen Phillip the MSST lead has delivered training to a number of organisations and this will form part of the learning and development suite of courses.

In addition the PAMIS learning hub will host a range of educational resources to support those who have attended the courses.

Family carer and Board member Pat Graham has highlighted the lack of inclusion of people with PMLD at book festivals across Scotland. Her letter to a national newspaper opened up dialogue with the Edinburgh Book festival who now plan to run fully inclusive sessions at next years event. They have taken on the full inclusion agenda and will be hiring the portacabin changing places toilet. This also supported the further development of our relationship with the National Involvement Network the NIN who, following the PAMIS international conference, were keen to work with us in the development of inclusive storytelling.

Digital transitions

The 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. Expertly led by Elizabeth McBride and with a small dedicated team this project has exceeded the expected outcomes. 22 young people & families have/are being supported by the project – (Big lottery outcome was 15). 16 digital communication passports have been completed to date, 8 digital communication passports require minor updates regarding forthcoming transitions. 10 young people will transitioned from school to adult services between May/June 2018. 14 young people will require to be contacted and supported by FSG in August – 4 of these families will not transition till 2019.

In addition a film has been developed evaluating the previous project but also being used to support the Principles of Good Transitions. A further Big Lottery application has been submitted to further progress this important area of work.

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

FOR THE YEAR ENDED 31 MARCH 2018

Achievements and performance

Digital Passports

The PAMIS digital passports have continued to be rolled out and there are now have a total of 107 digital passports that have been completed or are in the process of being developed/updated. This has been supported by funding from local areas including Aberdeenshire council and Greater Glasgow and Clyde. Working closely with colleagues at Mydex the issues of safe data storage is being investigated. In addition the usability in other areas such as acute care is being developed.

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.

A key focus for this past year has been supporting accessible leisure activities, that enable people with profound and multiple learning disabilities (PMLD) to improve their overall inclusion, activity and general well-being.

All PAMIS Family Fun events are free and did not have to be accessed through use of an SDS budget. However, many of the activities offered enabled people with profound and multiple learning disabilities to partake in activities that are or have been traditionally inaccessible. Being able to experience new activities promotes not only inclusion but broadens horizons and potentially opens opportunities that could be considered on a more regular basis and enable a person to use an SDS budget in more meaningful ways in the future. It is also possible that a person who had opted for option 1 and received a direct debit could have their personal assistants accompany them to future events that PAMIS run.

As there are few activities that are accessible for people with PMLD, PAMIS makes every effort to have annual, and in some cases, block sessions of activities that are accessible. Various activities have been offered and when necessary adapted for accessibility and involvement for all.

Examples of types of adapted activities delivered:

- Sporting Opportunities for Motor Activities (SOMA) which are motor activities that have been especially devised for people with profound physical and learning disabilities
- Wheelchair Ice-skating, Friendship Clubs, Story Telling, Adapted Bikes, Adapted Boats
- Ten-pin Bowling, Nordoff Robbins Music Sessions, African Drumming
- Interactive Nature Sessions, Exotic Animals, Arts and Crafts
- Carriage Driving, Canal trips, Yogability, Summer Walks, Gym sessions
- Accessible Go Karting, Blair Drummond Safari Park trip.

Pony Axe S sessions.

The Pony Axe S have been really well received by everyone involved. Importantly, this has included positive response from local authorities who have recognised the value of supporting this new and exciting activity for people with PMLD and their family carers. As a previously inaccessible activity, families have said how amazing the experience pony rides have been and this is certainly evident in the expressions displayed in photographs taken at the events.

Over the year in total there were 592 people accessing these events.

