

ANTI BULLYING EAST LoTHIAN
TRUSTEES ANNUAL REPORT AND ACCOUNTS

31 MARCH 2017

Charity Number SC030048

GD FRASER & CO LTD
Chartered Certified Accountants
4 Rowanhill Way
Port Seton
EH32 0SZ

ANTI-BULLYING EAST LOTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

CONTENTS	PAGE
Trustees annual report	1 to 15
Receipts and payments account	16 to 17
Statement of balances	18
Notes to the Accounts	19 to 20
Independent examiner's report	21

ANTI-BULLYING EAST LoTHIAN**TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017**

Scottish Charity Number SC030048

Reference and administration details**Charity name:** ABEL (Anti-Bullying East Lothian)**Registered charity No:** SC030048**Charity's principle address:** Brunton Hall
Ladywell Way
Musselburgh
East Lothian
EH21 6AF**Names of the charity trustees on date of approval of Trustees' Annual Report**

	Trustee Name	Office	Dates Acted if not whole years	Name of person (or body) entitled to appoint trustee
1	Janice MacLeod	Chairperson		Management committee
2	Fiona MacDonald	Vice Chairperson		Management committee
3	Charmian Currie	Treasurer		Management committee
4	Marie Prior			Management committee
5	Cllr John Williamson			Management committee
6	Janet Scott	Secretary		Management committee
7	Wendy Herriot			Management committee

Members of the Management Committee are volunteers with full voting rights and are members of the committee as individuals and not representatives of their organisations.

ANTI-BULLYING EAST LoTHIAN**TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017**

Scottish Charity Number SC030048

Reference and administration details continued

	ADVISOR NAME	POSITION	ELC Business Group
1	Tom Shearer	Head of Communities & Partnerships	Policy & Partnerships
2	Gordon Horsburgh (ELC Advisor)	Community Learning and Development Team Leader	Policy & Partnerships

ELC Advisors are not members of the Management Committee and have no voting rights.

ANTI-BULLYING EAST LoTHIAN**TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017**

Scottish Charity Number SC030048

Reference and administration details (Continued)**Names of all other charity trustees during this period**

Name	Dates acted if not whole year
None	

Names of Employees

Employee	Position	Hours
Caroline Harris	Project Co-ordinator	35
Audrey Cowan	Project Worker	24
Judith Ferrier	Self Esteem Coach	19
Elizabeth Gibson	Administrator	22

Volunteer Workers

Jenny Gibson has volunteered helping with group work.

Nursing student, Danielle Henstock, has volunteered helping with group work.

ABEL is funded to work school term time and accordingly salaries are paid on a pro rata basis reflecting this.

ANTI-BULLYING EAST LoTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

Structure, governance and management

Type of governing document

ABEL is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution.

Trustee recruitment and appointment

Membership of the Organisation shall be open to individuals who are interested in furthering the work of the Organisation, who adhere to the Purposes and Objectives of the Organisation.

The membership in attendance at the Annual General Meeting shall elect a Management Committee.

- 1.1 The Management Committee shall consist of a maximum of 12 people made up of:
- (i) Up to 10 individuals residing in East Lothian.
 - (ii) The Council's Director of Education or their nominee in an advisory capacity with no voting rights.
 - (iii) A representative from a community organisation in an advisory capacity with no voting rights.

Management Committee Membership will be automatically revoked by the Committee if a member fails to attend three or more consecutive meetings without the prior agreement of the Committee

- 1.2 The Management Committee will have powers to co-opt additional members where such co-option will be beneficial to achieving the objects of the Organisation. Such members will be in an advisory capacity and will hold no voting rights.

- 1.3 The Management Committee shall elect from their number to the following positions:

Chairperson
Vice-Chairperson
Secretary
Treasurer
Any other post as determined by the Annual General Meeting

Office bearers will be re-elected each year for a maximum term of three consecutive years.

