

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and Appointment of the Board

The Directors of the company are also charity trustees for the purposes of charity law and under the Company's Articles are known as members of the Board. Under the requirements of the Memorandum and Articles of Association the members of the Board are elected to serve for a period of one year after which they stand down. Election happens at each Annual General Meeting.

The obligations of the Board are to maintain documents which set out the operational framework of the charity including the Memorandum and Articles, resourcing the current financial position as set out in the latest published accounts and the future planning and objectives.

Organisational Structure

Headway has a Board of Directors, the maximum number of Directors shall be eighteen, of whom a maximum of twelve shall be member Directors and a maximum of six shall be co-opted other persons. They meet monthly and are responsible for the strategic development and policy of the charity. At present the Board has twelve members from a variety of professional backgrounds and experience. The Company Secretary also sits in attendance on the Board but has no voting rights.

Training and networking.

Members of the Board were involved in the training and networking with Headway UK, The Voluntary Sector Network and Glasgow Council for the Voluntary Sector.

A scheme of delegation is in place and day to day responsibility for the provision of services rest with the Project Co-ordinator. The Project Co-ordinator is responsible for ensuring that the charity delivers the services specified and the key performance indicators are met. The Project Co-ordinator is responsible for ensuring individual supervision of the staff team and development of their skills and working practises in line with practice.

Related Parties

There were no related party transactions in the period i.e. transactions carried out with affiliates, the Directors, senior management (and their immediate families) or other whose position enables them to enter into transactions with the company other than at arm's length.

OBJECTIVES AND ACTIVITIES

The charity's objects continue to be :

- i) The rehabilitation of persons who have suffered traumatic brain injury and those who have acquired brain injury.
- ii) The care and support of and concern for such persons and their relatives and carers.
- iii) The promotion, provision, extension and publicising of all forms of such rehabilitation care, support and concern.

ACHIEVEMENT AND PERFORMANCE

Key Achievements

Information and Awareness Raising about Acquired Brain Injury

- Attendance at various information provision events including the Glasgow Homelessness Network, Local Voluntary Sector, and NHS events.
- Involvement in the Parliamentary Event for Brain Awareness Week in March 2015 run by The Neurological Alliance for Scotland.
- Involvement in planning and presentation at the Head Injury Information Day in May 2015 along with the Pathways Planning event.
- Planning of and participation in The Brain Injury Network Group in Glasgow, to help networking between brain injury professionals in Glasgow. Development of an ABI services leaflet.
- Providing a placement for a Glasgow Caledonian University OT Student in 2015.
- Participation in the Brain Injury Information Event in partnership with Ceartas Advocacy- to raise awareness of ABI with professionals.
- Running a training course for potential volunteers.
- Guest Lecturers for students at Glasgow University in Clinical Psychology, and Global Perspectives in Mental Health.
- Provision of half day awareness raising training courses for Support Workers from Aspire and The Scottish War Blinded.
- Providing and running a Carers Self Management Course along with the Glasgow South West Carers Centre.
- Updating and running the Headway Glasgow website, facebook page, twitter feed and blog.
- Involvement in Action for Brain Injury Week 2015.
- Distributed over 525 booklets on the effects of ABI and how to help.

Provision of Support to People with Acquired Brain Injury and their Carers

- We gave out information on email and by phone to professionals and family members looking for information (around 20 per month).
- We met 91 new people affected by brain injury and carers.
- We helped people get Benefits Advice - provided in partnership with Digby Brown.
- We met current service users to give one to one support.
- We referred people to other services for specific support including Social Work, Home Care, the Community Treatment Centre for Brain Injury and Housing Organisations.

Groups and Services for People with Acquired Brain Injury and their Carers

- Our Monday and Wednesday Afternoon groups were attended by an average of 31 people per session.
- Our Art Group was attended by 13 people per session on average over the year. An Art Group member's Art Work was featured in the Digby Brown Calendar. We displayed work in the Oasis Café of the Renfield Centre.
- Our monthly Brain Injury Discussion Group was attended by an average of 11 people – it discussed topics including confidence building independent living, depression and anxiety and positive changes.
- Our Women's Group met monthly to provide support and social contact. Sessions included crafts, mindfulness and baking.

- We were able to continue the Writers Group, through the support of the Rob Thomson Fundraisers. The writers Group has worked towards launch of its second book “Insight Out”.
- We continued to be involved in the ABI Café in Kirkintilloch in partnership with our colleagues at Ceartas Advocacy.
- We continued to hold some activities in the community through regular meals out, outings and visits out with the Social Group and the other groups.
- We have been able to do work on the Young Person’s Project again through support of the Rob Thomson Fundraisers.

Other Achievements:

Organisational Development

We continued to review, update and follow our Business Plan.

The Board worked on the implementation of the Pensions legislation.

The Board considered alternative accommodation.

The Board arranged for a Service Review to take place, led by Gaille Gray of Headway UK.

Funding and Fundraising

Main Headway Fundraising Events :

Headway Glasgow Pub Quiz

Walk and BBQ at Mugdock Country Park

Sponsored Walk and Cycle at Millport.

Sale of knitted goods and crafts at various craft and charity fairs.

Can Collections at St Mirren and Rangers Football Grounds.

We secured funding from

NHS Greater Glasgow and Clyde

The Henry Smith Charity

Fundraising Events that benefited Headway Glasgow this year included :

The Glasgow Half Marathon and 10K

The Glasgow Women’s 10K

The Great Glen Way

The London Marathon

The Edinburgh Marathon

The Hampton Court Half Marathon

The West Highland Way

Normandy Hotel Race Night

External Links and Networking

Partnership working with

- Ceartas Advocacy
- Digby Brown Solicitors
- Irwin Mitchell Solicitors

Staff Training was undertaken with Headway UK on Challenging Behaviour and Sex and Sexuality, With St Andrew’s on First Aid, with the Scottish Head Injury Forum and with the Health and Social Care Alliance on Self Management.

Active Members of The Scottish Head Injury Forum, The Brain Injury Network Group, The Neurological Alliance Scotland and the Health and Social Care Alliance.

ON BEHALF OF THE BOARD: