

## Trustees' Annual Report

Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
<b>From</b>	29th	August	2014	<b>To</b>	31st	March	2015

### Reference and administration details

<b>Charity Name</b>	Headway East Lothian (SCIO)		
<b>Other Names the Charity is known by</b>			
<b>Registered Charity Number</b>	<b>SC035535</b>		
<b>Charity's Principal Address</b>	4 The Paddock		
	Seton Mains		
	Longniddry		
	East Lothian	<b>Postcode EH32 0PG</b>	

### Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	W.J. MARYNIAK	Chairperson		
2	C.S.G. WALLACE	Treasurer & Acting Secretary		
3	R. FAIRBAIRN	Trustee		
4	K.M. LAMB	Trustee		
5	F. DICKENS	Trustee		
6	B. Hislop	Trustee	25/3/2015 onwards	
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### Reference and administration details

Names of all other charity trustees during the period, if any (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

### Structure, governance and management

**Type of governing document**

Headway East Lothian is a Scottish Charitable Incorporated Organisation (SCIO) which operates under the Constitution that was formally adopted by the Board at the first Board Meeting on July 14<sup>th</sup> 2014

**Trustee recruitment and appointment**

We are actively recruiting suitably skilled trustees and office Bearers to strengthen and refresh the Board. New trustees undergo induction and training in line with our Constitution and OSCR guidelines.

### Objectives and activities

**Charitable purposes**

The objects of the Association are to relieve the needs of persons over 18 who have Acquired Brain Injuries (ABI) and their families/carers in the East Lothian area by the provision of care, support and advice so that their condition of life may be improved.

Under OSCR's Definitions;-  
7.Charitable purposes; b, d, & n

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

Weekly 'Drop in' session between 1pm and 4 pm on Mondays with the opportunity for chatting and sharing experiences; participating in arts, crafts, quizzes, crosswords, jigsaws; games and enabling carers to receive a few hours respite. Therapeutic rehabilitation based therapies are offered at all meeting places. Weekly evening meeting between 6-30pm and 8-30pm on Weds. - discuss current issues, speakers related to disability & equality issues, entertainment, music, art or movement therapy, quizzes, bingo or games will be chosen and run by the group, also 2 hour weekly meetings on Thursdays in a separate location. Monthly outings to places of local interest, culture & education.

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### Achievements and performance

#### Summary of the main achievements of the charity during the financial period

Successful transition from an Unincorporated Organisation to a Scottish Charitable Incorporated Organisation.

Fundraising has been on going with various events organised by service users, their friends & families, and other supporters.

Project work with supporters such as building a new website, producing new leaflets, producing a directory of Brain Injury Services for Edinburgh and East Lothian; taking part in national Art competitions have been a big part of our year.

Service users have enjoyed many activities across the 3 weekly groups with all having equal access to services, transport, outreach & advocacy.

### Financial review

#### Brief statement of the charity's policy on reserves

The charities policy on reserves is to have one years running costs, this is approximately £30,000 per year, in reserve. The charity aims to have this whilst actively seeking funding to continue the work of the charity. Funding covers the salary and associated expenses of the Development Officer as well as the day to day running of the activity based groups, transport & expenses.

#### Details of any deficit

The deficit for this financial period is partly due to the accounting period, due to our change to being a SCIO.

#### Donated facilities and services (if any)

NHS Lothian for the use of the Doughty Centre Haddington for our Wednesday meetings. East Lothian Council (ELC) for the use of office facilities at The Bleachingfield Centre, Dunbar.

All Trustees donate their services to the running of the charity.

### Other optional information

Headway East Lothian aims to get survivors of ABI involved in the running of the organisation. We completed the transition from an unincorporated charity to a Scottish Charitable Incorporated Organisation or SCIO. The SCIO is a corporate body able to enter into contracts, employ staff, incur debts, own property, to sue and to be sued. As such, it provides a high degree of protection against personal liability for its charity trustees. It also provides some reassurance for those entering into contracts with it, and for creditors.

