EVALUATION SUPPORT SCOTLAND
(A COMPANY LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2015

Scottish Charity no: SC036529
Company no: SC284843

EVALUATION SUPPORT SCOTLAND

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Legal and administrative information

Evaluation Support Scotland is a charitable company. It was incorporated on 16 May 2005 as a company limited by guarantee. It received recognition as a Scottish Charity on 25 May 2005. It is governed by a Memorandum and Articles of Association.

Registered office

Thorn House
5 Rose Street
Edinburgh
EH2 2PR

Trustees

Kirsten Hogg - Convenor	
Lindsay Robertson - Treasurer	
Emma Crawshaw	
Professor Gill Hogg	(resigned 4 April 2014)
Lynne Irons	
Dr Anita Morrison	
Janet Morton	(appointed 15 September 2014)
Professor Steve Platt	
Linda Rodgers	
Stephanie Rose	
Jennifer Wallace	
Diana Wilkinson	
Keith Wimbles	(resigned 15 September 2014)
Derek Young	(appointed 15 September 2014)

The directors of the charitable company, who are its trustees for the purposes of charity law, are collectively referred to throughout this report as trustees.

Company Secretary and Chief Officer: Steven Marwick
(Known as Director)

Other current staff:
Diane Kennedy (Depute Director), Ruth Johnston (Workshops and Events Administrator), Martha Lester-Cribb (Evaluation Support Manager), Emma Liddell (Evaluation Support Manager), Patty Lozano-Casal (Evidence into Policy and Practice Manager), Jane Marryat (Research and Communications Officer), Lydia Morrow (Finance and Administration Manager) and Tom Scott (Training Officer)

Independent examiner
Michael Crerar CA
Geoghegans
Chartered Accountants
6 St Colme Street
Edinburgh EH3 6AD

Bankers
Bank of Scotland
38 St Andrew Square
Edinburgh EH2 2YR

The trustees of Evaluation Support Scotland (ESS), who are also directors for the purposes of company law, present their report and the independently examined financial statements for the period from 1 April 2014 to 31 March 2015.

Structure, Governance and Management

Appointment of trustees

Two trustees retired this year. Two new trustees were appointed through an open recruitment process. Potential new trustees received an application pack. They completed an application form and were interviewed by a Trustee subcommittee. The board appointed those who had the best fit with the skills set out in the role description. The board ensures that it contains a mix of trustees with experience of funding voluntary organisations, of working in the voluntary sector and of evaluation theory and practice. Trustees are normally appointed for 3 years and can serve a maximum of 6 years. A rota system for retirement is in place.

Induction and training for trustees

New trustees receive an induction pack and induction with the director and other trustees. The trustee handbook is updated annually. It incorporates good practice guidance from OSCR.

Operations of the board

The board operates to terms of reference. The board conducts its business through regular meetings (2 monthly). The board met 6 times throughout the year. Two were extended meetings with all staff to consider future strategy. The board's two standing committees are Finance and Human Resources. There were two short life working groups. One led the development of a new strategic plan and a second oversaw trustee recruitment.

Trustees follow a conflicts of interest policy. A register of interest is held and regularly reviewed. Interests are declared at the start of each board meeting.

Risk Policy

The trustees have examined the major governance, operational, financial, reputational, environmental and legal risks which the charity faces and confirm that there are policies, procedures and contingencies in place to manage and reduce these risks. The risk register is reviewed annually and the board receives regular reports on the management of significant risks. Staff members are aware of the key risks identified. A project management system including specific risk review is used when embarking on major new projects.

Objectives and activities

Charitable objects

ESS's charitable objects are as follows:

1. To promote the effectiveness and efficiency of charities and of the voluntary sector by promoting learning about evaluation and the results of evaluation as a process which can be used to improve the delivery of services for the public benefit throughout Scotland; and in support of that object but not otherwise:

   (i) to encourage life long learning and education through the involvement of service users in the evaluation and improvement of services;
   (ii) to provide advice and support to charities and other organisations undertaking or funding charitable work about undertaking and learning from evaluation of their activities;
   (iii) to support charities and other organisations undertaking or funding charitable work in delivering better services to those in need by reason of youth, old age, unemployment, disability, health or social problems or other disadvantage and further including, without prejudice to the generality, those living in disadvantaged neighbourhoods and minority ethnic communities;
   (iv) to improve the delivery of services for the public benefit by encouraging funders, voluntary organisations and others to work together to reduce bureaucracy and to implement learning about effective service delivery;
   (v) to encourage Government and other organisations to learn from the results of evaluation and thus make better use of resources for the benefit of the public.

2 To promote such other purposes, objects or institutions as are charitable in law and in such proportions and manner as the Trustees shall think fit.

The need for ESS was established through research and consultation before we were set up in 2005. We have continued to consult charities and other stakeholders since then and have incorporated learning into our work from recent research. There remains an evaluation skills gap in third sector organisations, funders and the public sector. There is also a need to capture the learning from the third sector and use it to inform policy and practice for both Government and the third sector.

During the period of this report we were operating under the second year of a 2 year strategic plan for 2013-15. A new 4 year strategic plan began on 1 April 2015. We have an annual work plan for the organisation and for individual staff.

