

# **MIGRATION POLICY SCOTLAND**

**Annual Report & Financial Statements**

**For the period**

**9 February 2022 to 28 February 2022**

# **MIGRATION POLICY SCOTLAND**



# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE PERIOD 9 FEBRUARY TO 28 FEBRUARY 2022

---

## CONTENTS

|  |         |
|--|---------|
| Trustees' Annual Report.....           | 3 - 6   |
| Independent Examiner's Report.....     | 7       |
| Statement of Receipts & Payments.....  | 8       |
| Statement of Balances.....             | 9       |
| Notes to the Financial Statements..... | 10 - 11 |

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD 9 FEBRUARY TO 28 FEBRUARY 2022

---

The trustees are pleased to present their report and financial statements together with the independent examiner's report for the period of 9 February 2022 to 28 February 2022.

## REFERENCE AND ADMINISTRATIVE DETAILS

**Charity Name** Migration Policy Scotland

**Charity Number** SC050761

**Principal Address** Registered Office (UK) Ltd  
5 South Charlotte Street  
Edinburgh

**Website Address** EH2 4AN

**Current Trustees** [www.migrationpolicyscotland.org.uk/](http://www.migrationpolicyscotland.org.uk/)

|                   |                            |
|-------------------|----------------------------|
| Christina Boswell | Chair                      |
| Grace McGill      | Treasurer                  |
| Rachel Marangozov | Secretary                  |
| Nick Bibby        | Appointed 10 February 2021 |

### Other Trustees who served during the year

|             |                        |
|-------------|------------------------|
| Rebecca Kay | Resigned 25 April 2022 |
|-------------|------------------------|

**Bankers** Unity Trust Bank  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

**Independent Examiner** Gillian Whyte, ACIE  
14 Auchendarroch Street  
Greenock  
PA15 2TX

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD 9 FEBRUARY TO 28 FEBRUARY 2022

---

## STRUCTURE GOVERNANCE AND MANAGEMENT

---

### Governing Document

Migration Policy Scotland was founded by its Director Sarah Kyambi and is a Scottish Charitable Incorporated Organisation (SCIO). It received its charitable status on the 9th February 2021 with the charity number SC050761 and is governed by a Constitution.

### Appointment of Trustees

The Charity Trustees who are the members of the charity, make up the Board of Trustees.

During the financial period, the Charity Trustees held five board meetings and under the Constitution, there must be a minimum of three (3) trustees and a maximum of nine (9).

At the first Annual General Meeting (AGM), one of the Charity Trustees shall retire from office, but may be re-elected.

At the conclusion of each AGM (other than the first), any Charity Trustees appointed during the period since the preceding AGM shall retire from office but may be re-elected. There is currently no restriction on the number of terms served.

New trustees are appointed by existing Charity Trustees by way of a majority vote. New appointments are considered as a means to broaden the Board's skills, networks and perspective and can be appointed at any time.

Charity Trustees are not eligible to serve as an employee of the charity or receive any remuneration by the charity for carrying out his/her duties.

### Organisational Structure

The organisation is comprised of Charity Trustees and Employees.

The Charity Trustees have the powers to appoint people to serve on the board and take decisions on changes to the constitution itself. They are also responsible for monitoring and controlling the financial position of the charity.

The charity is managed by a Director, who is responsible for the day to day running. During the financial period, the charity employed an Administrative Assistant and an Events Officer in a temporary capacity.

### Affiliations:

Migration Policy Scotland has no political affiliations and is independent of government and any other organisation.

## OBJECTS & ACTIVITIES

---

### Charitable Purposes:

Migration Policy Scotland (MPS) was established with the following charitable purposes:

- The advancement of education.
- The promotion of religion or racial harmony.

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD 9 FEBRUARY TO 28 FEBRUARY 2022

---

## Activities:

Migration Policy Scotland promotes a constructive approach to migration. Our research and engagement activities seek to provide a home for open discussion and foster an informed response to the opportunities and challenges migration poses.

- We are a nonpartisan organisation and seek to engage with a wide range of stakeholders.
- We are a learning organisation and seek new and more effective ways of working.

