

Registered Company No. 00925718 (England and Wales)
Registered Charity No. 255523



Annual Report & Accounts 2017/18

Financial period: 1 October 2017 – 30 September 2018

Programme / events: 1 January 2018 – 31 December 2018



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Report and thoughts from the Chair

I am pleased to report on another positive year for BHSEA with a well attended programme of monthly events, several construction/WWT events and a very successful Mock Trial attended by over one hundred people.

It has been a pleasure to welcome new members and see many new faces, and old faces, at these events particularly when everyone is under greater time pressure than ever before. Like risk assessment - risk v cost, there is a balance and decision to make, in this case - time v value.

This brings me to the BHSEA ethos 'Simple-Visual-Practical' which guides the development and delivery of the way we seek to add value for our members and others in the most efficient and effective way, and with something for everyone at every event.

Sharing, learning and improving is key, so we call on all members to let us have their ideas of 'Simple-Visual-Practical', the sort of things seen at our events and in our newsletters.

We also rely on our members to help spread our influence and reach by telling their contacts, contractors and suppliers, so that they too can learn, develop and improve and help achieve the goals that we all seek.

BHSEA finances continue in good order but there remains a crucial and ongoing need for members to put themselves forward as Council (advisory) members and as officers of the Association. For many such a role also provides an invaluable personal development opportunity.

A big thankyou to all Council members, the Secretary (Liz) and assistant (Jan), and others - most of whom give their time freely - for your continued interest, help and support.

Finally, a thought for colleagues who sadly are no longer with us.

George Allcock – BHSEA Chair December 2018

Association Objective

To promote the health, safety, welfare and wellbeing of working people and the organisations they work for by facilitating networking, sharing, learning, the adoption of good practice and continuous improvement.

This extends to an organisation's physical assets, the environment, and the community which it serves or in which it operates with a focus on Birmingham and surrounding areas.

‘Welfare’ means facilities and provisions that are necessary for the comfort, convenience and wellbeing of working people such as washing, toilet, rest and changing facilities and somewhere clean to eat and drink during breaks.

‘Wellbeing’ means a good or satisfactory condition of existence or state characterised by health, happiness and prosperity determined primarily by work and which can be influenced by workplace interventions.

Organisation Information

Registered office	Church Court, Stourbridge Road, Halesowen, West Midlands, B63 3TT
Registration	Company No. 00925718. Incorporation date: 11 th January 1968 Charity Commission Registration No. 255523.
Governing documents	Memorandum of Association (As revised at AGM - 8th Jan. 2001); Articles of Association (As revised at EGM – 8 th June & 14 th September 2015)
President	Rosi Edwards - appointed February 2016
Trustees	Mr G Allcock - Chair; Mr D Hughes - Vice Chair; Mr A Rolinson - Construction Section Chair; Mr D Masaun - Vice President
Secretary	Miss E A Prophett
Independent Examiner	Mr M Howell, Nicklin LLP, Halesowen, West Midlands, B63 3TT
Bank	Lloyds TSB, Edgbaston, Birmingham, B15 1QL
Stockbrokers / Investment Manager(s)	Charity Property Fund (Savills) Rathbones Brewin Dolphin Barclays (Charity Fund)

Organisation Structure 2018/19

President	Rosi Edwards	<i>Non-Executive Director, Wolverhampton NHS Trust; ex. Regional Director, HSE Wales, Midlands and South West Region</i>
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Trustees / Honorary Officers (directing)
<p>George Allcock (Chair)</p> <p>David Hughes (Vice Chair)</p> <p>Andy Rolinson (Construction Chair)</p> <p>Dalvinder Masaun (Vice President)</p>

Management Committee (managing) – Trustees plus ↓
<p>Neil Boon - co-opted</p> <p>Louise Mansfield</p> <p>Mike Morton</p> <p>Anu Spratley (Dr)</p> <p>Ralph Weaver (Construction Vice Chair) - co-opted....</p>

Council (advising) – Management Comm. plus ↓
<p>Michael Abbott - resigned May 2018</p> <p>Robert Boyd</p> <p>Geoffrey Brown, HSE - resigned July 2018</p> <p>Malcolm Copson</p> <p>Lee Dargue</p> <p>Ken Davies</p> <p>Terry Mallard, B'ham CC - co-opted</p> <p>Chris Hopkins</p> <p>John Jones</p> <p>Linda Ley</p>