Mission and values

ESS works with the third sector and funders so they can measure and report on their impact and use learning to improve practice and influence policy.

We believe evaluation should be for learning: to improve policy, practice and service design. Evaluation should tell us what doesn't work as well as what does. We promote self-evaluation and we focus on outcomes. By learning how to evaluate their own activity and outcomes, organisations discover what works and what doesn't and can make use of that learning.

Self-evaluation (and evaluation generally):

- Should be valuable, relevant and proportionate
- Should be built into the way people and organisations work: evaluation is part of practice and practice is part of evaluation
- Is for everyone. All sizes and types of organisation can improve their self-evaluation and engage all the people they work with in it
- Needs to be supported. Organisations should have access to training and support to build their skills.

In order to achieve our outcomes we work in the following way:

1. We are accessible. We use plain English. We are friendly. We work in a way that meets people and organisations' different needs and abilities.
2. We work collaboratively with organisations combining their expertise with ours to generate evaluation approaches they own, develop and run with.
3. We use different and creative ways to engage people in evaluation. We promote a wide range of evaluation tools.
4. We are a centre of expertise on self-evaluation in the third sector and we share what we know.
5. We work in positive partnership with others, sharing our learning and adding value to the expertise of others. We provide effective platforms for evaluation evidence to reach intended (and unintended) audiences.
6. We promote a culture of learning within ESS. We seek feedback from everyone we work with so we learn from our successes and weaknesses and get better at what we do.
7. ESS is a good place to work. We support and develop our staff and trustees so they can fulfil their roles and feel valued.

Our **outcomes** are that the third sector, funders and policy makers ...

- Have better skills, knowledge and confidence on evaluation
- Have better systems, requirements and relationships for good evaluation
- Act on learning from evaluation to do things better
- Meet needs more effectively or improve service

Main activities and achievements in 2014-15

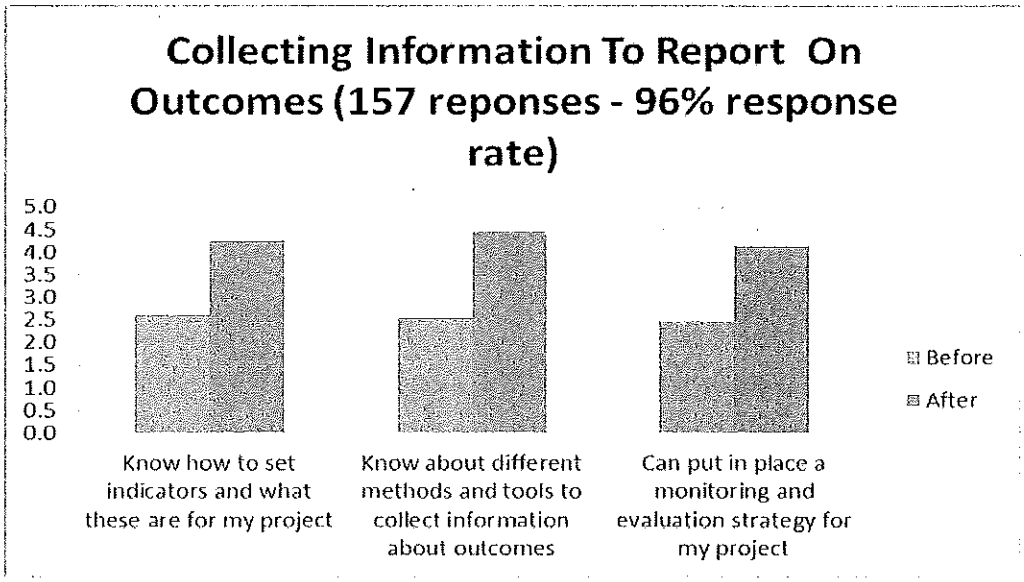
❋Evaluation support and training

➢ What did we do?

- We ran 82 workshops and events. This was a mix of our core workshop programme, commissioned workshops and events and seminars funded through specific programmes.
- 80 organisations received 118 sessions of 1-1 tailored support to develop evaluation systems, methods or reporting.
- We responded to 144 enquiries by telephone or email.
- We maintained our website of resources, sent 16 newsletters (general and tailored) and launched a twitter account.
- We made a short film about ESS's work.

➢ What difference did we make?

98% of workshop participants reported improvements in learning against workshop outcomes (last year 98%). The graph below shows participant feedback on the learning outcomes at our most popular workshop – Collecting Information to Report on Outcomes:



Main activities and achievements in 2014-15

Here is some example feedback:

> *"I have developed a comprehensive report and an executive summary for my project, both of which will be useful in conveying our goals and accomplishments to various stakeholders, including funders both current and future."*
>
> *"You have helped put us on the right track to developing an evaluation framework that will fit with the work we do and be valuable to us as an organisation."*

We had a 33% increase in visits to our website: 58% new and 42% returning. Here is some example feedback on the website:

> *"I've used quite a lot of the tools that have been on the website and I've based some of my templates on some of the templates that are in there."*

❋ Funder programmes

➢ What did we do?