## ACHIEVEMENTS & PERFORMANCE

---

This is the first year of the charity and the Charity Trustees and the Director focused primarily on Migration Policy Scotland's operational set up, programme development and launch. This included setting up appropriate systems and processes and adopting a core suite of policies including: a Health and Safety Policy, an Equality, Diversity and Inclusion Policy, an Adult Safeguarding Policy and a comprehensive Employee's Handbook. A risk assessment and skills audit were undertaken and strategies to manage risk were adopted including insurance and a detailed Key Person Replacement plan.

MPS is a member of voluntary sector support organisations (EVOC, SCVO and ACOSVO) and has made use of the training and resources they provide. It has also invested in a Leadership Development Programme and coaching for its Director. These actions were taken to ensure a fully compliant, robustly run and sustainable organisation.

The Migration Policy Scotland website has been developed and the organisation launched on 29 October 2021. The launch event was sold out with over 140 people registered to attend or on the waiting list. The Launch included an address by the Scottish Minister with responsibility for migration, Jenny Gilruth as well as an expert panel discussion and break out consultation workshops on developing a Platform on Migration for Scotland.

The launch provided an important opportunity to showcase the organisation, raise awareness of its purpose and approach and promote discussion of the emerging trends and priorities relating to migration in Scotland. MPS' launch publication 'Scotland's Migration Futures: Challenges, opportunities, options' (October 2021) benefits a wide range of stakeholders in Scotland by providing a key update by leading experts across seven migration dimensions. Our programme for 2021-23 and brochure are a guide for stakeholders and potential partners on our areas of focus and way of working.

The Director is currently the only permanent employee. Over the year an administrative assistant and an events officer were temporarily employed to add capacity. All employees were paid at least the Scottish Living Wage. Contractors and specialist service providers were hired where necessary.

Aside from the launch, Migration Policy Scotland held an event with COSLA 'UK Labour Immigration Post-Brexit? Local Authorities' Experiences as Employers on 12 November 2021. This brought together over 40 participants (representing at least 25 Scottish Local Authorities) to discuss the impacts of the new points-based system for labour migration. Alongside a presentation from the Director Sarah Kyambi, participants benefitted from inputs on immigration law and employment law by lawyers from Burness Paull.

In its first year Migration Policy Scotland had meetings with over 50 external stakeholders feeding into the development of our programme and plans for activities to promote a more constructive approach to migration.

Our main funders have been the Joseph Rowntree Charitable Trust and the Paul Hamlyn Foundation. We thank them for their continuing support. The work we are doing is making progress towards meeting the need for more capacity on migration (outside asylum and refugees) in Scotland as evidenced in the Migration Policy Scotland Project Scoping Report (February 2020).

# TRUSTEES' ANNUAL REPORT

FOR THE PERIOD 9 FEBRUARY TO 28 FEBRUARY 2022

---

## FINANCIAL REVIEW

---

### Overview

This is the first year the charity has submitted their accounts to OSCR. Income of £75,282 was received and the main source of income was grant funding.

Expenditure totalling £49,641 was spent carrying out the charitable activities. At the end of the financial period, the charity had a surplus of £25,641.

### Donated Facilities & Services

The Charity Trustees would like to thank the service provided by all the charity's volunteers, who have helped contribute towards the success and achievements made within this past year.

### Reserves Policy

The charity's reserves at the end of the financial year were £8,330. The charity is still in its infancy and the Charity Trustees have agreed to set aside 10% of its annual turnover as reserves. They have met this target.

Reserves will support the overall forward planning of the organisation's work in the face of inevitable uncertainties in income streams. The Charity Trustees will review the reserves policy as the organisation grows.

## FUTURE PLANS

In 2022-23, MPS will promote a constructive approach to migration by delivering research and engagement activities in line with our programme. This is structured around two key strands: 'Migration Systems' and 'Migration Experiences' with focus on the impacts of Covid-19 and the UK leaving the EU as priorities.