Secretary: Liz Prohett; **Admin. Assistant:** Janice Hemus

Summary of activities and achievements

- AGM (Jan 2018) keynote from Jane Lassey, HSE Divisional Director.
- Strong and varied programme of 10 monthly events including 'Members' Corner' slots.
- Continuing programme of Construction WWT / SHAD events.
- Annual seminar / WWT 'Mock Trial' event - well attended, good feedback.
- Much positive feedback indicates increased awareness of how to protect working people.
- Continued support from HSE, Pinsent Masons and others at many meetings / events.
- Further development of 'simple-visual-practical' aim, style and content.
- Membership numbers slightly down but increase in attendance of 'guests'.
- Sound finances maintained with investment income now well established.
- Further simplification, development and documentation of systems / procedures.
- Development of GDPR policy and guidance.
- New Council and Management members co-opted but further new 'blood' needed.
- Use of 'Skills Questionnaire' to help ensure BHSEA Council has the necessary attributes.

Only achieved by the continuing voluntary effort by Trustees, Management and Council with support from others including the Secretary Liz Prophett and assistant Janice Hemus.

Summary of Meetings / Events – 2018

Details on following slides / pages



Attentive audience at Annual Seminar - 'Mock Trial'

Type of meeting / event	Number of events	Total attendance	Notes
Monthly meetings / events	10	414	Most events now include two or three presentations.
Construction / WWT events	4	286	Two of events included in 'Monthly meetings / events'. Also, includes 'Mock' Trial
Annual Seminar – 'Mock Trial'	1	115	

Programme of Events / Meetings - 2018



Monthly event

Date	Main Topics / Titles (<i>Speakers identified in monthly Newsletters</i>)	No.
Jan	AGM; HSE Progress Report, Plans & Priorities	33
Feb	Managing Occupational Health Risks; Implementation of GDPR (Large UK / EU Business)	42
Mar	HS2: Challenges & Opportunities; HS2: Another perspective (<i>Harry Jakeman Memorial Event</i>)	39
Apr	H,S & W in Facilities Management; Management of on-site and & off-site Transport	36
May	Annual Seminar / WWT Event: Mock Trial (<i>number not included in average attendance figure</i>)	115
May	Machinery Safety (2 presentations)	43
Jun	Legal Update including Case Law	38
Sep	Putting the H into Health and Safety; Behavioural tools and techniques	45
Oct	CDM Review; Topical Issues incl. TG20; CITB Grants / Training; Modern Day Slavery	59
Nov	Environmental Update	41
Dec	The duty to maintain - Work Equipment etc	38

Average attendance: 2014 = 50; 2015 = 44; 2016 = 38; 2017 = 40; 2018 = 41

Members' Corner - 2018

short (10 -15 mins) practical presentations at monthly meetings / events

Date	Topic / title
Feb	Should you take tablets for an audit? <i>Free apps demo</i> - Ralph Weaver
April	H,S & W in Facilities Management - Chris Saaler
May	Lead and Lag - Linda Ley
June	H & S Risk Profiling - James Stapleton
Sept	Managing Stress and Fatigue at work - Lee Dargue
Nov	Environmental Update: Permits/Waste - Dr Anu Spratley

Presentations from Members needed on their issues and experience - HSE in practice!

Continued

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Construction Events - 2018

incl. Working Well Together (WWT) Events



Practical demonstration
at WWT event

Date	Topic / title	No.
March	HS2: Challenges & Opportunities - Carole Bardell, Head of Health, Safety & Security, HS2 Ltd. HS2: Another perspective - Lorraine Nicholls, Occupational Health and Wellbeing Manager, LM JV, EWC North	39
May	Mock Trial: Working at Height (BHSEA Annual Seminar / WWT Event)	115
Sept	Plant Safety	73
October	CDM Review - Tony Mitchell, HSE Topical Construction Issues incl. TG20 - Ray Johnson, Safety Access Ltd CITB Grants Scheme / Training Model - Martin Bruton, CITB	59

Note: *March and October events: BHSEA Programme events / meetings.
All other events: WWT including Safety and Health Awareness Days (SHADS)*

Thanks to the HSE, Andy Rolinson, Ralph Weaver, Neil Boon, Tony Hall, the BHSEA Secretary Liz Prophett, the Construction Section & other supporters / sponsors

Membership Numbers

- at financial year end (30th September)



A chat / networking at a monthly event

Membership type etc	2013	2014	2015	2016	2017	2018
Total number of members	295	318	325	303	269	269
- Resigned / deleted members	na	37	40	44	60	29
- New members	na	60	47	22	26	29
General members	139	166	168	161	148	147
Construction members	123	120	120	106	87	84
Training/Consultant members	12	12	18	17	15	14
Associate members	11	11	9	10	10	10
Honorary members	10	9	10	9	9	9
Student members	-	-	-	-	-	5