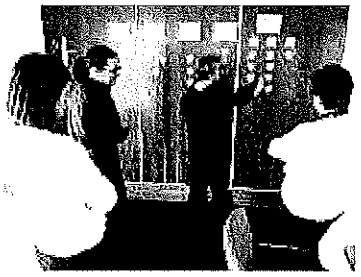
- We ran 2 masterclasses for funders.
- We worked with The Robertson Trust to embed evaluation good practice in their team, charities and other funders. This included a learning set for organisations working with families affected by imprisonment.
- We ran evaluation support accounts with the Self-Management Impact Fund, Lloyds TSB Foundation for Scotland, Community Food and Health Scotland, the Climate Challenge Fund, Creative Scotland ArtWorks, Comic Relief Home and Away and Life Changes Trust. That is packages of workshops and sometimes tailored support for organisations that is paid for by their funder.
- We reviewed the Harmonising Reporting good practice in the light of a survey of Scotland Funders' Forum members and produced a new 2 page summary.
- We ran a special learning set as part of the Impact Fund on how to build mutually beneficial relationships between funders and funded. We wrote 3 documents to share what we learned:

For IMPACT Fund Applicants	**In Funded Organisations' Words**	**For Funded Organisations**
reassuring advice specifically for IMPACT Fund applicants	*projects' thoughts on how funders can facilitate positive relationships*	*how organisations can make the most of their relationships with funders*

- We began a learning set for funders on understanding and evaluating their work to influence policy and practice.

Main activities and achievements in 2014-15

➢ What difference did we make?



Feedback from funders themselves:

"I have started to look at how we evaluate our qualitative data. Before we would receive lots of individual grant reports and look at it in isolation and never how they met our outcomes etc. I've done this by coding the grants by outcome and looking for themes. This is the first time we have done it this way and it is proving to be much more useful ... I can see what the bigger impact is of our grants collectively." Feedback from funder 3 months after attending one of our masterclasses

"I had little interest or understanding of evaluation. I was unsure how this could help me... NOW- I understand how to logic model, am confident in discussions and feel enabled to support my projects." Feedback from another funder

"[The support] has been really helpful and useful for making our funding applications better and also getting everyone involved clearer about evaluation. We now have clear outcomes and an evaluation plan that is streamlined to our service. The workshops were great and we really appreciated ESS coming up here and doing a focussed session with us." Charity support through the Lloyds TSB Foundation for Scotland evaluation support account

"We can immediately tell from reports [from funded organisations] whether or not the project has been on ESS training." Funder

❋ A Stitch in Time?

➢ What did we do?

This was a 2½ year partnership demonstration project supported by the Scottish Government Third Sector Division and the Joint Improvement Team (JIT). The aims were to understand the contribution of the third sector to the Reshaping Care for Older People (RCOP) programme

The programme worked with third sector organisations to

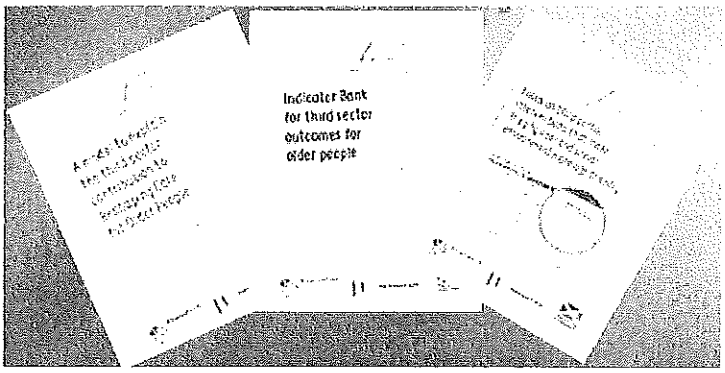
- Explain: develop models of third sector interventions exploring the need they address, activities and outcomes and how they link to strategic outcomes
- Measure: identify indicators and methods for measuring outcomes
- Prove: identify other evidence that might prove or challenge the outcomes that come from third sector interventions.

Main activities and achievements in 2014-15

We took an action learning approach, drawing from 'on the ground' practice and working with issues that practitioners and commissioners said were important in their local area.

This year we continued and completed a range of activities. We:

- Worked intensively with working groups of practitioners. This involved 13 working group meetings and tailored support to individual organisations.
- Ran 10 workshops for 106 places on outcomes, methods and reporting.
- Gave support to Change Fund commissioners in 3 local areas.
- Gave support to day care centres (West Lothian), transport operators, Community Connecting projects and carers support projects.
- Undertook or commissioned original research or evidence reviews on 11 subjects (specific interventions or outcome areas).
- Developed a range of publications including an overall model of the third sector's contribution, indicator bank, 6 "Focus on" publications (one for each main outcome domain from the model), 11 evidence reports/reviews and 9 in-depth case studies.



- Disseminated findings through 6 newsletters; ESS and JIT web pages; mid-term, funder and final events; attending other people's meetings / conferences; and policy discussions with officials developing commissioning guidance and transport policy.

What difference did we make?

We undertook an evaluation at the end of the programme. Main findings were as follows:

- We substantially built the evidence base around the value of third sector interventions in health and social care (though not for every third sector type of intervention and we need to do more to disseminate materials).
- We explained the contribution to RCOP. Our models were well received. The landscape has changed so we need to pick out the relevance of our materials for the new health and social care partnerships.