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

FOR THE YEAR ENDED 31 MARCH 2018

PAMIS SDS/PAMIS OPEN DAYS

More than 208 people attended the PAMIS SDS/PAMIS open days in Fife, South Lanarkshire and Glasgow. The sessions within the areas included

- SDS updates from local authority
- Information re useful projects in local area that are SDS related
- Updates on recent legislation e.g. Carers Act
- Review of guardianship and importance of guardianship orders
- Carers Rights
- SDS your understanding and questions
- Update on Welfare Benefits

Networking with other organisations and statutory service staff was an important part of the afternoon and allowed open discussion, promoted new working relationships and further paved the way to improved partnership working in the future. The sessions also enabled PAMIS to engage family carers in developing the priorities for them and their relative with PMLD as well as ascertaining how they wanted to be supported by PAMIS in the future. Key priorities included support during transition; purposeful and meaningful community activities including the opportunity to participate in lifelong learning, advice and support in obtaining realistic packages of care, support for holidays, carers rights issues, guardianship, housing models and concerns about what happens when family carers are no longer there to support their child. Sadly many of these areas have not changed in the 25 history of PAMIS.

Over this year PAMIS has had to mediate and support family carers to be heard in meetings with local authorities in areas where there have been issues for carers going through the Self-Directed Support process.

Postural Care

Postural care remains a key priority area for PAMIS. The silent killer of many people with PMLD it is essential that family carers and those supporting people with PMLD are aware of the importance of 24 hour postural care to prevent body shape distortion. We were delighted to launch the Scottish postural care resource and film in Glasgow opened by the Scottish Government Chief Health Professions Officer who committed support to take forward a consistent approach to postural care management in terms of information provision, training and support. PAMIS postural care programme lead Michelle Morrison established a national reference group and co-chairs the group along with the Allied Health Profession Children and Young People Lead Pauline Bernie. We are immensely proud that an initiative instigated by a family carer, Jenny Whinnett, some 9 years ago has finally led to this stage. Scotland are leading the UK in having a consistent, co-produced approach to this essential area of care.

PAMIS were invited to the Western Isles to run awareness sessions which has led to funding for a Level 2 accredited course later in 2018. We facilitated a Train the Trainer session in Grampian in November 2017 with 6 attendees going on to complete the portfolio and gain certification. Among those trained were PAMIS staff which will allow us to develop our own co-produced team of trainers (one PAMIS practitioner, one family carer) in delivering awareness sessions to families and PAMIS staff in the year to come. We have been working in partnership with several local health boards to engage families and deliver initial information through parents/carers events and hope to continue with this. PAMIS are also now coordinating the annual train the trainer updates for Scotland and Northern Ireland.

Our work in developing Postural Care recognition in Scotland has been recognised by Public Health England who requested our input in their *Postural Care Services - reasonable adjustments* which will be launched later this year. We have been visited by Changing Our Lives, a human rights led advocacy group for people with disabilities, who are leading the English Postural Care strategy. They were interested to hear the partnership work we have been involved in, through family carer engagement, Scottish Government support and Allied Health Professionals input. They have requested the inclusion of PAMIS Digital Passports in the English Postural Care Strategy (due for release later in 2018) as an innovative way to demonstrate individual postural care plans.

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

FOR THE YEAR ENDED 31 MARCH 2018

Volunteering

PAMIS recognise that the diversity and volume of work would be impossible to carry out if it wasn't for the dedicated volunteer workforce. There are currently 42 active volunteers ranging from Pamiloo drivers/ attendants to Friendship Club helpers. Many of the student volunteers also help fundraise for PAMIS by hosting social evenings such as quiz nights. Our Dundee summer camp at Camperdown Wildlife Centre relies on many volunteers over a period of five continuous days. We have run various training sessions for volunteers in areas such as understating communication and behavior, pamiloo orientation etc. This allows us to give volunteers something back in return for their time and commitment. This year volunteers have helped with: Dundee Rotary Santa Sleigh; rebound therapy; data collection; PAMIS breaks; swimming; friendship clubs; adapted bikes; Pony Axe S; Yurt erection and the Pamiloo to name but a few.