Key Contacts and Supporters



Safety Groups UK



The Health and Safety Executive



Birmingham City Council



Construction Industry Training Board

Engineering Employers Federation



Royal Society for Prevention of Accidents

Engie Regeneration Ltd



Construction 'Working Well Together' (WWT)*

Pinsent Masons



Arco

Cathedral Hygiene



Federation of Master Builders

Income & Expenditure Summary 2017/18

Income and Expenditure	2013/14	2014/15	2015/16	2016/17	2017/18
Income from Investments:					
Bank interest	£ 7,657	£ 880	£ 1,234	£ 529	£ 1,323
Dividends received	£ 5,126	£26,542	£38,821	£ 39,926	£42,758
Income from Charitable activities:					
Subscriptions	£10,704	£10,838	£ 9,094	£ 13,662	£ 8,153
Donations	-	-	-	-	£ 200
Training and conferences	-	£11,559	£ 3,203	£ 3,370	£ 1,000
Total income	£23,487	£49,819	£52,352	£ 57,487	£53,434
Expenditure - Management Fees:					
Portfolio management	£ 3,135	£10,169	£ 4,163	£ 4,289	£ 4,867
Property management	-	-	-	-	-
Expenditure - Charitable Activities:					
Secretary's fees	£16,608	£12,689	£10,722	£ 14,769	£11,574
Admin assistant fees	£ 6,993	£11,078	£ 8,378	£ 5,395	£ 5,758
Operating expenses	£ 9,002	£17,614	£ 6,683	£ 10,545	£ 8,802
Quinton	£ 3,836	£ 3,749	£ 3,193	£ 3,640	-
Printing & stationery	£ 3,491	£ 2,661	£ 851	£ 928	£ 445
Other expenditure	£ 2,296	£ 1,087	£ 1,393	£ 1,334	£ 1,123
Expenditure - Governance:					
Accountancy	£ 1,125	£ 970	£ 1,175	£ 1,100	£ 1,420
Independent examination	£ 1,950	£ 1,975	£ 2,050	£ 2,100	£ 2,150
Total expenditure	£48,436	£61,992	£38,608	£ 44,100	£36,139
Surplus (Income - Expenditure)	-£24,949	-£12,173	£13,744	£ 13,387	£17,295

- Steady income stream well established following investment of proceeds from sale of Acocks Green premises in 2013/14 and Quinton in 2016/17. (Net gain on investments of £39,706).
- Subscription income lower due to failure to renew by some members. (High in 2016/17 due to timing issues and receipt of outstanding payments).
- Operating expenditure mainly associated with monthly meetings / events and annual seminar – a free event.
- No longer having Quinton premises saves approx. £3,700 pa plus saving in management time and costs.

Governance and Management (1)

- Articles of Association guide the way the Association is run and managed, and the Association continues to operate taking due account of Charities Commission rules, regulations and guidelines including those related to public benefit.
- Appropriate information, guidance and training is provided to new and existing Trustees, Management Committee and Council members, and Trustees and the Association Secretary regularly attend events which routinely include charity good practice and presentations on Charity Commission requirements and expectations.
- Recruitment and appointment of Honorary Officers / trustees (and others) is via nominations and member's votes at AGMs (details in the Articles).
- The EFQM business excellence model continues to provide a framework for excellence, continuous improvement and good governance and the BHSEA 'Event / Activity Calendar' helps ensure that all needs and requirements are identified and dealt with in a timely manner.
- Management attention is routinely given to risk issues including finance/investments, organisational arrangements & succession planning, membership numbers, communication technology/developments and value and public benefit from Association activities.
- GDPR policy and guidance developed and to be communicated to all BHSEA members.
- Reserves policy (see Appendix) is to have circa £24k in the bank to cover operating expenses etc. However, at financial year end reserves were circa £90k due to £30k from Quinton sale still awaiting transfer to an investment fund, a better than expected surplus, plus money being set aside for a major website re-design and other initiatives in pursuit of the Association objective.

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Governance and Management (2)

Strategic Planning & Monitoring
Updated to 28th July 2016

KEY: Score out of 5 (1-5) (1) Change since last review (color in circle) No activity or result (no score) (0)