Main activities and achievements in 2014-15

- We drew out key messages about the third sector, its role, values and principles underlying the approach.
- We increased the skills of those who took part in the programme.
- We provided tools and materials for others to use.
- We have examples of people using our materials to influence policy.
- We have examples of people using evaluation to improve services.
- We have learnt a lot about how commissioners use evidence in decision-making, but we have more to learn.
- We have built collaboration between the third and statutory sectors and between third sector organisations.

❁ Support in the Right Direction

This was the final year of this 3 year programme to demonstrate the impact of Independent Support (IS) for Self-directed support (SDS). We did the following:

> Strand 1: working with a learning set to publish 2 reports on the difference IS makes and how to evaluate it

> Strand 2: self-evaluation training for funded organisations

> Strand 3: finalising the *Involving People in Evaluation* workbook - devised by the "Involving Users in Evaluation" learning set

> Other: supporting Scottish Government SDS Branch and ensuring our work continues to be connected to wider developments in SDS.

➢ What difference did we make?

We will complete the final evaluation of this programme in 2015/16. We already know that all trained projects reported increased confidence in self-evaluation. Scottish Government said they got better reports about the work of independent support organisations. Example feedback from projects:

"[The training has supported me in] coming to terms with using a variety of techniques and how to capture vital aspects of information given back as feedback."

"Working with Evaluation Support Scotland has helped us develop better systems for ongoing evaluation... even though I was off on maternity leave for much of our last reporting period, I was still able, on my return, to access the information I needed to report on what we'd done and the impact we'd had."

At the final event in March delegates said they would (for example)

"Share the documents with wider 3rd sector. Knock-on benefit for other organisations to learn / improve."

Main activities and achievements in 2014-15

❁ Measuring outcomes from citizens advice (MOCA)

➢ What did we do?

Between June 2014 and March 2015 ESS ran a learning set of CAB practitioners aiming to explain, measure and prove the outcomes from Citizens Advice. We facilitated 6 meetings, gave tailored support to individual organisations and tested our work with a reference group of interested stakeholder including national and local government, the Scottish Legal Aid Board (SLAB) and the Improvement Service.

From that work we developed a pack of materials to assist CABx to explain, measure and prove their outcomes.

➢ What difference did we make?

Learning set participants said they had increased their skills to measure outcomes of advice work. The reference group members gave positive feedback that the pack would support SLAB and Improvement Service initiatives on planning for and evaluating outcomes. Here is example of feedback from a public sector manager, who is also a CAB board member:

> *"It's a very comprehensive piece of work. Particularly strong at the front end where it builds the logic model and links CAB interventions to National Outcomes. This is both powerful and valuable. It demonstrates that CABx are doing the right things, and can therefore be used in funding applications to convey the difference that can be made from particular interventions."*

❁ Violence Against Women Fund

➢ What did we do?

This was the second year of evaluation support for this funding programme. The working group, set up last year as a representative think tank, fulfilled its task to review the original fund outcomes and co-design a new reporting template.

We delivered more core workshops for organisations that missed them last year. We also ran workshops on how to organise, analyse and code information, and then how to draw learning from the evidence to improve practice and reporting. This had been identified as a gap after the first round of reporting with the new template. We ran tailored support to help organisations embed evaluation learning.

Main activities and achievements in 2014-15

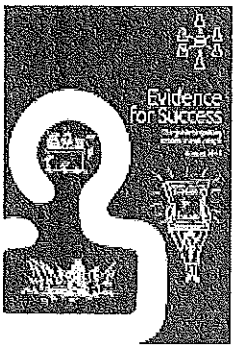
➢ What difference did we make?

A survey about the new reporting template showed that most organisations felt they were not better able to demonstrate the difference they make.

> *"Really useful and prepared for new, updated and greatly improved reporting format."* Feedback from survey monkey in March 2015

> *"I was with [name of women's aid group] yesterday and they are so enthusiastic about the work you did with them! It is like night and day...they used to be really defensive about the outcomes/reporting on SG funding in general and now they are so enthusiastic about telling me what they're up to."* Feedback from the funder following our tailored support

✸Evidence into policy and practice



➢ What did we do?

We convened the **Knowledge Translation Network** (KTN) to support the third sector and public sector to embed good practice in (self-) evaluation and use of evidence. We launched the "Evidence for Success" guide in August 2014. We designed and delivered workshops to support third sector organisations to use guide.

We continued to chair and be the co-secretariat of the Scottish Third Sector Research Forum. We delivered "meet the academics" - the first Forum's event on good practice in joint work between the third sector and academics.

We continued to take part in the partnership group about 'what works' and improving the evidence base in reoffending. In particular, we contributed to the development by Scottish Government of a generic "5-step approach to evaluating behaviour change interventions.

Other evidence into policy and practice activities included:

- Participating in the Third Sector Prevention Roundtable and writing the first draft of a paper on the role of the third sector in delivering prevention.
- Contributing to work by Scottish Government officials on the health and social care outcomes and indicators.
- Feeding ESS learning into the Public Service Reform Board's review of performance management.
- Taking part in the assessment and interview panel for What Works Scotland (WWS) and chaired the WWS Funders steering group.
- Taking part in an improving data and evidence group convened by Improvement Service.

