

**HEADWAY SURREY – APPLICATION FOR FINANCIAL ASSISTANCE**

**Executive Summary**

Headway Surrey has been in operation for 30 years and aims to assist individuals with either an acquired or a traumatic brain injury to re-gain independence in their day to day lives, enabling them to reduce their reliance on those caring for them, reduce levels of isolation and integrate them back into their community.

The Charity has applied for revenue funding of £4,000 towards its services available for Woking residents. Its helpline is operated by the Rehabilitation Team who are qualified in Brain Injury and is a valuable resource for those in crisis, who are seeking advice when faced with living with an acquired brain injury, either for themselves or a family member. Emotional support in dealing with behavioural changes that their loved ones have and how to cope is provided, along with strategies to help families deal with the traumatic changes being faced. The Charity also provides sessions such as Family and Carers Support Sessions, Social Rehabilitation Sessions (Art, Coffee morning and Quiz morning), as well as Brain Injury Education sessions. During the pandemic these have been held virtually, as the Centre used in Guildford could not be operated in a Covid-safe way for people with brain injuries.

Head injury / brain injury is a hidden disability and not always recognisable, it affects executive skills, planning, memory, decision making, sequencing, behaviour, social skills and many other aspects of daily living and social interaction, which will require extra care and support from family, friends and medical professionals.

The pandemic situation has affected individuals receiving support from the Charity. In particular, the concerns raised was the expectation that there would be an increased number of clients accessing their services suffering from ‘long Covid’ and neurological deficits as result of acquiring Covid-19. The Charity has established links with the NHS Seacole rehabilitation hospital for patients suffering from the after effects of covid, and have ensured that each patient discharged receives comprehensive information on support the Charity can provide. In 2020 the Charity provided support to 47 individuals in terms of their helpline, social groups, 1:1 support and centre groups which increased to 68 during 2021.

It is acknowledged that the Charity provides invaluable support to those sufferers of an acquired brain injury and works effectively to enable them to increase their level of independence and re-integrating back into the community as far as possible. Taking into account the Council’s financial situation, it is recommended that a grant of £1,000 be awarded towards the provision of services in Woking for 2022/23.

**Recommendations**

The Executive is requested to:	<b>RESOLVE That</b> , subject to the outcome of the Council’s budgetary process, a grant of £1,000 be awarded from the Community Grants Budget to support the work of Headway Surrey in Woking.
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Reason for Decision	To ensure that services for those with an acquired head injury continue to be available in the Borough.
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Confirmation of funding	This award is provisionally made on the expectation that the Council’s budgets for revenue and capital projects remain at the same level
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	<p>allocated for the current financial year. The Council's overall budget, including the sums allocated for community grants, will be determined by Council at its meeting on 10 February 2022. In the event the grant budgets are set at the anticipated levels, confirmation of the Council's support will be sent to successful applicants. Groups should not plan for the 2022/23 funding until this confirmation has been received.</p>
<p>Conditions</p>	<p><b>Accounts.</b> The Organisation must submit accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on websites and literature / leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in April. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> Following the introduction of new legislation from April 2018, the Council expects the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations are expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p>
<p>Performance Indicators</p>	<p><b>Users.</b> The Organisation to provide a breakdown of the users.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
<p>Future Support</p>	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2022/23 does not imply that a similar application in 2023/24 would be supported. In</p>

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particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2022/23 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2023/24 have been drawn up in the event that the Council is unable to continue its support beyond April 2023. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

**The Executive has authority to determine the above recommendations.**

### **Background Papers:**

2022/23 Application Form.

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<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Formed in 1985, Headway Surrey began as a self-help support group for adults with acquired or traumatic brain injuries by carers and professionals. The Charity has a Centre based in Guildford.</p> <p>The aim of Headway Surrey is to assist individuals with acquired or traumatic brain injury to develop greater independent living skills, integrate into their community and become less reliant on families and carers. Headway Surrey offers cognitive rehabilitation support to adults over the age of 18 years, who have had a sudden acquired or traumatic brain injury. This may have been via stroke, heart attack, tumor, road traffic accident, sports injury, work incident, assault, fall, trip, hypoxia, encephalitis, meningitis or other medical issues.</p> <p>Throughout the county of Surrey, Headway Surrey aims to:</p> <ul style="list-style-type: none"> <li>• provide information and support for people with head injuries, their families and their carers</li> <li>• promote the provision of appropriate co-ordinated services for people with head injuries, with accountability at all stages</li> <li>• assist people with head injuries to return to community living</li> <li>• increase public awareness and understanding of head injury</li> <li>• promote activities that will reduce the incidence of head injury</li> </ul> <p>The Charity's main services are Centre based Cognitive Rehabilitation Therapy; One-to-one assessments and support; Social sessions including a monthly walking group meeting at various locations such as Woking Park; Art sessions; Community Outreach Visits to homes and hospitals; Family and Carers Support Meetings; Family education on brain injury; Helpline; Brain Injury ID Card applications; Counselling; Support with welfare forms and meetings; and Zoom sessions.</p>
1.2 Employees	10, comprising Chief Executive, Executive Assistant, Finance and Admin Manager, Services Co-ordinator, 2 x Rehabilitation Co-ordinators, Administrator for Rehabilitation Team, Marketing and Social Media Assistant, Brain Injury Counsellor and ABI Link Worker.
1.3 Volunteers	20 normally (reduced to 11 during pandemic), whose activities include assisting with workshops, acting as Trustees, fundraising, office admin, garden maintenance and arranging activities.
1.4 Clients/Users	<p>44, comprising:</p> <p>26 male</p> <p>18 female</p> <p>44 disabled</p> <p>3 ethnic minority</p> <p>7 resident in Woking (not including users supported through the Helpline which handles 2,500 calls per year, of which circa 275 are from Woking).</p> <p>Centre Clients pay a daily fee of £70 (private clients) or £54 (Adult Social Care clients). Community Clients pay a session fee of £112</p>