1. Leadership Regular attendance & contribution at Council & Management. Council roles etc. Direct involvement in providing services e.g. presentations at meetings, events. Regular & direct involvement in improvement activities. Engagement with members & external stakeholders. Promotion of health, safety, welfare and wellbeing (BHSEA Objective). Promotion of BHSEA to members and potential members. Exploring & pursuing new member opportunities. Involvement in improvements to the management system. Sharing ideas, ideas etc with members e.g. at programme meetings.	3. People Induction / introduction to BHSEA incl. Trustee, Management, Council roles etc. Council & Management contact details incl. knowledge, experience & capabilities. Each Council & Management member involved in one or more sub-groups. Efforts & achievements recognised. Feedback / satisfaction surveys.	5. Processes, Products & Services Member Services: Annual programme. Weekly meetings. Other events (e.g. AGM). Presentations etc by members. Newsletter - electronic. Web-site incl. social networking info / Advice Centre (Quinton). Video / training library. Directory of members - areas of expertise & contact details. Promotion, publicity etc: Surveys, marketing & publicity. Recruitment (new members). Membership records / database. Awards & recognition (int. & ext.). Management processes: Management / member & committee. Council & Management meetings. Succession planning & recruitment. Benchmarking incl. with SGUK A&E. Strategy, objectives setting & planning. Investment management. Financial & other reports - internal. Accounts & reports - external.	7. People Results Attendance at Council & Management meetings e.g. % per year. Attendance at Weekly meetings & other events e.g. % per year. Direct involvement e.g. presentations at meetings, events frequency / 10. Feedback scores / comments. 6. Customer Results Number & breakdown of members. Attendance at Weekly meetings. Attendance at BHSEs. Enquiries (A outcome). Website visits. Satisfaction scores - Monday. Survey results / scores. Member enquiries (A outcome).	9. Business Results Performance Indicators - Internal Key financial & non financial measures / indicators reported to Council & Management at appropriate frequencies to help monitor, understand, predict & improve outcomes, particularly processes, products & services. Measures / indicators include those under Results 5, 7 & 8. Annual Report & Accounts - external Membership.
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‘Strategic Planning & Monitoring’ tool
- used to review the activities, performance and effectiveness of the Association and identify improvement opportunities, aims, objectives & priorities

Activity Calendar
For further information, guidance and detailed Checklists click on links / main headings in left hand column

KEY: expected start and end of activity. P - preparation prior to an activity e.g. contacting ‘presenter’.
(Activity bar / box may be shaded to show approximate % completion and track progress)

Revised 13.07.2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Council (‘C’), Mgt. (‘M’) & Construction Committee (‘CC’) Meetings												
Confirm dates for next year meetings incl. AGM and email all (C, M & President)												
Issue draft agenda 2-3 weeks before mtgs, final agenda 1-2 weeks before												
Prepare minutes and issue minutes plus attachments												
Manage arrangements, communication etc for each meeting - see checklist												
Monthly meetings - events (incl. programme leaflet)												
Identify HSE, SGUK and other priority issues, campaigns etc												
Email request to C & M for ideas, topics, speakers etc, and ask members												
Include on agenda and discuss at June ‘C’ meeting												
Prepare draft programme - send to C & M for comment (Note Harry Jakeman memorial presentation)												
Finalise programme, review and update BHSEA leaflet (‘C’ meeting)												
Send leaflet for printing												
Send leaflet/programme to all members together with AGM info/notification												
Manage arrangements, communication etc for each meeting - see checklist												
WWT - SHADs (Construction Working Well Together - ‘Safety & Health Awareness Days’)												
Establish programme in conjunction with CC/WWT & publish												
Manage arrangements, communication etc for each event - see checklist												
Membership including subscriptions (incl. invoicing reminder procedure)												
Check / update member database												
Send out invoices (due date: 1st June)												
Send out reminders and chase outstanding												
VAT returns												
Prepare and submit VAT returns												
For details - see checklist												



‘Activity Calendar’

- a tool to ensure actions are taken in a planned and timely manner. Linked guidance notes, tools & techniques indicate why, how etc.

Guidance / Procedure

- example



BHSEA
Birmingham Health, Safety & Environment Association

WWT - SHADs (Working Well Together - Safety & Health Awareness Days) - Checklist
08/07/2016 updated: 04/10/2016

A construction industry initiative to improve health & safety particularly in small (15 or less employees) & micro (5 or less employees) construction businesses. Started in 1998, the most successful, health & safety initiative within the construction industry. Events aim for 50% of attendees from small businesses, 20% from micro businesses. The aims of the initiative which has direct involvement and support from the HSE (both personnel and financial) are:

- To improve health and safety knowledge and good practice within the construction industry and seek to continuously improve health, safety and welfare performance.
- To provide practical advice and assistance to the construction industry on the provision and maintenance of healthy and safe working environments.
- To encourage co-operation between members in relation to sharing knowledge of health and safety matters.
- To provide training and learning in health and safety.
- To provide free or low cost information, advice and training to employers and workers in the construction industry.
- To stage events where at least half the people who attend will be from small businesses (15 or fewer employees) and 20% are micro businesses (5 or fewer employees).