Main activities and achievements in 2014-15

- Providing input – at their request – to OSCR's early thinking on revising their reporting arrangements and the Big Lottery Fund's strategic thinking on funding prevention.
- Taking part in a working group to support the evaluation framework for the Early Years Collaborative.

➢ What difference did we make?

"We are making significant progress in what we agreed; it is beginning to make an impact and it feels like a shared enterprise." Scottish Government – main funder of this work

"ESS is particularly good at helping third sector organisations translate the work they are doing on the ground and the community level outcomes into 'policy speak' and higher level national outcomes ... furthermore [ESS] helps challenge organisations to see what they should be collecting evidence for" Stakeholder survey feedback

"Excellent relationship with policy-makers is bringing third sector work up the agenda" Stakeholder survey feedback

- The Evidence for Success guide has received positive feedback. Between August and November it was downloaded by 1,308 unique users.

  "The course and working examples went a long way to my understanding of putting into practice." Feedback on the Evidence for Success workshop

- Members of the Third Sector Research Forum commented that the Forum's profile and impact has improved this year. The 'meet the academics' event was seen as good start in improving links with academia.
- The Prevention Roundtable paper, which we helped pull together received positive feedback from the Public Service Reform Board and Community Planning Managers network and contributed to Scottish Government and others' understanding about prevention.

❋Inspiring Impact

Inspiring Impact is a UK-wide programme that aims to change the way the UK voluntary sector thinks about impact. This year, among other things, we published "How funders measure their own impact" in consultation with funders in Scotland. We delivered three Inspiring Impact workshops to support a small group of participants through the Measuring Up! (MU!) impact practice tool and support them to embed learning.

Main activities and achievements in 2014-15

➢ What did we do overall – the big numbers

We worked with 521 organisations of which 443 were third sector organisations and the rest were funders or public sector (last year 521 organisations, 431 third sector). The table below gives a breakdown of specific activities:

	This year	13/14
Number of workshops and learning events	83	102
Total organisations whose staff came to workshops	398	428
Number of workshop / event participants[1]	1009	1341
Total participants from third sector only	842	1120
Number of people attending workshops (unique)	736	835
Number third sector orgs receiving tailored support[2]	72	64
Number of funders receiving tailored support	8	8
Total number of tailored support sessions	118	105
Number organisations involved in learning sets[3]	52	51
Number of learning set participants (unique)	66	68
Short enquiries answered by phone or email	144	137

➢ The overall difference we made

We undertook our biennial stakeholder survey and completed a qualitative research project into the long term impact of evaluation support. 74 people responded to the stakeholder survey and 10 organisations were interviewed in the qualitative research. Key findings were as follows:

- Overall organisations are happy with ESS's evaluation support. They see ESS as knowledgeable about evaluation (99% of 69 respondents).

  "I think they are doing everything well and have become a market leader in my view) of the way they deliver their support and services"

- Our approach is seen as friendly (96% of 67 respondents) and jargon free (97% of 68).

  "Friendly and approachable staff, which helps make it easier for people to engage with them (and through them, easier to engage with evaluation)"

[1] Some people attend more than one workshop.
[2] Tailored support is a facilitated session for staff in a single organisation.
[3] We usually run learning sets as part of a thematic programme. Organisations build evaluation skills and contribute to improved understanding of third sector contribution in a particular subject field.

Main activities and achievements in 2014-15

- All respondents said ESS made a difference to their organisation. They use evaluation to improve services and articulate the difference they make; and also to influence policy and attract funding and good staff.
- The research gave us insight into how organisations sustain evaluation skills and knowledge after our support ends. It identified some things we could do even better such as providing more opportunities for organisations to embed and develop evaluation skills and knowledge.

Financial review

ESS's total incoming resources were £384,912 in 2014/15 (2013/14 - £394,900). This consisted of:

- A grant of £80,000 from the Scottish Government Third Sector Division (2013/14 £80,000).
- Funding of £100,000 from the Scottish Government for "*A Stitch in Time*" to explain and evaluate the contribution of the voluntary sector to care for older people (2013/14: £101,049).
- A grant of £2,480 for cost associated with the design, printing and launch of the "*Evidence for Success guide*"
- A grant of £10,000 via New Philanthropy Capital for ESS's involvement in the UK-wide Inspiring Impact programme (2013/14: £15,000).
- A grant of £24,000 from The Robertson Trust for a Funder Learning Programme (2013/14: £24,000).
- A grant of £175 from Skills Development Scotland that paid for staff training (2013/14: £500)
- Income earned from other charitable activities including training, contracts and bank interest totalling £168,257 (2013/14: £174,351)

Policy on earned income

- We charge for attending workshops to cover the salary of the trainer and administration and venue costs.
- Organisations receiving tailored support are usually charged a daily rate to cover the staff and administration costs of the providing service.
- Services for funders including direct support and the provision of bespoke evaluation support for their funded organisations are charged at a daily rate to cover salaries and administration costs.

We provided free support to just over 140 organisations, mainly through phone and email, and provided free access to resources and guides on our websites.