Campaigns and Consultations

PAMIS continue to lead for Scotland on the promotion of Changing Places Toilets for Scotland. This year the campaign and profile went up a gear as family carers actively engaged in lobbying their MSPs and Scottish Ministers for this basic human right. There is cross party support for the provision of changing places toilets in public buildings however this still requires to be set in Building regulations and planning policy. We met several times this year with Scottish government in order to progress the building regulations advice about this facility.

This year saw the retiral of Julie Taylor who has spent many years at PAMIS promoting this important resource and did much in the background to ensure that communities and officials were aware of the appropriate equipment and standards. She is greatly missed. However new staff, Fiona Souter and Family Carer Laura Rutherford, have quickly gotten up to speed and making their mark on the agenda. They have done an amazing job particularly over the past 6 months. PAMIS ran the national UL campaign for 6 months as Mencap passed the changing place baton to Muscular Dystrophy. This was an incredibly demanding but interesting period and we were engaging with Scottish, English and UK government ministers and politicians.

The Sudocrem changing places toilet award category gave us a national radio platform and we were delighted that a Scottish changing place toilet received more than double any other votes and was so a clear outright winner. Awards will be given in the next few months.

Our Pamiloo arrived in the summer in time for the Edinburgh Festival. It has now been branded and wrapped and is the best PR tool we could have! A real asset, increasing awareness and understanding of what changing places toilets area as well as ensuring inclusive events across the country.

Consultations April 2017 – March 2018 included:

- Scottish Government 10 year plan for Children and Young People with complex additional support needs 2017-2027
- NICE guidelines for End of Life Care for Infants Children and Young People
- Scottish Government Development of the health and social care workforce
- Scottish Government Education Health
- PE015648 National Guidance on Restraint and Seclusion Comments on Included, Engaged and Involved Part 2: A Positive Approach to Preventing and Managing Schools Exclusions
- Review of learning disabilities and autism in Scottish mental health law.
- Perth and Kinross Support for Carers Consultation
- Scottish government children and young people framework meeting and contributions to the draft.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

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

FOR THE YEAR ENDED 31 MARCH 2018

Supporting national strategy development and national group representation.

We are involved in many national and local advisory groups and networks examples of which are listed below:

- The Scottish Government Accessible Transport Group continued to support the accessible travel strategy for Scotland. Workstream 5 supports the development of more changing places toilets in key transport locations.
- Postural Care strategy - National group now set up and PAMIS co-chair the group.
- Disabled Children and Young People Advisory Group – invited to sit on the group
- Review of the mental health act
- GIRFEC national group
- SDS national advisory group
- SCLD advocacy project
- Mental welfare commission advisory group
- Cross party groups – Learning disability; physical disability; palliative care; rare diseases, carers, children and young people – including presentation at the physical disability on changing places toilet
- Learning Disability Alliance Scotland
- MCN for children with exceptional health needs
- SSE Inclusive service panel
- National Inclusion Network
- Childhood bereavement and loss group
- Changing places consortium

Conferences and Course Contributions

Presentations and contributions to various events locally and nationally including:

- Royal College of Psychiatrists in Scotland Intellectual Disability Faculty Conference
- PMLD National Conference – Raising the Bar – Manchester
- Scottish transition conference
- Transport Scotland National Conference – workshop
- Future transitions in palliative care
- NHS Scotland conference
- Independent living Scotland exhibition
- MCN physical activity for people with learning disabilities
- Promoting Inclusion Transforming Lives International conference – Dundee
- Digital Leaders
- Student lectures at Scottish universities including RGU, GCU, Strathclyde

Research

We are involved/partners in a number of ongoing research projects including:

- Behavioral activation (BeatIt) for depression in adults with severe intellectual disabilities. A feasibility randomised controlled study of BeatIt versus treatment as usual - Baily Thomas Grant
- The Digital Health and Care Institute 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.*
- SU11 funded project - Transitions in palliative care –contributed to the grant application and one of the partners contributing to the project through the research team from Glasgow School of Art and Dundee University
- Nurse health transitions for people with PMLD - supporting the research team at Napier university and sitting on the research advisory group
- Emotional wellbeing of mothers supporting adults with PMLD – supporting University of Glasgow research