ANTI-BULLYING EAST LoTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

Objective and activities

Charitable purpose

The objects of the Organisation are to preserve and protect good health and advance education in bullying in particular by promoting or assisting in the promotion of research into the causes, prevention and treatment of bullying. Also to relieve persons suffering from bullying. And in furtherance of:

- 1.1 To act with and on behalf of parents and pupils to progress and resolve anti-bullying issues.
- 1.2 To maintain an independent advocacy service for parents.
- 1.3 To provide the Council with a consultative body on anti-bullying issues, ensuring parent and pupil views are taken into account.
- 1.4 To represent the broadest possible spectrum of parents to enable effective communication.
- 1.5 To provide appropriate training and support for parents and young people in East Lothian in partnership with staff from East Lothian Council.
- 1.6 To assist East Lothian Council in the monitoring and evaluating of the Anti-Bullying Strategy.
- 1.7 To work in partnership with parents, pupils and staff of East Lothian Council.

It is not envisaged that the Management Committee will focus on the detail of specific or individual situations, but on broader issues, which may arise from them.

Area of Operations - The geographical area of East Lothian.

Organisational Structure - The paid employees undertake the main work of the organisation whilst the management committee have sole responsibility for overseeing the formulation of policy and the general management of the organisation.

Summary of the main activities in relation to these objectives

A Brief History - ABEL was originally known as ELPPAB (East Lothian Parents and Pupils Against Bullying). ELPPAB evolved from a campaign pressure group founded by parents in 1997, who at the time were experiencing first hand the devastating effects bullying can have on a child and their family. They worked voluntarily to increase awareness of bullying issues and provided a voice for families who were concerned about bullying in schools, community establishments and the wider community. They achieved this by petitioning the local authority and the Scottish Executive for action to be taken to ensure that all children were educated in a safe and positive environment.

ANTI-BULLYING EAST LoTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

Objective and activities- continued

Summary of the main activities in relation to these objectives (continued)

The parents worked in partnership with East Lothian Council to address parents and young peoples' concerns, and produced a consultation document, which was presented to Helen Liddell (Scottish Minister of Education 1999).

At the meeting with Helen Liddell MSP, the need for advocacy for parents was raised and help was asked to set up ELPPAB as a pilot project providing Independent Advocacy for families within East Lothian.

Funding for ELPPAB was granted from the Scottish Executive under 'Supporting the Role of Parents' element of the Excellence Fund awarded to East Lothian Council.

In January 2000 ELPPAB held its Inaugural General Meeting and by April 2000 a management committee had been elected and a constitution passed. ELPPAB was now recognised as a charitable organisation.

In October 2002, it was decided that the name ELPPAB should be changed. Although the spelling of ABEL is different we also aim to empower pupils, parents and staff to become more able to make changes that will improve their lives and to emphasise that the organisation was not part of East Lothian Council but in fact an independent organisation. It was therefore agreed that the name should be changed to ABEL.

- ❖ Maintain an independent advocacy service for families in East Lothian, to act with or on behalf of parents and young people to progress and resolve issues of concern including bullying.
- ❖ Provide East Lothian Council with a consultative body on bullying issues, ensuring parents and young people's views are taken into account.
- ❖ To work pro-actively delivering workshops for pupils, parents and staff working with young people in East Lothian.
- ❖ To provide one to one and small group support around self esteem issues related to bullying.

ANTI-BULLYING EAST LoTHIAN**TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017**

Scottish Charity Number SC030048

Achievements and Performance

This year ABEL has opened 43 new cases in addition to cases carried forward from previous years where work has not been completed yet.

Current cases comprise of:

Boys = 15 (7 Primary pupils + 8 Secondary pupils)

Girls = 21 (10 Primary pupils + 11 Secondary pupils)

Our current waiting list stands at 25 cases. As we do not specify a time scale for the work we do with individuals and in addition, when required, work with families to help support the young person, places only become available when an existing casework has come to an end. We have also found in the last few years that we are dealing with more referrals and more complex cases which require longer time scales to work with. As we have not received additional funding we have been unable to increase staff working hours to try to alleviate this issue.

Whilst we strive to continually develop our pro-active work, we give priority to the work of our independent service for young people and for parents in East Lothian who have issues of concern regarding their child.