We will be building on our governance structures by integrating our newly formed Sounding Board and developing a Migrant Lived Experience Panel. We are working towards the setting up of a paid internship programme for people from disadvantaged migrant backgrounds as part of our commitment to racial justice, diversity, and inclusion.

## APPROVAL

This report was approved by the trustees on the 20<sup>th</sup> May 2022 and is signed on their behalf by:



**Christina Boswell**  
Trustee (Chair)

# INDEPENDENT EXAMINER'S REPORT

FOR THE PERIOD 9 FEBRUARY TO 28 FEBRUARY 2022

---

## Independent Examiner's Report to the Trustees of Migration Policy Scotland

I report on the accounts of the charity for the year ended 28 February 2022, which are set out on pages 8 to 11.

### Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

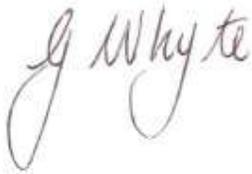
### Basis of Independent Examiner's Statement

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

### Independent Examiner's Statement

In connection with my examination, no matter came 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 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Gillian Whyte, ACIE**

14 Auchendarroch Street

Greenock

PA15 2TX

25 May 2022

## STATEMENT OF RECEIPTS & PAYMENTS

FOR THE PERIOD 9 FEBRUARY TO 28 FEBRUARY 2022

---

|                                   |      | Unrestricted  | Restricted    | Total                |
|-----------------------------------|------|---------------|---------------|----------------------|
|                                   | Note | Funds         | Funds         | 2022                 |
| <b>Receipts</b>                   |      | £             | £             | £                    |
| Donations                         |      | 482           | -             | <b>482</b>           |
| Grants                            | 5    | 47,500        | 27,000        | <b>74,500</b>        |
| Other Charitable Activities       |      | 300           | -             | <b>300</b>           |
|                                   |      | <u>48,282</u> | <u>27,000</u> | <u><b>75,282</b></u> |
| <br>                              |      |               |               |                      |
| <b>Payments</b>                   |      |               |               |                      |
| Charitable Activities             | 6    | 37,589        | 10,942        | <b>48,531</b>        |
| Governance Costs                  |      | -             | -             | -                    |
| Trustee Expenses                  |      | 461           | -             | <b>461</b>           |
|                                   |      | <u>38,050</u> | <u>10,942</u> | <u><b>48,992</b></u> |
| Purchase of Fixed Assets          |      | 649           | -             | <b>649</b>           |
|                                   |      | <u>38,699</u> | <u>10,942</u> | <u><b>49,641</b></u> |
| <br>                              |      |               |               |                      |
| <b>Net movement in funds</b>      |      | 9,583         | 16,058        | <b>25,641</b>        |
| Transfers between funds           |      | -             | -             | -                    |
| <b>Surplus/(Deficit) for year</b> |      | <u>9,583</u>  | <u>16,058</u> | <u><b>25,641</b></u> |

This is the first year of the charity and therefore there is no comparative figures.

The Notes on pages 10 to 11 form an integral part of these accounts.

# STATEMENT OF BALANCES

AS AT 28 FEBRUARY 2022

---

|                                 | Unrestricted | Restricted | Total         |
|---------------------------------|--------------|------------|---------------|
| Note                            | Funds        | Funds      | 2022          |
| <b>Funds Reconciliation</b>     | £            | £          | £             |
| Balance as at 01 March 2021     | -            | -          | -             |
| Surplus/(Deficit) for year      | 9,583        | 16,058     | <b>25,641</b> |
| Balance as at 28 February 2022  | 9,583        | 16,058     | <b>25,641</b> |
| <br>                            |              |            |               |
| <b>Bank &amp; Cash Balances</b> |              |            |               |
| Cash at Bank                    | 9,583        | 16,058     | <b>25,641</b> |
|                                 | 9,583        | 16,058     | <b>25,641</b> |
| <br>                            |              |            |               |
| <b>Other Assets</b>             |              |            |               |
| Lenovo Laptop                   | 649          | -          | <b>649</b>    |
|                                 | 649          | -          | <b>649</b>    |
| <br>                            |              |            |               |
| <b>Liabilities</b>              |              |            |               |
| Independent Examination         | 500          | -          | <b>500</b>    |
| Administration Costs            | 500          | -          | <b>500</b>    |
| IT Web Hosting                  | 98           | -          | <b>98</b>     |
| Trustee Expenses                | 155          | -          | <b>155</b>    |
|                                 | 1,253        | -          | <b>1,253</b>  |

This is the first year of the charity and therefore there is no comparative figures.