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

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

FOR THE YEAR ENDED 31 MARCH 2018

- Evaluation of Art with people with people with PMLD - Health Improvement Scotland funded research with Dundee University and ArtLink.
- Collaborations with Dr Ian Barron (University of Dundee) and Stuart Allardyce, Stop It Now - designing a small-scale project for funding - Child Sexual Abuse and Disability

We met with Visit by Professor Tadashi Matsubasa, Department of paediatrics, Kumamoto University Hospital, Japan and the Scottish learning disability observatory regarding his research into children and young people with PMLD in community care in Japan

Papers published

Young, H. (2017). Reflections on Experiences of Loss in People with Profound Learning Disabilities. PhD Thesis, University of Dundee.

Communications and Fundraising

This was the last year of our contract with ACK a social enterprise who have supported us for 6 years to increase our profile and fundraising capacity

Key highlights were the campaigns for Carers Week; Learning Disability Week; Pamiloo Campaign; Changing Places toilets and the Spend a Penny Campaign including World Toilet Day. The partnership with Sudocrem changing places toilet category has also supported a bigger national presence.

Our presence on social media continued to grow. At the beginning of this period the PAMIS Facebook page had 1397 active followers which rose by 36% to 1897 by the end. We posted 958 individual posts on this page during this time and reached 482,446 people*.

Our dedicated Pamiloo Facebook page was set up in August 2017 and had gained 194 followers by the end of March 2018. 44 posts were published reaching 19,678 people*.

Finally, our Changing Places Consortium Scotland page rose from 522 followers to 751, an increase of 43%. 153 posts were published reaching 130,359 people*.

* This is the number of people who have had content from this page, or about this page, enter their screens through unpaid distribution.

Twitter

PAMIS twitter account gained **2205** new followers during this period and posted **248** tweets between Jun 17 and March 18 (no stats available for the months April and May 17). There were **233,962** twitter impressions during this period which is the number of times that a tweet of PAMIS' appeared on someone's twitter feed.

We were also successful in our fundraising particularly for the pamiloo and were able to raise the funds to purchase this – in excess of £46k. There were various fundraising events included an abseil, the annual Burns supper, PAMIS 25 challenge for businesses and schools and many smaller ones run locally by schools and local followers. We were the chosen charity for both the local TSB and Sainsbury's and this not only raised valuable funds but also raised our profile.

Our confidence has grown and we are taking this role in house with the recruitment of the new business and development manager.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

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

FOR THE YEAR ENDED 31 MARCH 2018

Staff Development

PAMIS passionately believe in the development of staff through a range of learning and development opportunities. This year staff have attended and completed a range of courses and development that supports them not only in their role within PAMIS but also to develop personally. Development has included Diploma in Person Centered Counselling; Values Based Reflective Practice; events on bereavement and loss; postural care updates; leadership, first aid train the trainers, social media, etc.

Digital Strategy

We have continued to engage nationally regarding the sharing of data to support the development of the PAMIS digital passports and a test case is being prepared in Lanarkshire under the GDPR privacy impact assessment. The passports have attracted interest from a range of organisations and we are sharing this nationally and indeed internationally.

We continued to use film and photographs to support our work and evaluation and the making of *Profound Impact* – the key note film at our international conference has greatly enhanced the ability of people to understand not only people with PMLD and the contributions they make but also the work of PAMIS as an organisation.

We have worked on our policies and practice to support GDPR and the working group has recommended changes in practice which the organisation are working on including a review and reorganization of the PAMIS IT shared drive

We continue to promote and use virtual solutions for meetings and support reducing our carbon footprint but also cutting travel costs and time.

Our learning and development resources are being embedded on the PAMIS learning hub and we have experimented with virtual communication and networking resources recognizing that changing culture and working practice require time and support.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

GOVERNORS' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Financial review

The deficit for the year of £101,178 (2017 - deficit £151,317) has been taken to reserves.