WWT Groups also stage events for specific topics, audiences and scenarios eg asbestos, scaffolding, road shows, Designer Awareness Days (DADs) & mock trials.

Notes: Timing (below) is a guide to help provide a good service and to allow for other arrangements to be made in the case of a problem

Item / Action	Timing in weeks ref. day of the event ‘D’	Who by S = Secretariat C = Chair (support from - in brackets)	Notes and key to ‘Who by’ CC - BHSEA Construction Committee / WWT Group LLD - Lead person and deputy lead person (as agreed by CC)
Establish / confirm theme of the event	D - 12	CC / WWT Group	Ideally theme to be published in annual programme (copy to HSE lead person)
Establish lead person (L) and deputy (LD) for SHAD	D - 12	CC / WWT Group	
Book / confirm venue	D - 12	BHSEA Secretary	
Prepare outline programme - confirm key topics and contact presenters	D - 10	LLD (BHSEA Sec)	Secretarial support from BHSEA Sec as may be required / requested
Identify ‘chair’ for the event itself	D - 10	CC / WWT Group	Chair generally either Construction section chair, L or LD
Produce flyer - electronic form only (easy to send / forward on / cheap)	D - 10	BHSEA Secretary	Refreshed flyer but with established WWT branding and silhouette
Send flyer to WWT partners and CC members for onward distribution	D - 8	BHSEA Secretary	CC members to circulate to their suppliers and contractors
Advertise event on WWT and HSE website	D - 8	HSE	
Take bookings	D - 4	LLD	LLD expected to maintain an active involvement throughout
Ensure presenters still on board and aware of brief	D - 4	BHSEA Secretary	
Remind WWT partners to resend flyer to all contacts etc	D - 2	BHSEA Secretary	
Remind WWT partners to resend flyer to all contacts etc	D - 2	BHSEA Secretary	
Produce welcome slide, programme outline etc	D - 2	BHSEA Secretary	Standard template to be produced which will then only require simple updating

Future Actions / Improvement Opportunities

- › Continuing to develop BHSEA *simple / visual / practical* 'products' and services.
- › Seeking increased participation and engagement of members.
- › Running an annual seminar (2019: Asbestos Management).
- › Organising and running construction / WWT activities with HSE and others.
- › New BHSEA website with improved functionality and features - visuals, tools etc.
- › New and improved initiatives for gaining new members including student members.
- › Seeking further ways of promoting health and safety.
- › Seeking further co-operation, learning and sharing with safety groups and others.
- › Helping to develop Safety Groups UK value-adding capability and influence.
- › Succession planning and development for future honorary officers and secretary.
- › Further recruitment to Council and Management.
- › Continuing improvement and documenting of internal processes and procedures.

Trustees report approved

This report including financial statements were approved by the Board of Trustees via email:

- › Vice-Chair of the Association - David Hughes (16/12/2018)
- › Chair of the Construction Section - Andy Rolinson (12/12/2018)
- › Vice-President of the Association - Dalvinder Masaun (12/12/2018)

and signed on behalf of the Board by:

- › Chair of the Association George Allcock

Sig: 

Date: 17/12/2018

Independent examiner's report to the trustees of Birmingham Health, Safety and Environment Association ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 September 2018.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



Mark Howell FCA
Institute of Chartered Accountants In England and Wales
Nicklin LLP
Church Court
Stourbridge Road
Halesowen
West Midlands
B63 3TT

Date:4/1/19.....

Birmingham Health, Safety and
Environment Association

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 30 September 2018

		2018 Unrestricted funds £	2017 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		200	-
Charitable activities			
Health and safety information and advice		9,153	17,032
Investment income	2	44,081	40,455
Other income		-	38,074
Total		53,434	95,561
 EXPENDITURE ON			
Raising funds	3	4,867	4,289
Charitable activities			
Health and safety information and advice		<u>31,272</u>	<u>39,811</u>
Total		36,139	44,100
Net gains/(losses) on investments		<u>39,706</u>	<u>48,700</u>
NET INCOME		57,001	100,161
 RECONCILIATION OF FUNDS			
Total funds brought forward		<u>1,255,947</u>	<u>1,155,786</u>
 TOTAL FUNDS CARRIED FORWARD		<u>1,312,948</u>	<u>1,255,947</u>