The Development Officer is a point of referral for all statutory services, professionals and service users. The post holder also undertakes outreach and advocacy work and delivers awareness raising workshops about Acquired Brain Injury and Headway East Lothian in the wider community. Headway East Lothian received funding from the Big Lottery Fund to employ a Development Worker on a 5-year contract. When this funding stream finished the post continued and has been funded through other grant funding bodies such as Bank of Scotland, Lloyds TSB Foundation for Scotland, personal donations and fundraising from supporters and our own volunteers and service users. Financial awards have also been received from The Ajahma trust, Lloyds TSB Scotland, Lothian Health Board, East Lothian Council (Choose Life), The Robertson Trust, Elizabeth Franklyn, Moore & Star Foundation, Fairer Scotland, Fairer East Lothian, The Maple Trust and The Scottish Community Foundation.

The post consists of hours working from home keeping the admin up to date, updating standards and policies, sourcing new funders, filling in applications, applying for training and attending said training, completing evaluation forms for our funders, contacting other agencies, responding to referrals, recruiting and inducting volunteers etc. We have an office base at the Bleachingfield Centre in Dunbar and as said before, go around the area on outreach visits which help to assess people's needs and see what support they would need to be able to attend one of the groups if they wish, or to help with filling in forms; financial reassessments, pensions, welfare benefits, personal correspondence. We take part in events such as the 2Morrow's driver event run by Police Scotland to inform S5 and S6 pupils from schools across East and Mid Lothian about the dangers and pressures associated with driving.

The Development Officer liaises with other agencies and training providers such as the Local Authority, 3<sup>rd</sup> sector providers, private sector and Headway UK. We celebrated our 10<sup>th</sup> Birthday earlier and held a very successful party alongside the launch of a new directory of Brain Injury Services for people with ABI, their families and carers and professionals, coproduced with Irwin Mitchell Solicitors. We work with many agencies and organisations, Inclusion Scotland, Volunteer Scotland, LCiL, STRIVE, CHSS, the Stroke Association, CAB, hospitals, allied health professionals and other Headway groups and branches.

The Development Officer attends the Scottish Development Committee alongside representatives from other Headway groups and branches from across Scotland and is also part of the working group for developing the Strategic Plan for the SDC.

Service Users are given the opportunity to take part in regional meetings, conferences and training. We hold open Board meetings where service users can sit alongside the Board although not take part; this has made the charity more open and transparent.

We also read out the minutes, take questions and explain points, go through the monthly newsletter and make sure everyone understands the activities and options. We are also conducting a service review and have handed out questionnaires and surveys. To make it more independent so that people don't think they have to give what they think are the 'right answers' we have invited CAPS Independent Advocacy to come along to the various groups and facilitate a group survey

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Although all meetings and activities are based on therapeutic rehabilitation practices using an outcomes focussed approach and SMART goal setting (Specific, measurable, agreed upon, realistic, time based); the groups all have their own personalities.

Our weekly meetings are held in different locations across the county to allow as many people as possible to attend given the rurality of the area and lack of access to accessible public transport. Mondays we hold a lunchtime/afternoon session in Musselburgh. Monday afternoon at the Musselburgh East Community Learning Centre is a drop-in session with games, activities, arts & crafts, etc. Our members use the cafe, increasing their social skills, money management etc. and relieving carers of some pressure. There are opportunities to take part in a discussion group, relaxation class and workshops designed to provide information about benefits, legislation and disability issues. To round off the afternoons we have a domino table, which can be quite rowdy! It does help people with their memory skills, hand-eye co-ordination and concentration as well as improving their social skills! We also produce our monthly newsletter, have a Facebook page and are working with Thompsons Solicitors to build a new website; all administered by ABI survivors. On a Wednesday evening we meet at the Doughty Centre in Haddington, the use of the premises is given to us by the NHS. We have built up a network of therapists and tutors who we book on a block basis to lead us with movement and exercise programmes, art lessons, music therapy etc. at our weekly meetings. We also have a weekly group meeting at Hallhill in Dunbar which is again based on rehabilitation activities.