Unrestricted funds were £45,763 at 31st March 2018 and were held to allow charitable expenditure to be made notwithstanding the irregular pattern of receipt of grants and donations. Included in this amount are designated funds of £43,247. Restricted funds were £58,629 at 31st March 2018, and a detailed summary of these can be seen in note 19 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.

Unrestricted funds have fallen considerably and are now at a critically low level at the end of this financial year. This has caused the Governors to consider the position of the charity as a going concern. Financial projections and budgets for this coming year have been prepared in order to address this and measures have been taken to reduce running costs in the short term in order to allow reserves to build up to the level required to ensure the continuation of the charity's current activities. The cash-flows show that the charity reserves will return to a suitable level in the near future and consequently the Governors consider that the going concern basis for accounts preparation is applicable. The actual results over the coming months will be monitored closely to ensure budgets are kept to and to address any problems quickly as they arise.

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 these.

We have received an increase in Scottish Government funding for the period 2018/19 and are currently working with Inspiring Scotland to develop alternative funding streams as we move forward in future years. This includes the development of business plans for key areas such as learning and development supported by The Robertson Trust funding.

In April 2018 we have recruited a Business and Development Manager to support our move to being more self-sustaining.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

GOVERNORS' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Factors affecting the financial position in future periods

As in previous years the current economic climate financial and funding risks remain high.

Many of the integrated health and social care boards are still to establish how they will commission services and as such there is still uncertainty. However we have maintained our current SLAs and continue to report on all the excellent work that is undertaken by the organisation. We have established relationships with other third sector organisations and have presented to several care providers who are keen to work with us and to buy in our resources. This is a developing area that we will pursue with the support from the Business and Development Director.

This current year finances have been secured from a range of funders. Staffing allocations for projects has been examined and additional applications have been applied for in order support the level of the current workforce. PAMIS is seeking to create an organisation that retains staff and their expertise which enables our unique contribution in the field and ensures that people with PMLD and their families have a voice, and have access to expert advice and support. It also enables us to continue to lead nationally and internationally in the field of PMLD and inclusive living. The retention of staff to develop and deliver the learning and development programme which supports our future sustainability is essential but very difficult to resource when all funding is tied into SLAs and projects. The family support service remains underfunded and we are working to reduce the historic deficit. This will be reviewed on an ongoing basis which will enable action to be taken if and when required. The finance subgroup will oversee this and continue to meet at least 4 times a year. They report to the Board where all risks are identified and discussed.

This year saw our most successful fundraising to date and we will continue to focus effort on this. Raising funds for a specific item such as the pamiloo was a successful method to gain support and this coming year we will focus on the family support services where there has been a deficit in statutory resources over a number of years.

As in previous years there is an ongoing risk is the loss of our highly skilled staffing group, and even more so when we are in a time of funding uncertainty. 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. Staff work together in teams in order to have an understanding of other areas so we can skill mix. We are also looking at succession planning for our aging workforce and this is really important in terms of family support where relationships with families have been built up over a number of years. We continue to support our workforce with students on placement and our volunteer workforce.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

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

FOR THE YEAR ENDED 31 MARCH 2018

Plans for the future

PAMIS recognises that the next year will be one of development and partnership as we strive to become more sustainable. We will build the learning and development resources where income can be made and ensure that all of our work is underpinned with solid business plans. We will further develop partnerships with other care providers and third sector organisations who hold similar values to ourselves but who also acknowledge the unique role we have to play in ensuring that the voice of people with PMLD is heard and valued within our communities.

We will develop the confidence of a wider group of staff in writing funding applications and ensure we have funding pipelines for all projects so we are less reliant on one funding source. We recognise that less reliance on the Scottish government learning disability core funding will enable us to become more resilient and we will continue to work with Inspiring Scotland to grow our skills and implement our 10 year PAMIS strategy.