Main activities and achievements in 2014-15

Reserves policy

The Trustees are of the opinion that Evaluation Support Scotland should hold free reserves (being unrestricted funds excluding fixed assets) of 4 months' running costs to cover our liabilities. Trustees will review this policy in 12 months' time. Free reserves were £129,185 at 31 March 2015 (31 March 2014 £127,202). This represents just over 4 months' running costs based on current expenditure levels.

Designated funds

In 2012/13 the board designated £16,000 for development projects to improve our understanding of our own longer term impact and to scope the future needs from voluntary organisations and funders for evaluation support. In 2014/15, £12,000 was spent on a new internal database to improve the storage of our own monitoring and evaluation data. A further £2,621 was spent on the research project on our own longer term impact. The board has agreed that the remaining £1,379 should be released into free reserves.

Plans for future periods

A strategic plan is in place for 2015-19. The main activities for 2015/16 are:

1. Provide workshops, 1-1 tailored support, our phone and email helpline and online resources so that at least 400 third sector organisations can measure and report on the difference they make.
2. Deliver on our work programme for Scottish Government. Lead the Knowledge Translation Network, chair and support the secretariat for the Third Sector Research Forum and contribute to other evidence into action initiatives including What Works Scotland. Contribute to the Third Sector prevention roundtable and share learning about evaluating prevention. Run programmes on evaluating policy influence and 'train the trainer". Support the Scottish Government to use learning from and about third sector evaluation.
3. Run the following thematic programmes to share learning about how to explain, measure and prove the voluntary sector's impact:
    - *Threading the Needle*: using third sector evaluation and evidence in health and social care integration
    - *Experiencing Recovering*: evaluating and learning the experiences of young people whose parents are in recovery from substance misuse
    - *Violence Against Women* outcomes and evaluation
    - *Support in the Right Direction*: complete this programme on evaluation of independent support
    - *Measuring Outcomes from Citizens Advice:* complete and launch this programme

Main activities and achievements in 2014-15

4. Deliver a funder learning programme in partnership with The Robertson Trust.
5. Continue to deliver existing and new Evaluation Support Accounts (ESAs) to improve reporting to funders and enable voluntary organisation to increase their capacity to measure and report on their impact.
6. Lead Inspiring Impact in Scotland, bringing together evaluation champions and promoting the UK wide Inspiring Impact products.
7. Deliver activities related to our 10th birthday including a conference to share learning about the last 10 years of third sector evaluation, launch the film about ESS and promote our research about embedding evaluation.
8. Deliver on our strategic priority of promoting user involvement in evaluation.
9. Recruit new trustees and continue to ensure good governance.
10. Continue to ensure ESS is a learning organisation, improving our own evaluation and reporting and supporting staff and team development.

Future funding

ESS has a grant of £120,000 from the Scottish Government for 2015/16. Other evaluation support contracts and grants are in place or anticipated to cover our all our costs in 2015/16. A fundraising strategy is in place to raise funds for future periods. The board receives a report on finance and fundraising at each board meeting.

Trustees' responsibilities statement

The trustees (who are also directors of Evaluation Support Scotland for the purposes of company law) are responsible for preparing the Trustees' annual 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 trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

Trustees' responsibilities statement (continued)

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with *the Statement of Recommended Practice – Accounting and Reporting by Charities* (March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board of trustees on 20 July 2015 and signed on their behalf by:

L Robertson

Lindsay Robertson
Treasurer

EVALUATION SUPPORT SCOTLAND

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF EVALUATION SUPPORT SCOTLAND

I report on the financial statements of the charitable company for the year ended 31 March 2015 which are set out on pages 22 to 32.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1 which gives me reasonable cause to believe that in any material respect the requirements:

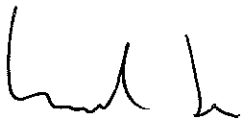
- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and

- to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;

have not been met; or

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF EVALUATION SUPPORT SCOTLAND (CONTINUED)

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Michael Crerar CA 20 July 2015

Independent Examiner

Geoghegans

Chartered Accountants

6 St Colme Street

Edinburgh EH3 6AD

EVALUATION SUPPORT SCOTLAND

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
for the year ended 31 March 2015

	Notes	Un-restricted £	Restricted £	Total 2015 £	Total 2014 £
Incoming resources					
Incoming resources from generated funds:					
Donations		777	-	777	1,083
Bank interest		2,499	-	2,499	1,795
Meeting room lets		840	-	840	470
Incoming resources from charitable activities:					
Grants	3	80,000	36,655	116,655	119,500
Other charitable activities	4	164,141	100,000	264,141	272,052
Total incoming resources		248,257	136,655	384,912	394,900
Resources expended					
Charitable activities	5	252,901	135,879	388,780	358,503
Governance costs	6	9,373	-	9,373	11,839
Total resources expended		262,274	135,879	398,153	370,342
Net (expenditure)/income for the year		(14,017)	776	(13,241)	24,558
Funds brought forward		143,202	23,552	166,754	142,196
Funds carried forward	12	129,185	24,328	153,513	166,754

EVALUATION SUPPORT SCOTLAND

BALANCE SHEET
At 31 March 2015

	Notes	2015 £	2014 £
Fixed assets	9	-	-
Current assets			
Debtors	10	28,675	58,484
Bank & cash		200,124	220,512
		228,799	278,996
Creditors: Amounts falling due within one year	11	(75,286)	(112,242)
Net current assets		153,513	166,754
Net Assets		153,513	166,754
Unrestricted Funds			
General Funds	12	129,185	127,202
Designated Funds	12	-	16,000
Restricted Funds	12	24,328	23,552
Total funds		153,513	166,754

For the year ending 31 March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved and authorised for issue by the trustees on 20 July 2015 and signed on their behalf by:

Kirsten Hogg
Kirsten Hogg
Trustee

L Robertson
Lindsay Robertson
Trustee

Company Registration No: SC284843

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2015

1. Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, Charities Accounts (Scotland) Regulations 2006 (as amended), the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable accounting standards. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Income is received by way of grants and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance of the charity, are recognised when the charity becomes unconditionally entitled to the grant.

