

**Headway East Lothian SCIO**

**Scottish Charity SC035535**

**Trustees Annual Report & Accounts  
for the year ended 31<sup>st</sup> March 2017**

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**Reference & Administrative Information**

**Charity Name:** Headway East Lothian SCIO

**Scottish Charity No:** 035535

**The Charities Principal Address:** 43 Eskview Road  
Musselburgh  
East Lothian  
EH21 6NZ

**Charities Trustees on date of approval including office held:**

W J Maryniak	Convenor
R Fairbairn	Treasurer
D Dickson	Secretary
S Wilson	Trustee
K Lamb	Trustee
C Cook	Trustee

Joined 25<sup>th</sup> May 2016

**Names of other trustees during the period:**

None

**Independent Examiner:** Sue Bennett ACIE  
21 Dounehill  
JEDBURGH  
TD8 6LJ

**Bankers:** The Royal Bank of Scotland  
2 Ayres Wynd  
Prestonpans  
EH32 9AB

## **Structure, Management & Governance**

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

## **Appointment & Training of Trustees**

Headway East Lothian SCIO continue to actively recruit 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 & 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.



## Achievements & Performance

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 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 contracts with it, and for creditors. This has been our 2nd full year running as a SCIO. We held our 2<sup>nd</sup> AGM on 5<sup>th</sup> October 2016 followed by the Board Meeting at which the Trustee Office Bearers were elected/re-elected.

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 regional and national events such as Action for Brain Injury Week, the Scottish Development Committee, regional meetings with other groups & branches, Conferences & Forums organised by other Brain Injury Organisations.

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 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. Service Users are taking part in a relaxation & activity weekend in early 2017 at an outdoor activity



centre near Aviemore. The Development Officer has been part of the organisational committee for this event; speaking to funders, arranging activities, sourcing equipment and supplies and providing administrative support.

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 and listen 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. 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 take part in exercise classes & Arts & Crafts. 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 worked with Thompsons Solicitors to build a new website, design & produce leaflets; 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. The Development Officer works out of The Bleachingfield Centre, a local accessible community centre where meetings can be held, mail delivered and contact made.

We also have monthly outings where we attend places of local interest, culture & education. Outings this past year have included a trip to The Kelpies, 10 Pin Bowling, Dobbies Garden World, Christmas lunches, shopping, cinema and an outing on the new Borders Railway.

Service users took part in an art competition held by Digby Brown Solicitors to design their corporate Christmas Card and Calendar; due to the very high standard of entries we had one winner for the calendar with the individual receiving a gift voucher along with a donation of £200 for the group. We held our very first Challenge Day where we challenged other Headway groups & branches to a variety of physical activities including target throwing, Boccia and New Age Kurling – a very successful day and one which we aim to repeat on an annual basis. We also held our own Celebrate Success Awards where we celebrated all those who had helped and supported us from our local community throughout the year presenting certificated to all. This included special awards for our own service users for their many achievements throughout the year. We had invited service users and carers to nominate people for a variety of special awards and were pleased to present the winners of these awards with vouchers alongside their certificates. We also took part in raising awareness of brain injury in the local community by holding a Mince Pie morning & invited local groups and members of the public in to join



us at one of our weekly meetings. We have been working closely with East Lothian Roots & Fruits to encourage healthy living and increase access to locally sourced, reasonably priced fresh fruit & vegetables. One of our Brain Injury Survivors was nominated for the Musselburgh Riding of the Marches 2016 festival and was selected to be the first female in a lead role in the centuries long history of the event. This has been a great opportunity for her to show how it is possible to recover from a Brain Injury and to go on to be an example and an inspiration to others. We also collaborated with the Living Voices Project to encourage service users to join in with storytelling sessions using their own life experiences.