Our focus for the coming year in terms of fundraising will be to support family support services. However PAMIS will continue to build on the fantastic progress made on inclusion this year. Our positive and passionate approach to seeking solutions to enable the children, people with PMLD and their families to lead healthy, valued and inclusive lives will be at the core of everything we do. We look forward to a year of partnerships and collaborative initiatives that enable us to push the boundaries of what is possible so that everyone can have a life they aspire to.

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.

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

(Resigned 3 May 2018)

Dr Donald Macaskill

Frances Cadzow

Peter Glover

Jennifer Whinnett

Mark Thould

(Appointed 22 June 2017)

Rachael Delaney

(Appointed 3 May 2018)

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 PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

GOVERNORS' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

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.

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.



Pat Graham

Governor

Dated: 11 December 2018



Rachael Delaney

Governor

Dated: 11 December 2018

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

STATEMENT OF GOVERNORS' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2018

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 financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Governors to prepare financial statements 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 financial statements, 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 financial statements; and
- prepare the financial statements 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 financial statements 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.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

INDEPENDENT AUDITOR'S REPORT

TO THE GOVERNORS OF THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

Opinion

We have audited the financial statements of The Profound and Multiple Impairment Service (the 'charity') for the year ended 31 March 2018 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Going Concern

We have considered the going concern issue arising during this year's audit. We are satisfied that the actions taken to reduce on-going costs will be sufficient to ensure the charity is able to continue for the foreseeable future. We have reviewed the projected cash-flows and budgets and we are satisfied that the going concern basis is applicable for these accounts.

Other information

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

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

We have nothing to report in this regard.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE GOVERNORS OF THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Governors' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Governors

As explained more fully in the statement of Governors' responsibilities, the Governors, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Governors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

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

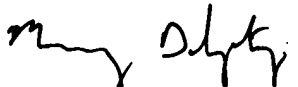
THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE GOVERNORS OF THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.


MURRAY DALGETY

SENIOR STATUTORY AUDITOR

Bird Simpson & Co.

11th December 2018

Chartered Accountants
Statutory Auditor

144 Nethergate
Dundee
DD1 4EB

Bird Simpson & Co. is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under 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 2018

	Notes	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £	Total 2017 £
<u>Income from:</u>					
Voluntary income	2	140,688	139,678	280,366	209,038
Charitable activities	3	200	502,821	503,021	530,578
Other trading activities	4	21,649	-	21,649	-
Investments	5	55	-	55	875
Total income		162,592	642,499	805,091	740,491
<u>Expenditure on:</u>					
Raising funds	6	202,210	-	202,210	164,701
Charitable activities	7	8,825	695,234	704,059	724,818
Other expenditure		-	-	-	2,289
Total resources expended		211,035	695,234	906,269	891,808
Net outgoing resources before transfers		(48,443)	(52,735)	(101,178)	(151,317)
Gross transfers between funds	10	(5,295)	5,295	-	-
Net expenditure for the year/ Net movement in funds		(53,738)	(47,440)	(101,178)	(151,317)
Fund balances at 1 April 2017		99,501	106,069	205,570	356,887
Fund balances at 31 March 2018		45,763	58,629	104,392	205,570

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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 2018

	Notes	2018 £	£	2017 £	£
Fixed assets					
Tangible assets	11		31,457		-
Current assets					
Stocks	13	6,930		-	
Debtors	14	12,166		8,486	
Cash at bank and in hand		184,297		282,769	
		203,393		291,255	
Creditors: amounts falling due within one year	16	(130,458)		(85,685)	
Net current assets			72,935		205,570
Total assets less current liabilities			104,392		205,570
Income funds					
Restricted funds	19		58,629		106,069
Unrestricted funds			45,763		99,501
			104,392		205,570

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 2018, 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 acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements 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 financial statements, so far as applicable to the company.