We also have monthly outings where we attend places of local interest, culture & education.

**Mondays** – Relaxation and Discussion groups have been instigated and facilitated by volunteers; feedback has been good with people saying they like having more choice and different things to do. Brain Injury discussion groups where we talk about individual brain injuries, their experiences and how far people have moved on in their journey of recovery provide an opportunity for service users to talk to their peers about their problems and finding shared concerns and being supportive of each other.

We held craft sessions using budget from Maple Trust, our own arts & crafts and also Fingers & Thumbs, a local craft centre who provide workshops for us. Christmas Lunch was well attended, with over 50 service users, carers and volunteers attending.

Dominoes, triominoes and bendominoes are all good ways to get more concentration and also people talking to each other and welcoming new members into the group.

**Wednesdays** – Volunteer fundraisers came along to tell us about their exploits during their Pedal for Scotland cycle from Glasgow to Edinburgh. We also had our own Award ceremonies across the 3 groups where all those involved in various activities received their certificates. We held Games and Wii nights with prizes, Bingo evenings, Halloween/Guy Fawkes evening, Storytelling sessions, Discussion evenings, neuro-rehabilitation based exercise sessions, local entertainment such as folk music. The Halloween/Guy Fawkes night was well attended with some people taking the opportunity to dress up; the storyteller regaled us with some great folk stories. We enjoyed sitting in the dark with the battery candles listening to the stories and we even went round the table taking turns to add lines onto our own spooky story!

We celebrate cultural dates such as Burns' Night, Valentine's Day, and the Commonwealth Games in a variety of ways using arts & crafts, games & exercise, food & drink.

**Thursdays** – We hold Brain Injury Discussion groups on quieter days when it is easier to control the time and let those whose voices aren't always heard to have a chance to tell their stories

The group have started to work on a project to make some promotional video clips for Headway East Lothian. These will eventually be put up on the Facebook page and the website. There will be different conversations focussing on different aspects of brain injury, and Headway such as communication, self-development, problems & solutions, what we do and who we are. Those taking part have started to see how it will work and to become more confident in talking about the issues involved.

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We played a new game, 'Senior Moments', where one person looks at the picture on a card for a few minutes and then has to answer questions on it from another person with the subject of the picture starting off a group discussion. It involves lots of memory work, communication skills, listening skills, sharing and turn taking and we also used the internet to look up images of things people remembered such as their first cars.

**Outings** – have included visits to places such as the Museum of Rural Life, Christmas Shopping trip to the Almondvale Centre in Livingston where we support people who might not otherwise get a chance to do their own shopping to get out and about. This year, 2015, we have been Ten Pin Bowling with 4 teams of bowlers battling it out to be the winners. We also had a day trip to Ocean Terminal where service users had the choice to go shopping, to the cinema or just sit and have a chat to others. The first theatre visit of the year was to 'Dirty Dancing' followed by 'The Pirates of Penzance'. April sees us off to Newhailes House in Musselburgh for a tour of the house and gardens. Service users took part in an art competition held by Digby Brown Solicitors to design their corporate Christmas card and Calendar; due to the excellent entries we had one winner for the calendar with the individuals receiving a gift along with a donation of £300 for the group.

**Referrals/Outreach/Advocacy** - The Development Officer is responsible for all referrals, outreach & advocacy. This includes supporting service users to attend PIP consultations after supporting them to complete their application forms; completing Attendance Allowance and other forms for welfare benefits; supporting service users and their carers to find out about other grants and services that may be available to them; to apply for winter fuel reductions, Blue Badges and signposting others on to Men's Sheds and Walking Football groups, to Scottish Autism, carers of East Lothian and Capability Scotland for support for different areas of their lives; along with many other organisations and services that may be of help.