Workshops delivered:***How to recognise and manage stress Workshop***

· Preston Lodge S5

Total of 7 workshops delivered to 168 pupils

Introduction to Meditation Workshop

· Dunbar Grammar

Total of 1 workshop delivered to 25 pupils

Friendship Workshop

· Loretto Primary

Total of 2 workshops delivered to 52 pupils

Tapping/ EFT Workshop

· Dunbar Grammar

Total of 1 workshop delivered to 25 pupils

ANTI-BULLYING EAST LoTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

Achievements and Performance (Continued)

Workshops continued:

Introduction to Mindfulness/Feeling & Behaviour Workshop

· Macmerry Primary

Total of 2 workshops delivered to 18 pupils

Transition Event/Workshops

· Wallyford Primary, Whitecraig Primary, Musselburgh Burgh Primary,
Pinkie St Peter's Primary, Campie Primary & Stoneyhill Primary

Total of 8 workshops delivered to 201 pupils

Transition Event/Workshops

· Macmerry Primary, Sanderson Wynd Primary, St Martin's Primary,
Elphinstone Primary, Ormiston Primary and Windygoul Primary

Total of 16 workshops delivered to 232 pupils

**Through the pro-active workshops and training we have delivered
this year we have worked with an additional
721 young people.**

**ABEL has worked in and with all 6 Secondary Schools and
all 35 Primary Schools in East Lothian.**

ANTI-BULLYING EAST LoTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

Group Work delivered:

Group work

Friendship Skills Group

Burgh Primary P4 – 6 pupils

Social Development Group

Wallyford Primary P7 – 6 pupils

Friendship & other weapons Group

Windygoul Primary P5 – 15 pupils

Friendship & other weapons Group

Cockenzie Primary P7 – 11 pupils

Friendship & other weapons Group

Burgh Primary P6 – 6 pupils

Friendship & other weapons Group

Yester Primary P6 – 13 pupils

Friendship & other weapons Group

Aberlady Primary P6 – 12 pupils

Social & Emotional Development Group

Cockenzie Primary P7 – 4 pupils

Social Skills Group

Kings Meadow Primary P6 – 6 pupils

Social / Friendship Skills Group

Prestonpans Primary P7 – 6 pupils

Our group work has reached an additional 85 children, working with these young people in small groups to help them work out issues of concern such as breakdown in friendships, low self esteem and communication issues.

ANTI-BULLYING EAST LoTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

Young Person's Questionnaire



1 2 3 4 5 6 7 8 9 10



How did you feel when you started working with ABEL?
Average 3

How do you feel on completion of working with ABEL?
Average 9.5

How happy were you when you first started work with ABEL?
Average 3.5

How happy were you after working with ABEL?
Average 9.5

How easy did you find the sessions?
Average 7

How easy were the strategies to implement?
Average 7

The child/young person felt that the following was useful to them:

- Creative Journals
- *“Talking to someone I could trust and was there for me”*
- Drama & Meditation
- Relaxation
- Mind Talk
- *“Ways to calm myself down and meditation to listen to every night”*
- Tapping

We go over the questionnaire with each child/young person when we start work with them and then review it when we finish work with them.

ANTI-BULLYING EAST LoTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

Achievements and Performance (Continued)

Parent's Feedback Summary

We reviewed our end of work follow up and decided to telephone all parents at the end of working with their young person, this enables us to not only get feedback from the parents but also a chance for us to feedback to them.

100% of the parents who were questioned found the service of ABEL helpful.

Parents statements of how ABEL helped:

"I found home visits helpful. I was helped to raise my own levels of self-awareness and look at how I could do things differently"

"Amazing service and we can't thank you enough for the support you not only gave our son but us as a whole family"

"I can't praise the service enough. The job that you have done has been amazing. We noticed a dramatic difference in the understanding of his behaviour. Before he erupts he now takes himself off and reflects on the part he has played in the argument and is able to calm himself down. He was never able to do that before."

"We appreciated being met as a family at home and being kept informed so that we knew what was happening. Our daughter is so much happier and her confidence has really grown. She has been able to develop good friendships and does not allow comments from others to bother her."

"Can't thank you enough for all the work you have done with our son and the difference it has made. Can't understand why this kind of work isn't offered before handing out pills to children"

"Having someone specifically for our son and having access to someone over the phone to support us as parents when things were particularly difficult"

ABEL views each child/young person as an individual and our staff work with them on a bespoke basis based on their individual needs, abilities and emotional well being at the time.

If appropriate we would also offer to work with and support parents in conjunction with this work to support the family as a whole.