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

The financial statements were approved by the Governors on 11 December 2018



Pat Graham
Trustee



Rachael Delaney
Trustee

Company Registration No. 2717020

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2018

	Notes	2018 £	£	2017 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	22		3,580		(167,922)
Investing activities					
Purchase of tangible fixed assets		(41,947)		-	
Interest received		55		875	
Net cash (used in)/generated from investing activities			(41,892)		875
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(38,312)		(167,047)
Cash and cash equivalents at beginning of year			222,609		389,656
Cash and cash equivalents at end of year			184,297		222,609
Relating to:					
Cash at bank and in hand			184,297		282,769
Bank overdrafts included in creditors payable within one year			-		(60,160)

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

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

The financial statements 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 financial statements, 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 financial statements.

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.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

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.

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 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Caravan & Mobiloo	25% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 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.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

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.

1.10 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.

1.11 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.

1.12 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.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

2 Voluntary income

	Unrestricted funds	Restricted funds	Total	Total
	2018 £	2018 £	2018 £	2017 £
Donations and gifts	24,656	59,630	84,286	21,502
Government and other grants	116,032	80,048	196,080	187,536
	<u>140,688</u>	<u>139,678</u>	<u>280,366</u>	<u>209,038</u>
For the year ended 31 March 2017	<u>118,357</u>	<u>90,681</u>		<u>209,038</u>

3 Charitable activities

	2018 £	2017 £
Sales within charitable activities	5,297	12,391
Performance related grants	497,724	518,187
	<u>503,021</u>	<u>530,578</u>
Analysis by fund		
Unrestricted funds	200	
Restricted funds	502,821	
	<u>503,021</u>	
For the year ended 31 March 2017		
Unrestricted funds		5,301
Restricted funds		525,277
		<u>530,578</u>

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

4 Other trading activities

	Unrestricted funds	Total
	2018 £	2017 £
Fundraising events	21,649	-

5 Investments

	Unrestricted funds	Total
	2018 £	2017 £
Interest receivable	55	875

6 Raising funds

	Unrestricted funds	Total
	2018 £	2017 £
<u>Costs of generating voluntary income</u>		
PR & communications	17,000	17,000
Staging fundraising events	20,147	-
Fundraising agents	19,991	19,000
Advertising	3,117	6,177
Other fundraising costs	3,556	7,884
Staff costs	136,861	112,027
Costs of generating voluntary income	200,672	162,088
<u>Trading costs</u>		
Support costs	1,538	2,613
	202,210	164,701

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

7 Charitable activities

	2018 £	2017 £
Staff costs	555,163	573,986
Depreciation and impairment	10,490	-
Staff travel costs	20,598	18,791
Staff training and conferences	137	3,135
Rent, rates & office equipment	20,930	22,693
Subscriptions	2,121	3,755
Computer costs	1,156	7,107
Post, stationery & advertising	8,277	9,575
Sundries & other costs	75	931
Hire of venues	3,995	4,102
Catering costs	2,602	2,688
Tutor fees & travel costs	15,264	29,163
Materials	1,327	1,621
Participants travel costs	20	2,703
Mobiloo Costs	2,476	-
Impact Award costs	-	2,329
August Pictures	34,804	28,495
Carers Health Project costs	11,568	6,144
Caravan costs	6,086	-
Share of governance costs (see note)	6,970	7,600
	<u>704,059</u>	<u>724,818</u>
Analysis by fund		
Unrestricted funds	8,825	
Restricted funds	<u>695,234</u>	
	<u>704,059</u>	
For the year ended 31 March 2017		
Unrestricted funds		42,101
Restricted funds		<u>682,717</u>
		<u>724,818</u>

8 Governors

Appropriate travel expenses have been reimbursed to all governors, amounting to £331.73 (2017 £2,453).

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2018 Number	2017 Number
Raising funds	3	3
Governance	1	1
Charitable activities	20	17
	<u>24</u>	<u>21</u>

Employment costs

	2018 £	2017 £
Wages and salaries	573,867	553,017
Social security costs	46,015	43,795
Other pension costs	83,194	89,201
	<u>703,076</u>	<u>686,013</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:

	2018 Number	2017 Number
£60,000 - £65,000	<u>1</u>	<u>1</u>

10 Transfers

Included in transfers between unrestricted and restricted funds is a 7% management charge of £26,933 and a core salaries charge of £10,027. The management charge has been charged to Family Support Services, Training, Digital Passports and the My Time Glasgow Project. The core salaries charge has been charged to the Self-Directed Support and the Digital Transitions Projects.