The Notes on pages 10 to 11 form an integral part of these accounts.

These accounts were approved by the trustees on 20<sup>th</sup> May and are signed on their behalf by:



**Christina Boswell**  
Trustee (Chair)

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD 9 FEBRUARY TO 28 FEBRUARY 2022

---

### 1. Basis of Preparation

These accounts have been prepared on the receipts & payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

There have been no changes to the basis of preparation or to the previous year's accounts.

### 2. Fund Accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 8.

### 3. Taxation

- (a) The charity is not liable to income tax or capital gains tax on its charitable activities.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.

### 4. Transactions with trustees and related parties

- (a) No remuneration was paid to trustees or any persons connected with them during the year ( : £Nil).
- (b) Expenses totalling £230 were reimbursed to 2 trustees.
- (c) The charity's insurance policy includes trustee indemnity insurance cover for all of its trustees.

### 5. Grant Funding

|                                      | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2022        |
|--------------------------------------|-----------------------|---------------------|----------------------|
|                                      | £                     | £                   | £                    |
| The Joseph Rowntree Charitable Trust | 47,500                | -                   | <b>47,500</b>        |
| Paul Hamlyn Foundation               | -                     | 27,000              | <b>27,000</b>        |
|                                      | <u>47,500</u>         | <u>27,000</u>       | <u><b>74,500</b></u> |

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD 9 FEBRUARY TO 28 FEBRUARY 2022

### 6. Payments relating to Charitable Activities

|                      | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2022 |
|----------------------|-----------------------|---------------------|---------------|
|                      | £                     | £                   | £             |
| HMRC                 | 3,445                 | -                   | <b>3,445</b>  |
| Salaries             | 22,300                | 8,542               | <b>30,842</b> |
| Pensions             | 1,274                 | -                   | <b>1,274</b>  |
| Staff Expenses       | 396                   | -                   | <b>396</b>    |
| Bank Charges         | 72                    | -                   | <b>72</b>     |
| Admin                | 3,943                 | -                   | <b>3,943</b>  |
| Stationery & Postage | 515                   | -                   | <b>515</b>    |
| IT & Website Costs   | 2,383                 | -                   | <b>2,383</b>  |
| Subscriptions        | 85                    | -                   | <b>85</b>     |
| Equipment            | 130                   | -                   | <b>130</b>    |
| Training             | -                     | 2,400               | <b>2,400</b>  |
| Telephone            | 50                    | -                   | <b>50</b>     |
| Marketing            | 1,347                 | -                   | <b>1,347</b>  |
| Events               | 1,682                 | -                   | <b>1,682</b>  |
| Meeting Expenses     | 198                   | -                   | <b>198</b>    |
|                      | <b>37,820</b>         | <b>10,942</b>       | <b>48,762</b> |

### 7. Movements in Funds

|                           | As at<br>28/02/2021 | Receipts | Payments | As at<br>28/02/2022 |
|---------------------------|---------------------|----------|----------|---------------------|
|                           | £                   | £        | £        | £                   |
| <u>Unrestricted Funds</u> |                     |          |          |                     |
| General Fund              | -                   | 48,282   | (38,699) | <b>9,583</b>        |
| <u>Restricted Funds</u>   |                     |          |          |                     |
| Paul Hamlyn Foundation    | -                   | 27,000   | (10,942) | <b>16,058</b>       |
|                           | -                   | 27,000   | (10,942) | <b>16,058</b>       |
| Total Funds               | -                   | 75,282   | (49,641) | <b>25,641</b>       |

### 8. Purpose of Funds

Paul Hamlyn Foundation      Restricted funding to be expended to support Incorporating Lived Experiences of Migration into Migration Policy Scotland's Work