A team from Ross High School chose Headway East Lothian as their subject for presenting to the Youth and Philanthropy Initiative Programme and reached the final stages, winning £3000 for their chosen charity, us! The Development Officer attended the national showcase of all the winners, in Perth, a wonderful expression of the power of positivity in young people. The 3 young ladies joined us at our Celebrate Success Awards to collect their certificates and be thanked in person by the service users and the Board.

**Referrals/Outreach/Advocacy** - The Development Officer is responsible for all referrals, outreach & advocacy. This includes supporting service users to complete their applications for PIP and to attend their consultations; along with applications for other 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, National Concession Cards 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 organisation's and services that may be of help. Referrals are ongoing; from other health professionals, services & organisation's, direct from hospitals and people self-referring.

**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, and with the local Volunteer Centre for help & support with recruitment and training.

Training courses and events attended have included Health and Social Care planning events, Volunteer Recruitment Fairs, Communication & Challenging Behaviour after Brain Injury Training; Scottish Head Injury Forum events and Trustee Training events.

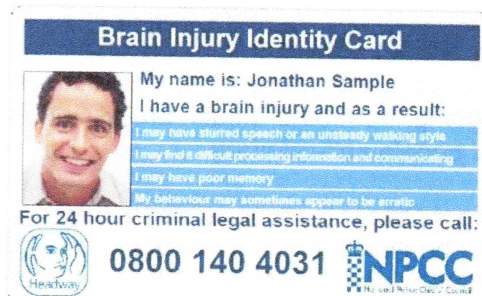
**Funding/Awards/Own Fundraising** - Across the years we have received donations from the Rotary Clubs of Musselburgh, Haddington, Tranent and Longniddry and also from the National Lottery Fund along with all the other Grant funders previously mentioned. We always encourage service users and supporters to take part in fundraising events such as BB's, sponsored walks, bag packing, charity shop etc. We have our own Bonus Ball weekly lottery and a weekly raffle and various donation boxes across the local area. We were chosen as Marks & Spencer Fort Kinnaird's charity of the year and have taken part in bag packing & awareness raising days. We have recently heard that we





have been successful with an application to Tesco Bags of Help to start a project 'Indoor to Outdoor Art' and we will receive £2000 to provide this project. We worked with a local arts group, North Lights Arts, on an early project and the group decided they would like to carry on this kind of activity. It provides physical and mental activity, healthy living opportunities, reminiscence work, communication work and memory work. Future funding applications will be made to the Henry Duncan Foundation, Lloyds TSB Foundation for Scotland, the Robertson Trust and other smaller funders for specific areas of work or projects such as healthy living & exercise. One of our service users has been going through a long period of health issues relating to her brain injury and her friends and colleagues decided to support her and Headway East Lothian by taking part in a sponsored 3-hour long Fitness Class which included an Aquafit class in the swimming pool. Another Service User & her husband organise an annual golf tournament with all proceeds coming to Headway East Lothian. A previous volunteer nominated us to her new employers as recipients of a 'dress down' day; money raised by the staff was match funded by the employers.

We were delighted to announce that following a highly-successful pilot project, brain injury survivors from all Headway groups and branches were now welcome to apply for one of Headway's new brain injury cards. The aim of the card is to provide people with brain injury with support and confidence in social situations as well as any interactions with emergency services.



The card has been developed as part of the Justice Project, the objective of which is to raise awareness of brain injury throughout criminal justice systems across the UK, and has the backing of the National Police Chiefs' Council, Police Scotland and the Police Service of Northern Ireland. The card displays a criminal legal assistance number that can

be called to request specialist legal advice or representation. It also displays the Headway helpline number and website details.

Website – We worked 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 have distributed them to hospitals and primary care centres in Edinburgh and East Lothian and to all GP Medical Centres. 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' and volunteers' achievements in many ways, with Award ceremonies, nominations to national awards such as the Headway Awards, no one was shortlisted as finalists but all received letters of commendation, and the Inspiring Volunteer Awards. We like to share our good news with others and have been pleased to have a few articles published in the local newspaper, the East Lothian Courier.