**Volunteers –Training/Conferences** –The Development Officer is responsible for the recruitment, training and induction of all volunteers and works with service users on what kind of people they would like helping them, with the local Volunteer centre to recruitment and training.

Training courses and events attended have included Easy Read Training; a Health and Social Care Strategic Plan event; Recruiting Volunteers training; making the most of Twitter; Moving & Handling; Vascular Health & Stroke Awareness Training; a Funders Fair; a Citizen's Advice Bureau networking event; a planning meeting for the East Lothian Community

**Funding/Awards/Own Fundraising** - Across the years we have received donations from the Rotary Clubs of Musselburgh, Haddington, Tranent and Longniddry and also from the National Lottery Fund along with all the other Grant funders previously mentioned. We always encourage service users and supporters to take part in fundraising events such as bbqs, sponsored walks, bag packing, charity shop etc. Our application to the Maple Trust was successful to the tune of £2000 which was used for health and well-being focussed activities. We have our own Bonus Ball weekly lottery and a weekly raffle and various donation boxes across the local area.

Claire Dunn and Fiona Grant-MacDonald took part in the Pedal for Scotland; they raised approximately £665 including Gift Aid. Fiona and Ali Grant-MacDonald also donated another £130 from the Party night they had to present Fiona with her Commonwealth Baton replica.

The sponsored walk raised a total of £1043.50 with Gift Aid added to this; special gift vouchers were given to all those who took part along with their certificates. Our annual Golf Tournament brought in £1863 for group funds. We held a Bag Packing at ASDA Dunbar where the volunteer bag packers raised a magnificent £629.85 for group funds.

We will be holding a Family Quiz Fun Day with a Family Quiz, followed by sandwiches, a raffle and then a bit of musical entertainment. This year's Annual Golf Tournament is already being planned along with other fundraising events such as an Alternative 3 Peaks Challenge, a combination of hill walking and cycling. We also have our own sponsored walk which is accessible to all service users & their families who would like to take part.

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We have been very lucky this year with fundraising due in part to our Treasurer taking on the challenge of walking 65km on his 65<sup>th</sup> Birthday and raising over £12000 in sponsorship and donations.

**Website** – We have been working with Thompson's Solicitors on building a new website; the website has now gone 'live' [www.headway-eastlothian.org.uk](http://www.headway-eastlothian.org.uk). New leaflets have also been printed and Thompson's are very kindly going to distribute them to hospitals and primary care centres in Edinburgh and East Lothian and also to all GP Medical Centres. We hope to combine this with some general awareness raising linked to Action for Brain Injury week. We also have a Facebook page which is going well with lots of interaction on the photos and links put up by the administrators' one of whom is a service user. .

We celebrate our service users' achievements in many ways, with Award ceremonies, nominations to national awards such as the Headway Awards where one of our members travelled down to the Dorchester Hotel in London to accept his award for outstanding achievement, another year one of our carers won the national award and we have had Volunteers winning awards too! Another service user was nominated to carry the Commonwealth Baton and was very proud to take part in the relay in Prestonpans.

With all the success of HEL we are now finding that we need more volunteers, more venues, more transport and of course, more money to fund our services. We provide a much needed service that has grown to mean so much to so many people and has benefited them in many ways, taking people out of their isolated positions and giving them a purpose and meaning, boosting their confidence and self-esteem levels and building a skill set enabling them to cope better with their changed lives. We have a number of volunteers who are indispensable to the smooth operation of our service. We are always on the lookout for more volunteers, for driving, coming to weekly sessions, outings, and for fundraising. We would especially like to extend an invitation to any of you with skills in management, business, accounting etc. to think about finding out more about joining our Board of Trustees and supporting us further.

## Trustees' Annual Report

### Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature(s)

Full name(s)

Position (e.g. Chair)

Date

	Walter James Maryniak	Charles Stewart Gordon Wallace
	Convenor	Treasurer
	6 <sup>TH</sup> May 2015	6 <sup>TH</sup> May 2015

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