The notes form part of these financial statements

Birmingham Health, Safety and
Environment Association

Balance Sheet
At 30 September 2018

		2018 Unrestricted funds £	2017 Total funds £
FIXED ASSETS	Notes		
Tangible assets	7	1,070	1,070
Investments	8	<u>1,215,033</u>	<u>1,102,898</u>
		1,216,103	1,103,968
CURRENT ASSETS			
Debtors	9	539	571
Investments	10	9,668	10,150
Cash at bank and in hand		<u>90,336</u>	<u>145,170</u>
		100,543	155,891
CREDITORS			
Amounts falling due within one year	11	(3,698)	(3,912)
NET CURRENT ASSETS		<u>96,845</u>	<u>151,979</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,312,948	1,255,947
NET ASSETS		<u>1,312,948</u>	<u>1,255,947</u>
FUNDS	12		
Unrestricted funds		<u>1,312,948</u>	<u>1,255,947</u>
TOTAL FUNDS		<u>1,312,948</u>	<u>1,255,947</u>

The notes form part of these financial statements

Balance Sheet - continued
At 30 September 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2018.

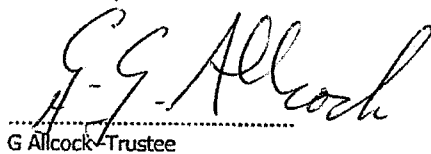
The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 17/12/2018 and were signed on its behalf by:


.....
G Allcock - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is not provided for on the regalia.

Investments

Investments are stated at fair value. Realised and unrealised gains and losses on investments are dealt with in the Statement of Financial Activities. Investment income plus recoverable tax credits is credited to income.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

All the funds of the charity are unrestricted so they are available for use at the discretion of the trustees in furtherance of the general activities of the charity.

There were no designated or restricted funds.

WWT Fund

This fund is maintained for the Working Well Together Construction Campaign.

Vat

The company has been registered for VAT since October 2000. Income and expenditure included in the Statement of Financial Activities are therefore shown net of VAT for this year, as are any capital purchases.

2. INVESTMENT INCOME

	2018	2017
	£	£
Bank interest	1,323	529
Dividends received	<u>42,758</u>	<u>39,926</u>
	<u>44,081</u>	<u>40,455</u>

Notes to the Financial Statements - continued
for the year ended 30 September 2018

3. RAISING FUNDS

Investment management costs

	2018	2017
	£	£
Portfolio management	<u>4,867</u>	<u>4,289</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018	2017
	£	£
Depreciation - owned assets	-	443
Surplus on disposal of fixed asset	-	(36,279)
Independent examination	2,150	2,100
Other accountancy fees	<u>1,420</u>	<u>1,100</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2018 nor for the year ended 30 September 2017.

Trustees' expenses

Trustees' expenses of £1,418 (2017: £577) were paid for the year ended 30 September 2018.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £
INCOME AND ENDOWMENTS FROM	
Charitable activities	
Health and safety information and advice	17,032
Investment income	40,455
Other income	<u>38,074</u>
Total	95,561
EXPENDITURE ON	
Raising funds	4,289
Charitable activities	
Health and safety information and advice	<u>39,811</u>
Total	44,100
Net gains/(losses) on investments	<u>48,700</u>
NET INCOME	100,161

Notes to the Financial Statements - continued
for the year ended 30 September 2018

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £
RECONCILIATION OF FUNDS	
Total funds brought forward	1,155,786
TOTAL FUNDS CARRIED FORWARD	<u>1,255,947</u>

7. TANGIBLE FIXED ASSETS

	Regalia £
COST	
At 1 October 2017 and 30 September 2018	<u>1,070</u>
NET BOOK VALUE	
At 30 September 2018	<u>1,070</u>
At 30 September 2017	<u>1,070</u>

8. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 October 2017	1,102,898
Additions	192,921
Disposals	(127,654)
Valuation increase	<u>46,868</u>
At 30 September 2018	<u>1,215,033</u>
NET BOOK VALUE	
At 30 September 2018	<u>1,215,033</u>
At 30 September 2017	<u>1,102,898</u>

There were no investment assets outside the UK.

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Other debtors	<u>539</u>	<u>571</u>

10. CURRENT ASSET INVESTMENTS

	2018 £	2017 £
Investment deposits	<u>9,668</u>	<u>10,150</u>

Notes to the Financial Statements - continued
for the year ended 30 September 2018

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Social security and other taxes	-	-
Accrued expenses	<u>3,698</u>	<u>3,912</u>
	<u>3,698</u>	<u>3,912</u>