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 several 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, the role of a secretary, business, fundraising, accounting etc. to think about finding out more about joining our Board of Trustees and supporting us further.



Congratulations to Nina-Jane on having her entry in the Digby Brown Christmas Card & Calendar Competition selected as one of the winners!

#### Golf Tournament

Brian Burns Memorial Trophy



Winterfield Golf Club, Dunbar

Saturday 20<sup>th</sup> August

If you would like to donate a raffle prize please contact Joyce Cattanach, David or Kate Dickson at any of the meetings.



Thanks to the team from Ross High School: Kirsten, Sarah and Fay for all their hard work in producing an excellent presentation about Headway East Lothian and living with an acquired brain injury. We received a cheque to the value of £3000 from YPI Scotland and hope to have the girls along to our Awards evening to show them how much we appreciate their efforts. The girls made this video as part of their presentation, please have a look,

<https://www.youtube.com/watch?v=Qzn985QV8UA>

	Headway East Lothian SCIO Newsletter <small>www.headway-eastlothian.org.uk</small>	
Issue 16/111		November 2016



**Mince Pie Morning**  
**At Dunbar**

'Supporting Headway is as Easy as Pie'

Come along to Hallhill Health Living Centre on Thursday 8<sup>th</sup> December 11.00am - 2.00pm to sample some lovely Mince Pies along with other Festive goodies and support Headway East Lothian.

OR if you would like to host your own Mince Pie Morning then please contact Joyce for details

 Lloyds TSB  
Foundation for Scotland

Thanks to all who took part in raising awareness of Brain Injury by wearing a Hat for Headway!



Richard and Jim



Lynn and Charlene



### Financial Review & Preserve Policy

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:

There is a financial deficit this year, the trustees are aware of this and continue to monitor and maintain fund raising activities.

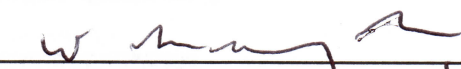
### Voluntary Help & Gifts in Kind

Headway East Lothian SCIO wishes to thank all those involved with the organisation and the important work that it carries out. Although Headway is a comparatively small organisation, its success requires the cooperation and support of a range of organisation and individuals - from funders to volunteers. We appreciate and recognise the time, effort and interest generously given by all towards the service.

We are also grateful to 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.

This report was approved by the trustees on 10/5/2017  
behalf by W J Maryniak

and signed on their

  
\_\_\_\_\_  
(Convenor)

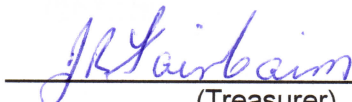
**Statement of Financial Activities for the year ended 31<sup>st</sup> March 2017**  
**Receipts and Payments**

	Notes	2017	2016
<b>Incoming Resources</b>			
From Generated Funds			
Donations	1	15360.65	16232
From Charitable Activities			
Grants Received		0.00	500
Charitable Activities	2	1114.70	1690
From Fund Raising Activities			
Fund Raising	3	7349.78	6424
From Investments			
Bank Interest		0.00	0
Gift Aid		<u>227.00</u>	<u>173</u>
<b>Total Incoming Resources</b>		<b>24052.13</b>	<b>25019</b>
<b>Expended Resources</b>			
From Charitable Activities	4	30694.14	30888
From Fund Raising Activities	5	1425.51	1104
Governance Costs	6	<u>100.00</u>	<u>100</u>
<b>Total Expended Resources</b>		<b>32219.65</b>	<b>32093</b>
<b>Net Income/(Outgoing)</b>		<b>(8167.52)</b>	<b>(7573)</b>

