

## Trustees' Annual Report

Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
<b>From</b>	01	April	2013	<b>To</b>	31	March	2014

### Reference and administration details

<b>Charity Name</b>	Headway East Lothian		
<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	J.MARYNIAK	Chairperson		
2	C.S.G.WALLACE	Treasurer & Acting Secretary		
3	R.FAIRBAIRN	Trustee		
4	K. M. LAMB	Trustee		
5	F.DICKENS	Trustee		
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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
R. RUSSELL	RETIRED 9 <sup>TH</sup> SEPTEMBER 2013
J. GRAY	RESIGNED 28 <sup>TH</sup> APRIL 2014

### Structure, governance and management

**Type of governing document**

Headway East Lothian (HEL) is an unincorporated Association which operates under the Constitution that was adopted by the Committee at a General meeting of Headway East Lothian on 30<sup>th</sup> April 2004 and modified at AGM on 6<sup>th</sup> December 2006.

**Trustee recruitment and appointment**

We are looking for suitable trustees to strengthen and refresh the Management Committee & Office Bearers; new trustees undergo induction and training in line with 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  
The opportunity for chatting and sharing experiences; participating in arts, crafts, quizzes, crosswords, jigsaws; games and enabling carers, to get to the shops. Therapies, Weekly evening meeting between 6-30pm and 8-30pm on Weds. - discuss current issues, Outside speakers, entertainment, music, art or movement therapy, quiz, bingo or games will be chosen and run by the group, also 2 hour weekly meetings on Thursdays.  
Monthly outings  
Outreach, helpline and advocacy work by the Development Officer.

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### Achievements and performance

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

Member numbers have been increasing; we have new members as well as more existing members accessing more parts of the service and different sessions. All our services are part of our holistic rehabilitation methods designed to increase members' self-esteem and confidence levels, build their knowledge and skills base, and help them to become less socially isolated and more effective citizens in control of their own lives and decision making. As requested at our 3 monthly service review consultation meeting we have introduced various workshops based on arts & crafts and health & well-being. We completed the workshops funded through Awards for All. Wednesday sessions are always well attended with members enjoying the speakers, entertainment, quizzes, theme nights and games and also workshops such as a block of Music Therapy and a Chocolate Workshop. The Thursday group has been welcoming new members, and has thoroughly enjoyed a variety of workshops; such as music therapy, Men's Shed Project, puzzles and outings. Carers meetings have become a more regular feature with speakers and workshops on matters such as Welfare Reform, Power of Attorney and Short Break Services. Outings have been many and varied, using accessible transport where possible. We support members to go on excursions designed to be inclusive to all and to use community facilities increasing awareness in the community at the same time as decreasing stigma and ignorance. The Development Officer and volunteers lead the group sessions, organise and plan the activities, keep accurate records of all matters relating to Headway East Lothian and liaise between the members and the Management Committee as well as the wider public, professionals and other interested parties. Staff advocate for members when required at tribunals and meetings, assist with letters, assessments and applications for benefits to promote equality and inclusion. Staff also provide an outreach for new members, ill members and those who require information, as well as manning the telephone based help line. They are also responsible for the recruitment and training of new volunteers. Fundraising is a major part of our work both within the organisation and on a broader scale. We enjoy working in partnership with many other voluntary and statutory organisations such as the Physical Disability Resource Centre, the Community Learning Team at the local authority, voluntary arts groups, Voluntary Action East Lothian, the Volunteer Centre; and with other partners such as Headway UK.

### Financial review

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

The charity's policy on reserves is to have one year's running costs, this is approximately £32,000 per year, in reserve. The charity aims to have this whilst looking for funding to continue the work of the charity.

#### Details of any deficit

There was no deficit this financial year.

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

Local Community Health Partnership 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 service to the running of the charity.

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### Other optional information

We received funding for our programme of therapeutic rehabilitation activities and workshops through the Awards for All programme worked with the Dunbar Arts Trust, the Imagination Workshop, Upward Mobility, Music Therapy services, a neuro-rehabilitation activities co-ordinator and aromatherapy massage therapists at our Monday afternoon, Wednesday evening and Thursday afternoon groups. Work included a decoupage project from the 'Imagination Workshop' and a local storyteller who led a workshop based on local history. Outings have included trips a Mystery Tour, a trip to the Theatre to see 'The Lion King', a Barbeque, Ten pin Bowling, cinema visits, celebrations of various cultural events and eating out.

We have had interest from potential new volunteer session helpers and drivers and work closely with the other voluntary agencies to build a more cohesive voluntary sector in East Lothian. Staff, volunteers and service users have been attending training, through Headway UK, and the local authority.

Staff, volunteers and members have all attended various Conferences and meetings such as the East of Scotland Regional Meetings, the SDC (Scottish Development Committee), SHIF (Scottish Head Injury Forum), the Community Care Forum meetings and local planning forums along with a group of members attending the National Conference in Nottingham for a weekend.

We have worked closely with Headway UK/Scotland; members, staff and volunteers will be attending more meetings on a national basis such as the Scotland Wide Headway meetings, regional meetings, equalities forums and other relevant forums, conferences and information days.

The annual sponsored walk was held at the end of March and we raised a significant amount towards group funds. We hosted our Annual Golf Tournament in May 2013, which is planned, organised and executed by members and is now recognised as a high quality, well respected competition among the golfing community. This year's event will take place in June.

Members continue to support us by taking part in and organising raffles and fund raising opportunities. We have been lucky enough to receive various donations from people who know about the work of Headway. We are also lucky enough to have been chosen as Community Groups by the public by both ASDA and John Lewis and have received great support from them. Members take part in and organise many of the fundraising events throughout the year such as the Annual Golf Tournament, the weekly raffle, the lottery bonus ball scheme, and our annual sponsored walk that members enjoy taking part in despite their mobility problems. Members also use the various theme nights and special occasions to hold quizzes and competitions that are enjoyable as well as educational, fun and raise a bit of money towards general funds.

There are many exciting things to look forward to over the next few months; outings, workshops, funding events and social events. We look forward to facing new challenges and building the capacity of our organisation while keeping the high quality of service.

### 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