12. MOVEMENT IN FUNDS

	At 1.10.17 £	Net movement in funds £	At 30.9.18 £
Unrestricted funds			
General fund	1,247,983	59,463	1,307,446
WWT	<u>7,964</u>	<u>(2,462)</u>	<u>5,502</u>
	<u>1,255,947</u>	<u>57,001</u>	<u>1,312,948</u>
TOTAL FUNDS	<u>1,255,947</u>	<u>57,001</u>	<u>1,312,948</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	52,434	(32,677)	39,706	59,463
WWT	<u>1,000</u>	<u>(3,462)</u>	<u>-</u>	<u>(2,462)</u>
	<u>53,434</u>	<u>(36,139)</u>	<u>39,706</u>	<u>57,001</u>
TOTAL FUNDS	<u>53,434</u>	<u>(36,139)</u>	<u>39,706</u>	<u>57,001</u>

Comparatives for movement in funds

	At 1.10.16 £	Net movement in funds £	At 30.9.17 £
Unrestricted Funds			
General fund	1,148,567	99,416	1,247,983
WWT	<u>7,219</u>	<u>745</u>	<u>7,964</u>
	<u>1,155,786</u>	<u>100,161</u>	<u>1,255,947</u>
TOTAL FUNDS	<u>1,155,786</u>	<u>100,161</u>	<u>1,255,947</u>

Notes to the Financial Statements - continued
for the year ended 30 September 2018

12. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	92,191	(41,475)	48,700	99,416
WWT	<u>3,370</u>	<u>(2,625)</u>	<u>-</u>	<u>745</u>
	95,561	(44,100)	48,700	100,161
TOTAL FUNDS	<u>95,561</u>	<u>(44,100)</u>	<u>48,700</u>	<u>100,161</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.10.16 £	Net movement in funds £	At 30.9.18 £
Unrestricted funds			
General fund	1,148,567	158,879	1,307,446
WWT	<u>7,219</u>	<u>(1,717)</u>	<u>5,502</u>
TOTAL FUNDS	<u>1,155,786</u>	<u>157,162</u>	<u>1,312,948</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	144,625	(74,152)	88,406	158,879
WWT	<u>4,370</u>	<u>(6,087)</u>	<u>-</u>	<u>(1,717)</u>
	148,995	(80,239)	88,406	157,162
TOTAL FUNDS	<u>148,995</u>	<u>(80,239)</u>	<u>88,406</u>	<u>157,162</u>

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 September 2018.

Appendices

- Investment Policy including Reserves Policy ➤
- Association Milestones 1930 – A brief history ➤

Investment Policy including Reserves Policy (1)

Investment Policy

Issue 5	page 1 of 5
Orig. GGA	10.08.2017
Agreed by MC	

1. Introduction

- 1.1 The Association's objective is to promote the health, safety, welfare and wellbeing of working people and the organisations they work for by facilitating networking, sharing, learning, the adoption of good practice and continuous improvement. This extends to an organisation's physical assets, the environment, and the community which it serves or in which it operates, with a focus on Birmingham and surrounding areas.
- 1.2 The Charity currently has about 250 subscription (donation) paying members and total assets of approximately £1.2m, mostly through investments.
- 1.3 The business of the Association is governed by Articles of Association which give decision making powers to the Management Committee - in particular three trustee members - including the power to invest moneys of the Association and to acquire and dispose of property.

2. Investment Objectives

- 2.1 To provide the best financial return within an acceptable level of risk.
- 2.2 To provide an income, to supplement the amount obtained from subscriptions, in order to fund the Association's activities and related expenditure as indicated by Annual Report and Accounts. Expenditure currently approx. £45k p.a.; subscriptions approx. £10k p.a.; total minimum income required from all investments therefore approx. £35k p.a.
- 2.3 To maintain the real capital value of the invested assets over the medium term (at least in line with inflation / RPI) in order to provide an adequate future income stream and secure the sustainability of the Association.

3. Risk

- 3.1 In order to meet the income requirement / target it is accepted that a medium risk strategy may be required.
- 3.2 Volatility, inflation and failure risk to be mitigated through a diversified mix of investments / asset classes and at least two investment bodies. (As of September 2017 - four bodies).
- 3.3 Inflation risk to be further mitigated through a significant proportion of investments in real assets.
- 3.4 Investment in property may be via investment funds and / or equities as part of a diversified portfolio.
- 3.5 Large direct investment(s) in property is to be avoided. An exception to this is premises retained or acquired to help support the objectives of the Association and its charitable activities.
- 3.6 Due to a separate and significant investment being made into a charities property fund, other investment portfolio(s) should each have no more than 10% in property.
- 3.7 Financial Services Compensation Scheme compensation limit for cash deposits not to be exceeded, currently £85k per institution.