- Training income is included in Statement of Financial Activities when receivable.

- Conference income has been included on receipt as non-refundable in nature.

- Donated services and facilities are included at the value to the charity where this can be quantified.

- Bank interest is included when receivable.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. The charity registered for VAT from 1 November 2007 but expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

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

NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2015

1 ***Accounting policies (continued)***

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

- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in notes 5 & 6.

Tangible fixed assets
Tangible fixed assets are stated at cost less provision for diminution in value. Only assets costing more than £1,000 are capitalised.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value of each asset over its expected useful life as follows:

Computer equipment	Over 3 years
Office furniture	Over 3 years

Fund Accounting
Funds held by the charity comprise both unrestricted and restricted funds. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose. Unrestricted funds include designated funds where the directors have earmarked funds for a particular purpose.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension
Employees of the charity are entitled to join a defined contribution 'money purchase' pension scheme run by The Pensions Trust. The charge in the financial statements represents the contributions payable by the charitable company for the period.

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

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2015

2 **Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

3 **Grants**

	2015 £	2014 £
Scottish Government grant – Core funding	80,000	80,000
Robertson Trust – Funder Learning programme	24,000	24,000
New Philanthropy Capital – Inspiring Impact grant	10,000	15,000
Knowledge Translation Network	2,480	-
Skills Development Scotland grant	175	500
	116,655	119,500

4 **Other income from charitable activities**

	2015 £	2014 £
Income from contracts	124,214	134,383
Income from contracts - Stitch in Time	100,000	101,049
Support income	15,889	10,120
Training income	10,680	19,135
Income from workshops	9,578	7,365
Conference	3,780	-
	264,141	272,052

Income which had been received by 31 March 2015 in respect of the Looking Back Looking Forwards Conference which was held in May 2015 has been recognised in the current year on entitlement as it was non-refundable in nature.

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2015

5	**Cost of charitable activities**	Basis of Allocation	Core Activities	Restricted Activities	2015	2014
				£	£	£
	Charitable expenditure					
	Staff costs	Staff time	129,802	94,003	223,805	205,892
	Staff pension	Staff time	9,340	5,273	14,613	13,110
	Staff training	Direct	3,368	175	3,543	3,452
	External training provision	Direct	6,468	2,523	8,991	12,720
	Consultancy	Direct	3,500	20,600	24,100	38,212
	Conference costs	Direct	8,919	-	8,919	-
	Bad debts	Direct	109	-	109	-
	Support costs (See below)	See below	91,395	13,305	104,700	85,117
			252,901	135,879	388,780	358,503
	Support costs:					
	Staff costs	Staff time	31,455	-	31,455	30,213
	Staff pension	Staff time	718	-	718	438
	Recruitment	Direct	678	-	678	1,400
	Insurance	Direct	687	-	687	706
	Office costs	Direct	30,344	12,291	42,635	38,400
	Phone & internet	Direct	53	13	66	117
	Website development and IT	Direct	16,717	-	16,717	6,525
	Travel & subsistence	Direct	4,525	1,001	5,526	4,721
	Subscriptions	Direct	1,011	-	1,011	876
	Professional services	Direct	5,175	-	5,175	1,721
	Bank charges	Direct	32	-	32	-
			91,395	13,305	104,700	85,117

Conference costs relate to the Looking Back Looking Forward conference and include contractual obligations which were in place at the year end.

6	**Governance**	Basis of Allocation	Core Activities	Restricted Activities	2015	2014
			£	£	£	£
	Staff costs	Staff time	6,323	-	6,323	7,253
	Staff pension	Staff time	475	-	475	545
	Board expenses	Direct	110	-	110	1,776
	Trustee Indemnity Insurance	Direct	265	-	265	265
	Independent examination	Direct	1,250	-	1,250	1,150
	Accounting fees	Direct	950	-	950	850
			9,373	-	9,373	11,839

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2015

7 Net incoming resources for the year

This is stated after charging:	2015 £	2014 £
Independent examiner's remuneration – Independent examination	1,150	1,150
– Other services	950	850

8 Staff costs and trustees' remuneration

	2015 £	2014 £
Gross salaries	240,230	221,743
Social security costs	21,353	21,615
Pension costs	15,806	14,093
Total staff costs	277,389	257,451

No trustees received any remuneration during the current or prior year. Four trustees received reimbursement of expenses totalling £110 (2014 - Six trustees totalling £258) for travel and subsistence in relation to attending board and other meetings during the year.