**BALANCE OF FUNDS AS AT 31<sup>ST</sup> MARCH 2017**

	<b>2017</b>	<b>2016</b>
<b>Opening Balance</b>		
Bank Account	33469.61	41004.66
Cash Account	<u>161.90</u>	<u>200.00</u>
	33631.51	41204.66
<b>Net Surplus/(Deficit)</b>	<u>(8167.52)</u>	<u>(7573.15)</u>
<b>Closing Balance as at 31<sup>st</sup> March 2017</b>	<b>25463.99</b>	<b>33631.51</b>
<b>Funds</b>		
Bank Account	25301.40	33469.61
Cash Account	<u>162.59</u>	<u>161.90</u>
<b>Balance of Funds as at 31<sup>st</sup> March 2017</b>	<b>25463.99</b>	<b>33631.51</b>

These accounts were approved by the trustees on 10/5 2017 and signed on their behalf by R Fairbairn

  
 (Treasurer)



<b>Notes to the Accounts</b>	<b>2017</b>	<b>2016</b>
<b>1 Incoming Resources from Donations</b>		
General Donations	4380.51	9278
Marks & Spencer plc	3908.40	0
Youth Philanthropy Initiative	3000.00	0
Just Giving	0.00	170
My Donate	4071.74	6784
<b>Total</b>	<b>15360.65</b>	<b>16232</b>
<b>2 Incoming Resources from Charitable Activities</b>		
Charitable Activities	1114.70	1690
<b>3 Incoming Resources from Fund Raising Activities</b>		
Collection Tins	82.97	374
Events	4154.31	3898
Raffles	3112.50	2152
<b>Total</b>	<b>7349.78</b>	<b>6424</b>
<b>4 Expended Resources from Charitable Activities</b>		
	<b>2017</b>	<b>2016</b>
Employee Costs		
Salary & Related Costs	22235.89	21713
Employer Pension Contribution	90.93	0
Staff Travel & Expenses	1702.75	1566
Payroll Costs	482.94	457
Direct Service Provision Costs		
Arts & Crafts Expenses	269.67	992
Insurance	147.37	473
Meeting Costs	1264.11	452
Outings	519.25	1162
Other Costs	1116.16	704
Speakers & Therapists	110.00	895
Room Hire	2051.70	1998
Subsistence	138.08	83
Volunteer Travel	0.00	0
Other Running Costs		
Mobile Costs	110.00	170
Postage	29.94	106
Stationery	186.35	118
Training Costs	239.00	0

	<b>Total</b>	<b>30694.14</b>	<b>30888</b>
<b>Notes to the Accounts contd</b>			

### 5 Expended Resources from Fund Raising Activities

	<b>2017</b>	<b>2016</b>
Fund Raising Expenses	1425.51	1104

### 6 Expended Resources from Governance Costs

	<b>2017</b>	<b>2016</b>
AGM Costs	0	0
Independent Examination	100.00	100
<b>Total</b>	<b>100.00</b>	<b>100</b>

### 7 Purposes of Funds

Headway East Lothian SCIO has received one grant this financial year which was expended during the year, all other income has been generated from Fund Raising Activities as well as the Charities Activities' therefore the balance taken forward is all un-restricted.

The accounts have been prepared in line with the Receipts & Payments method.

### 8 Accounting Notes

**Incoming Resources** are recognised when receivable, which is when the charity becomes entitled to resource.

**Resources Expended** are recognised when there is a legal or constructive obligation to make payment. They are classified into the following categories:

- Costs of Generating Funds (Fundraising)
- Charitable Activities (Costs incurred in the delivery of the charities activities and service)
- Governance Costs (Costs associated with the strategic management of the charity)

### 9 Trustee & Related Parties

No payments were made directly to Charity Trustees this financial period. Any expenses paid are reimbursements of expenses for the running of the charity.

**Independent Examiner's Report on the Accounts****Headway East Lothian SCIO  
Scottish Charity SC035535****For the Period 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016  
Set out on pages 1 to 15****Receptive Responsibilities of Trustee & 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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts 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 Charities Accounts (Scotland) Regulations 2006. 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 accounts.

**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 accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have 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.

Name of Examiner

Sue Bennett ACIE Dip Business &amp; Finance

Signed



Dated



Address

21 Dounehill Jedburgh TD8 6LJ