Funds totalling £22,255 have been transferred from core funds to Digital Passports, the Storytelling Project, August Pictures and Digital Passports Grampian. These projects are all finished for the time being and are unlikely to receive more funding.

Further funds totalling £20,000 were transferred from core funds to the Family Support Services for Fife, Grampian, South Lanarkshire and Tayside. Pamis have plans in place to reduce expenditure on all Family Support Services in the short term, and will continue to submit grant applications and run fundraising events to secure additional funding for these services.

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

11 Tangible fixed assets

	Caravan & Mobiloo £
Cost	
Additions	41,947
At 31 March 2018	41,947
Depreciation and impairment	
Depreciation charged in the year	10,490
At 31 March 2018	10,490
Carrying amount	
At 31 March 2018	31,457

Calum's Caravan - After Calum sadly died his parents donated their caravan to PAMIS. It is a 2 berth Altas Ruby Super 2003, fully accessible and with a wet room. The value of the caravan when donated to PAMIS was £2,250, and this has been treated as a donation to PAMIS and the caravan capitalised as an asset. The caravan will be depreciated at 25% reducing balance each year.

At the start of this financial year PAMIS purchased a Mobiloo. The cost of this including accessories was £39,697, and this has been capitalised as an asset this year. The Mobiloo will be depreciated at 25% reducing balance each year. Donations received for the mobiloo have been allocated to the restricted Changing Places fund.

12 Financial instruments	2018 £	2017 £
Carrying amount of financial liabilities		
Measured at amortised cost	116,143	81,089

13 Stocks	2018 £	2017 £
Finished goods and goods for resale	6,930	-

14 Debtors	2018 £	2017 £
Amounts falling due within one year:		
Prepayments and accrued income	12,166	8,486

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

15 Loans and overdrafts

	2018 £	2017 £
Bank overdrafts	-	60,160
Payable within one year	-	60,160

16 Creditors: amounts falling due within one year

	Notes	2018 £	2017 £
Bank overdrafts	15	-	60,160
Deferred income	17	14,315	4,596
Trade creditors		95,118	-
Accruals and deferred income		21,025	20,929
		130,458	85,685

17 Deferred income

	2018 £	2017 £
Other deferred income	14,315	4,596

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

18 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 £83,194 (2017 - £89,201)

19 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:

	Movement in funds				
	Balance at 1 April 2017	Incoming resources	Resources expended	Transfers	Balance at 31 March 2018
	£	£	£	£	£
Restricted funds	106,069	642,499	(695,234)	5,295	58,629

THE PROFOUND AND MULTIPLE IMPAIRMENT SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

20 Analysis of net assets between funds

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £	Total 2017 £
Fund balances at 31 March 2018 are represented by:				
Tangible assets	1,685	29,772	31,457	-
Current assets/(liabilities)	44,078	28,857	72,935	205,570
	<u>45,763</u>	<u>58,629</u>	<u>104,392</u>	<u>205,570</u>

21 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2018 £	2017 £
Aggregate compensation	<u>64,219</u>	<u>66,475</u>

22 Cash generated from operations

	2018 £	2017 £
Deficit for the year	(101,178)	(151,317)
Adjustments for:		
Investment income recognised in statement of financial activities	(55)	(875)
Depreciation and impairment of tangible fixed assets	10,490	-
Movements in working capital:		
(Increase) in stocks	(6,930)	-
(Increase) in debtors	(3,680)	(6,286)
Increase in creditors	95,214	150
Increase/(decrease) in deferred income	9,719	(9,594)
Cash generated from/(absorbed by) operations	<u>3,580</u>	<u>(167,922)</u>