Investment Policy including Reserves Policy (2)



4. Reserves

- 4.1 Nine months expenditure / operating costs, less the amount obtained from subscriptions, to be kept as cash at the bank (approx. £24k) outside of any investment portfolios.
- 4.2 Twelve months expenditure / operating costs less subscriptions of approx. £10k, i.e. approx. £35k, to be realisable within 3 months. If this is likely to give rise to significant costs, penalties or close to full value not being realised, discussion will need to take place at the investment agreement / contract stage.

5. Ethicality

- 5.1 No direct investments which could be detrimental to the aims and objectives of the Association.

6. Investment / Portfolio Management (incl. Discretionary Powers)

- 6.1 Every investment organisation / manager to be subject to a formal agreement / contract with the Association which identifies any specific terms and conditions in addition to the general terms in this Policy.
- 6.2 The formal agreement / contract will specify the nature of any discretionary powers.

7. Investment Decisions & Signatories (Internal procedures / controls)

- 7.1 Investment decisions will be made by the Management Committee taking account of advice from the Finance Sub-Committee. (As provided for by the Articles of Association, agreement may be obtained by postal or email means).
- 7.2 At least two trustee signatures are required to authorise transfer of money to investment funds.

8. Reporting and Monitoring

- 8.1 Investment performance including income, asset value, % income / return, all fees / charges, and cash on deposit to be reported to the Association (Secretary) quarterly.
- 8.2 A Finance Sub-Committee (including the Secretary) will advise the Management Committee – the decision-making body - on all issues related to finance and investments.
- 8.3 The Finance Sub-Committee will review and recommend investment policy, strategy, investment managers / organisations, receive reports and monitor investment performance.
- 8.4 A formal review by the Finance Sub-Committee and the Management Committee - with input from investment manager(s) - to take place at least once a year. The review should include: investment policy, performance, benchmark data, risks and outlook.

Note: BHSEA financial year is 1 October – 30 September with report and accounts prepared and audited in October / November before being presented at the AGM in January.

George Allcock, Association Chair on behalf of the Trustees (G Allcock, D Hughes, N Boon, D Masaun)
/ Management Committee:

Signature:



Date: 23rd September 2017

Association Milestones 1930 - 1966

- | | |
|-------------|--|
| 1900 | <ul style="list-style-type: none">- No 'Safety' beyond the Factory Inspectorate.- Many accidents in engineering shops around Birmingham.- Factory Inspectorate (Midlands) invited local industry to a meeting. |
| 1930 | <ul style="list-style-type: none">- Birmingham & District Industrial Safety Group formed - first meeting. |
| 1943 | <ul style="list-style-type: none">- Sub-committee formed leading to the present IOSH. |
| 1948 | <ul style="list-style-type: none">- Junior Section established to introduce apprentices & young persons to the hazards at work. |
| 1951 | <ul style="list-style-type: none">- First safety training course for power press operators.- Membership around 300. |
| 1956 | <ul style="list-style-type: none">- Acocks Green premises purchased by the Group.- Many safety training courses by Group members & Factory Insp. |
| 1960 | <ul style="list-style-type: none">- Full-time training director appointed. |
| 1966 | <ul style="list-style-type: none">- Acocks Green / training handed over to (rented by) RoSPA following government grant to set up regional organisations, incl. Birmingham |

Continued

Association Milestones 1967 - 2015

- | | |
|-------------|--|
| 1967 | - Part-time secretary appointed – safety talks and events organised.
- Chair of Safety & Hygiene established at Aston (Group ‘input’). |
| 1968 | - The Group became a limited company, whilst still a charity. |
| 1982 | - Group talks included H&S legislation and safety during a recession. |
| 1990 | - Membership exceeds 300 for the first time since the 1960’s.
- Continuing programme of meetings, events and annual seminars |
| 2001 | - Quinton premises purchased – Information/Advisory Centre opened. |
| 2005 | - The Association celebrates 75 years of existence. |
| 2012 | - Andy Chappell retires (RoSPA award), Liz Prophett appointed. |
| 2013 | - Acocks Green premises vacated by tenant (NHS) – a major loss of income. Premises sold with a view to less risky investment(s).
- Members on-line survey followed by ‘Way Forward’ Workshop. |
| 2014 | - Proceeds of Acocks Green sale invested. |
| 2015 | - Construction Section 60 Years Anniversary Event (Barclaycard Arena)
- Articles of Association revised (simpler, stronger, more flexible) |

Continued

Association Milestones 2016 -

- | | |
|-------------|---|
| 2016 | - Overall Gold Award winner of Safety Groups UK Alan Butler Award |
| 2017 | - The sad loss of two Association stalwarts - Liz Chapell and Harry Jakeman.
- Quinton premises sold
- Harry Jakeman annual memorial construction event introduced. |
| 2018 | - The sad loss of Ed Friend, an Association supporter and stalwart. |