ANTI-BULLYING EAST LoTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

Achievements and Performance (Continued)

Staff Training

Life Story work
(Children in Scotland)

Getting a positive grip on conflict
(Mediation hosted by CLD)

Rising Strong Brenè Brown
(In-house)

Courage works—Self Compassion
(In-house)

Healthy Happy Minds
(Support from the Start)

Respect Me Training
(Respect Me)

The Teenage Brain
(CLD)

Our budget for training last year was very small but we still made training a priority for the development of our staff and the service ABEL is able to provide. Where possible we sourced free training or worked in partnership with other organisations.

ANTI-BULLYING EAST LoTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

Achievements and Performance (Continued)

During the past year members of staff from ABEL have worked with and attended:

East Lothian Council

East Lothian Anti-bullying Policy Development

CLD Forum

Community Reading Project

East Lothian Third Sector Planning

Guidance Staff throughout East Lothian

Community Police Officers

ESCAPE Parenting Program

Social Work

Community Learning & Development Officers

CAMHS

School Nursing Team & Students

Drama/Music Specialist

Action for Children

NHS

LEAD A BRIGHT FUTURE

ANTI-BULLYING EAST LoTHIAN

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Scottish Charity Number SC030048

Achievements and Performance (Continued)

Our thanks go to the following agencies, organisations and individuals for their tremendous support over the last year:

Management Committee and Volunteers

Parents and Pupils

School Staff

Department of Partnership & Service for Communities

Department of Resources & People Services

Community Police Officers

CAMHS

School Nursing Team

ELC IT Department

Respectme

Unity Trust Bank

Stephen D'Agostino

Colin Walker Keegan & Pennykid

ANTI-BULLYING EAST LoTHIAN**TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017**

Scottish Charity Number SC030048

Financial review**Reserves**

As a result of the deficit of £18,759 for this year, the association held unrestricted funds of £24,656 at the year-end.

The deficit this year arose because £19,750 of grant income was received in advance in the year to 31st March 2016. Taking this into account would have meant a surplus for the year of £991.

The management committee consider that the general fund of £24,656 in addition to core funding expected for this year from East Lothian Council will enable us to continue as an organisation for the forthcoming year.

Trustees Remuneration and Expenses

The trustees did not receive any remuneration or expenses during the year.

Funding

For 2017/18 ABEL will receive core funding from East Lothian Council's Partnership Funding Budget from the Department of Community Partnerships.

ABEL will continue to seek independent funding from other charitable trusts.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature		
Full name	Janice MacLeod	Charmian Currie
Position	Chair Person	Treasurer
Date		

ANTI BULLYING EAST LOTHIAN

Scottish Charity Number SC030048

RECEIPTS AND PAYMENTS ACCOUNT**FOR THE YEAR ENDED 31st MARCH 2017**

Receipts	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Local Authority Grants (see note 5)	59,250	0	59,250	79,000
Employers NIC Allowance	3,000	0	3,000	2,000
Parent's Fundraising	159	0	159	0
Bank Interest Received	12	0	12	66
Total Receipts	62,421	0	62,421	81,066
Payments				
<u>Fundraising & Publicity Costs</u>				
Advertising & Promotion	126	0	126	251
Total Payments for Fundraising & Publicity Costs	126	0	126	251
<u>Payments for Charitable Activities</u>				
Project Co-ordinator and Workers Salaries and NIC	45,847	0	45,847	44,904
Project Co-ordinator and Workers Pension Costs	2,535	0	2,535	2,486
Self Esteem Coach Salary and NIC	11,756	0	11,756	11,504
Self Esteem Coach Pension Costs	679	0	679	665
Staff Counselling Fees	477	0	477	268
Workshop Expenses	127	0	127	177
Travelling Expenses	3,486	0	3,486	3,790
Recruitment Costs	0	0	0	0
Training Costs	145	0	145	274
Total Payments for Charitable Activities	65,052	0	65,052	64,068
<u>Grants Relating to Charitable Activities</u>				
Nil	0	0	0	0
Total Payments for Grants	0	0	0	0