No trustees or other person related to the charitable company had any personal interest in any contract or transaction entered into by the charitable company during the year (2014 – None).

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

	2015	2014
Chief Officer (Director)	1.0	1.0
Depute Director	0.1	-
Development Officers	5.1	4.9
Administration	1.7	1.5
Total	7.9	7.4

The employees of the charitable company were members of the charitable company's pension scheme. Contributions totalling £2,200 were outstanding at 31 March 2015 (2014 - £2,104).

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2015

9 Tangible Fixed Assets

	Computer Equipment £	Office Furniture £	Total £
Cost			
At 1 April 2014	8,633	502	9,135
Disposals	(6,382)	-	(6,382)
At 31 March 2015	2,251	502	2,753
Depreciation			
At 1 April 2014	8,633	502	9,135
Disposals	(6,382)	-	(6,382)
At 31 March 2015	2,251	502	2,753
Net Book Value at 31 March 2015	-	-	-
Net Book Value at 31 March 2014	-	-	-

10 Debtors

	2015 £	2014 £
Trade debtors	27,152	56,611
Prepayments and accrued income	1,523	1,873
	28,675	58,484

11 Creditors

	2015 £	2014 £
Taxes and social security costs	19,431	14,616
Accruals	14,416	24,050
Deferred income	35,523	45,740
Other creditors	5,916	27,836
	75,286	112,242

11 Creditors (continued)

	2015	2014
	£	£
Movement in deferred income in year		
Brought forward	45,740	40,739
Released in the year	(45,740)	(40,739)
Deferred in the year	35,523	45,740
	35,523	45,740

Deferred income comprises grants and workshop income received in advance. The deferred income released in the year was comprised of similar amounts.

12 Funds

	At 31 March 2014	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2015
	£	£	£	£	£
Unrestricted Funds					
General funds	127,202	248,257	(247,653)	1,379	129,185
Designated fund - Development	16,000	-	(14,621)	(1,379)	-
	143,202	248,257	(262,274)	-	129,185
Restricted Funds					
KTN - Evidence for Success	-	2,480	(2,480)	-	-
Inspiring Impact	3,750	10,000	(9,962)	-	3,788
A Stitch in Time	-	100,000	(100,000)	-	-
Funder Learning Programme	19,802	24,000	(23,262)	-	20,540
Skills Development	-	175	(175)	-	-
	23,552	136,655	(135,879)	-	24,328
	166,754	384,912	(398,153)	-	153,513

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2015

12 Funds (continued)

Analysis of Net Assets Between Funds

	General £	Designated £	Restricted £	Total £
Restricted Funds				
Tangible fixed assets	-	-	-	-
Net current assets	129,185	-	24,328	153,513
Net Assets at 31 March 2015	129,185	-	24,328	153,513

General Fund – Third Sector Division
This grant of £80,000 is the final year of a three year grant agreement provided by the Scottish Government towards the core costs of running ESS. Core costs include staff costs, office expenditure, and other costs. Under the terms of the funding arrangement ESS may not dispose of any equipment purchased with grant funds within five years of the award without the prior written consent of Scottish Ministers, where the equipment has a minimum value of £1,000 at the time of disposal.

Designated Fund – Development
The Board has designated a fund of £Nil (2014: £16,000) for development projects to improve their understanding of their longer term impact and to scope the future needs of voluntary organisations and funders for evaluation support.

Evidence for Success Guide – Third Sector Unit
This grant in 2014/15 of £2,480 was for costs associated with the design, printing and launch of the guide "Evidence for Success – the guide to getting evidence and using it". Under the terms of the funding arrangement ESS may not dispose of any equipment purchased with grant funds within five years of the award without the prior written consent of Scottish Ministers, where the equipment has a minimum value of £1,000 at the time of disposal.

Inspiring Impact
A payment of £10,000 was made in 2014/15 by New Philanthropy Capital from grants paid to the Inspiring Impact programme. ESS spent £9,962 in 2014/15 which included funds carried forward from 2013/14. The grant is restricted to the strand of work Inspiring Impact Scotland and to provide collaborative assistance to the Inspiring Impact programme.

12 Funds (continued)

Reshaping Care for Older People Demonstration project "A Stitch in Time?" – Scottish Government

2014/15 was the final year of a three year funding agreement provided by the Scottish Government. The funding for 2014/15 was £120,000 including VAT. Of this £20,000 was flexible spend to allow ESS, in consultation with an advisory group, to bring in other third sector partner's expertise and knowledge. The remainder is for ESS costs required to deliver the specified programme of work. Under the terms of the funding arrangement ESS may not dispose of any equipment purchased with funds within five years of the award without the prior written consent of Scottish Ministers, where the equipment has a minimum value of £1,000 at the time of disposal.

Funder Learning Programme

A donation of £24,000, the second instalment of a two year total donation of £48,000 was made by The Robertson Trust for the funder learning programme. The funds contribute towards the cost of an Evaluation Support Manager. ESS spent £23,262 in 2014/15.

Skills Development

A grant of £175 was provided by Skills Development Scotland from the Flexible Training Opportunities Scheme. This contributed toward the cost of staff training.

13 Control

In the opinion of the trustees there is no ultimate controlling party.