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	(private clients) or £92 (Adult Social Care clients).
1.5 Members	<p>37, comprising:</p> <ul style="list-style-type: none"> <li>15 male</li> <li>22 female</li> <li>1 disabled</li> <li>2 ethnic minority</li> <li>7 resident in Woking</li> <li>9 aged 19-65</li> <li>28 aged 65+</li> </ul> <p>Full or Associate Membership - £15 per annum          Life Membership - £150          Brain Injury Survivor (and Carer) – no charge</p> <p>A new Friends of Headway Surrey Scheme has been introduced at £36 per year (at the time of application twenty-five people had registered).</p>
1.6 Sum Requested	£4,000 (Revenue)
1.7 Project	<p>Headway Surrey is requesting a grant of £4,000 towards its services to enable support to be provided to Woking residents when they require it through the Helpline and its support sessions.</p> <p><u>Helpline</u></p> <p>Front line staff answer the helpline and respond to email requests for assistance and support, operated by the Rehabilitation Team who are qualified in Brain Injury. It is a valuable resource for those in crisis, who are seeking advice when faced with living with an acquired brain injury, either for themselves or a family member.</p> <p>The team provides emotional support in dealing with behavioural changes that their loved ones have and how to cope. Strategies are set out to help the families deal with the traumatic changes being faced. Callers can be survivors who are feeling depressed or even suicidal because they find themselves with life-long injuries and find it difficult to come to terms with the inability to carry out tasks they once took for granted.</p> <p><u>Sessions</u></p> <p>Staff provide and run sessions such as Family and Carers Support Sessions, Social Rehabilitation Sessions (Art, Coffee morning and Quiz morning), as well as Brain Injury Education sessions.</p> <p>The Charity notes that if the Council is unable to award the grant requested of £4,000, a smaller grant to acknowledge its contribution and support of Woking residents would be welcomed.</p>
1.8 Cost breakdown:	The telephone costs are £2,000 per annum for the Helpline and the staff salaries total £188,000.
1.9 Community Benefit	Those who benefit from the Group's work include the clients, their families and carers, along with others who learn more about the

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	<p>effects of a brain injury. It is estimated that there are over 7,000 acquired brain injuries in Woking every year, therefore the Charity would expect to see 10%, equating to 700 people.</p> <p>The Charity plans to set up a new service for young people at the end of 2021 and a Vocational Back to Work Support Service in 2022/23.</p>
1.10 Covid-19 Impact	<p>The Charity had moved all of its services online, including supporting beneficiaries with telephone calls and posting work activities from 23 March 2020. The Centre is too small to operate on a Covid secure basis with clients who have acquired brain injury and unable to maintain distancing, masks, hand-sanitizing etc.</p> <p>All community and sporting fundraising and awareness events were cancelled during the past two years, and the Group does not envisage being able to return to attending and hosting a full calendar of such events for the next 6-12 months. It reports that plans were put in place to start a phased re-opening of the Centre from September 2021.</p>

<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £239,401 in the bank. The sum of £152,672 is reserved for the provision of future services as a Strategic Development Fund. Restricted funds are £78,832.</p> <p>Headway Surrey retains a long-term interest in the site at North Road, Guildford, having leased the land to Windsor and District Housing Association for 125 years at a peppercorn rent.</p> <p>The Group has submitted a budget for 2022/23 which shows an anticipated income of £271,907 against an anticipated expenditure of £278,489, resulting in an anticipated deficit of £6,582.</p> <p>The Charity is partially funded by Surrey County Council with approximately £80,000 per annum (not guaranteed and may be subject to funding cuts).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2020/21 which show an income of £232,566 (£216,746 in 2019/20) against expenditure of £238,643 (£219,891 in 2019/20) and, once net gains and losses have been taken into account, a surplus of £19,144 (a deficit of £21,207 in 2019/20). The sum of £499,833 was carried forward at the end of the 2020/21 year.</p>
2.3 Support over the past five years	<p>2021/22 – £4,000 2020/21 – no grant awarded.</p>

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> </ul>	<p>Yes</p> <p>Yes</p>

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	<ul style="list-style-type: none"> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>
3.2 Assessment	<p>The pandemic situation has affected individuals receiving support from the Charity. In particular, the concerns raised was the expectation that there would be an increased number of clients accessing their services suffering from ‘long Covid’ and neurological deficits as result of acquiring Covid-19. The Charity has established links with the NHS Seacole rehabilitation hospital for patients suffering from the after effects of covid, and have ensured that each patient discharged from here receives comprehensive information on what support the Charity can provide to them.</p> <p>Front line staff at the Charity manage the email and telephone services and are trained in brain injury. In particular, these staff provide emotional support to individuals in how to deal with behavioural changes that their loved ones have, and how to cope. Callers can also be survivors of brain injury who feel suicidal or depressed as they find it extremely difficult to come to terms with their inabilities to do things they once took for granted. Other staff at the Charity provide family and carers support sessions, social rehabilitation sessions (art, coffee and quiz mornings).</p> <p>In 2020 the Charity provided support to 47 individuals in terms of their helpline, social groups, 1:1 support and centre groups which increased to 68 during 2021.</p> <p>In light of the Council’s financial situation, it is recommended that a grant should be awarded at 25% of last year’s amount, equating to £1,000 for 2022/23.</p>	

REPORT ENDS