Continued on Next Page

ANTI BULLYING EAST LoTHIAN

Scottish Charity Number SC030048

RECEIPTS AND PAYMENTS ACCOUNT**FOR THE YEAR ENDED 31st MARCH 2017 (Continued)**

Payments (Continued)	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
<u>Governance Costs</u>				
Admin Salaries and NIC	12,095	0	12,095	11,836
Admin Pension Costs	697	0	697	683
Insurance	787	0	787	792
Repairs & Maintenance	91	0	91	47
Telephone	108	0	108	108
Printing Stationery & Postage	417	0	417	641
Subscriptions & Publications	401	0	401	325
Bank Charges & Card Fees	59	0	59	0
Sundry Expenses	131	0	131	108
Accountancy Fees	504	0	504	480
Pension Scheme Set Up Fee	360	0	360	0
Pension Payments (to be refunded)	163	0	163	0
Meeting Expenses	189	0	189	183
Total Governance Costs	16,002	0	16,002	15,203
<u>Purchase of Fixed Assets</u>				
Purchase of IT Equipment	0	0	0	819
Total Payments	81,180	0	81,180	80,341
Surplus / (deficit) for the year	(18,759)	0	(18,759)	725
Transfer between funds	0	0	0	0
Balances brought forward	43,415	0	43,415	42,690
Balances carried forward	24,656	0	24,656	43,415

ANTI BULLYING EAST LOTHIAN

Scottish Charity Number SC030048

STATEMENT OF BALANCES AS AT 31st MARCH 2017

	Notes	2017 £	2016 £
BANK AND CASH IN HAND			
Opening balances		43,415	42,690
Surplus / (deficit) for the year		(18,759)	725
		<u>24,656</u>	<u>43,415</u>
RESERVES			
General Fund	2	24,656	43,415
Restricted Funds	3	0	0
		<u>24,656</u>	<u>43,415</u>
ASSETS			
Equipment - at purchase cost		<u>1,478</u>	<u>1,478</u>
LIABILITIES			
Estimates of amounts due	4	<u>1,083</u>	<u>504</u>

Approved by the trustees and signed on their behalf

Charmian Currie, Treasurer

Date :

ANTI BULLYING EAST LoTHIAN

Scottish Charity Number SC030048

NOTES TO THE ACCOUNTS

YEAR ENDED 31st MARCH 2017

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the receipts and payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Pension Costs

A defined contribution pension scheme is operated for employees. The assets of the scheme are held separately. The annual contributions payable are charged to the receipts and payments account.

2. UNRESTRICTED FUNDS

	General Reserve £
Incoming Resources	62,421
Resources Expended	81,180
Net resources for year	<u>(18,759)</u>
Balances brought forward	43,415
Balances carried forward	<u><u>24,656</u></u>

This fund represents the accumulated surplus to date.

3. RESTRICTED FUNDS

All restricted funds were expended in previous years and there was no movement in restricted funds for the current financial period.

ANTI BULLYING EAST LoTHIAN

Scottish Charity Number SC030048

NOTES TO THE ACCOUNTS**YEAR ENDED 31st MARCH 2017****4. LIABILITIES**

An estimate of the liabilities at the balance sheet date are as follows:

	2017	2016
	£	£
Accountants Fee's	504	504
Pension Advice Fee	450	0
Postages & Printing	129	0
	<u>1,083</u>	<u>504</u>

5. LOCAL AUTHORITY GRANTS

Included in Local Authority Grants for the year to 31st March 2016 was an amount of £19,750 received in advance for funding for the year to 31st March 2017.

6. TRUSTEES REMUNERATION AND EXPENSES

The trustees did not receive any remuneration or expenses during the year.

Certain employees are elected on to the committee, however no remuneration is received in respect of their committee duties.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ANTI BULLYING EAST LOTHIAN

Registered charity No: SC030048

We report on the accounts of the charity for the period from 1st April 2016 to 31st March 2017 which are set out on pages 16 to 20.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND 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) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Regulations does not apply. It is our responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to our attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our examination is carried out in accordance with Regulation 11 2006 Regulations. 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, we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In the course of our examination, no matter has come to our attention:

1. Which gives us 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 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or
2. To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Gary Fraser FCCA
GD Fraser & Co Ltd
Chartered Certified Accountants
4 Rowanhill Way
Port Seton
EH32 0SZ**

Date :