



Birmingham Health, Safety & Environment Association

www.bhsea.org.uk



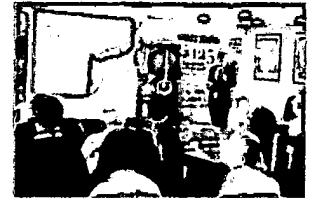
Registered Company No. 00925718 (England and Wales)
Registered Charity No. 255523

Aiming to make health and safety
Simple ☒ Visual ☒ Practical ☒
and accessible to all

Annual Report & Accounts 2018/19

Financial Period: 1 October 2018 – 30 September 2019

Programme / Events: 1 January 2019 – 31 December 2019



GA/LP – 9th December 2019

1

Sharing > Learning > Improving > Sharing > Learning > Improving >

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COMPANIES HOUSE



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Birmingham Health, Safety & Environment Association

Report and thoughts from the Chair



The history of BHSEA, originally (1930) 'The Birmingham and District Industrial Safety Group', reveals major milestones that have helped shape health and safety at work not only in the Birmingham area but nationally and perhaps even internationally e.g. the birth of IOSH and the first practical courses in the world (it is believed) for power press setters and operatives.

Whilst we no longer have a training centre we still have the opportunity to identify and share the practical aspects of health and safety which all our events aim to do.

Hearing from others about their challenges and experiences, what worked, what didn't and why, provides an invaluable learning opportunity, and it is encouraging that in 2019 we have had a record number of 'Members' Corner' presentations.

As we seek to improve what we do and the way we do it, digital technology will play an increasingly important and useful role and will open up new opportunities. However, it is unlikely to ever replace face-to-face contact and the value and benefits that brings.

It is this face-to-face contact by means of a forum aimed at protecting people at work and safeguarding businesses that has been our core activity since those early days.

As a charity relying on voluntary effort, we will continue to encourage members to step forward and contribute to our activities and events, and the way the Association is run and managed. In essence, our very existence is down to our members and for our members and others who benefit either directly or indirectly.

George Allcock – BHSEA Chair December 2019



Birmingham Health, Safety & Environment Association



Association Objective



Council members promoting health & safety - manning stand at H&S Event, NEC Birmingham

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 2018/19

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



Council members (some)

President	Rosi Edwards	<i>Non-Executive Director, Wolverhampton NHS Trust; ex. Regional Director, HSE Wales, Midlands and South West Region</i>	
Trustees / Honorary Officers (directing) George Allcock (Chair) David Hughes (Vice Chair) Andy Rolinson (Construction Chair) Dalvinder Masaun (Vice President)		Management Committee (managing) – Trustees plus ↓ Neil Boon - re-signed 2019 Louise Mansfield Mike Morton Anu Spratley (Dr) Ralph Weaver (Construction Vice Chair) - co-opted 2018	Council (advising) – Management Comm. plus ↓ Linda Ley Robert Boyd Amy Kalay/Karen Everett , HSE - co-opted 2019 Malcolm Copson Lee Dargue Ken Davies Terry Mallard, B'ham CC - co-opted Chris Hopkins John Jones
Secretary: Liz Prohett; Admin. Assistant: Janice Hemus			



➔ Summary of activities and achievements

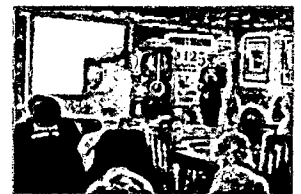
- › First event of the year, AGM with keynote from Jane Lassey, HSE Divisional Director.
- › Varied programme of events with 'very good' feedback and average attendance circa 40.
- › Increase in the number of 'Members' Corner' presentations (by members - for members)
- › Continuing programme of construction WWT / SHAD events.
- › Annual seminar / WWT 'Asbestos' event (free event); well attended and well appreciated.
- › Continued strong support / direct involvement from HSE, Pinsent Masons and others.
- › Membership steady at around 270; 30 members lost but 33 new members gained.
- › Sound finances with investment income well established and providing a surplus.
- › Ongoing simplification, development and documentation of systems / procedures.

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 Events – 2019

Details on following slides / pages

Type of meeting / event	Number of events	Total attendance
Monthly meetings / events	10	441
Construction / WWT events (excluding Asbestos Seminar)	1	67
Asbestos Seminar (also a WWT event)	1	75



Presentation at monthly event



Asbestos Seminar

Programme of Events 2019

Date	Main Topics / Titles (Speakers identified in monthly Newsletters)	No.
Jan	AGM; HSE Progress Report, Plans & Priorities	47
Feb	Risk Assessment Re-visited	53
Mar	Construction Matters – Occupational Health; Drugs & Alcohol; Near Misses	34
April	ISO 45001 Occupational Health and Safety Management	34
April	Asbestos: Still out there – still a killer (<i>Annual Seminar</i>) <i>Not included in average attendance figure</i>	75
May	Significant Health Risks – Significant Penalties	53
Jun	Legal Update and Refresher	43
Sept	Managing Contractors and Suppliers	37
Oct	Construction Matters – Dust & Respiratory Update; Commonwealth Games 2022	59
Nov	Environment Update and Refresher – Environmental Law; Env. Management Systems	36
Dec	Rehabilitation, Disability, Diversity and Inclusion	45



Keynote presentation by HSE Area Director at AGM

Average attendance

2019	44
2018	41
2017	40
2016	38
2015	44
2014	50



Members' Corner 2019

short (10 -15 mins) practical presentations - by members for members

Date	Topic / title
Jan	Conversational gambits - Linda Ley
Feb	Risk Assessment: The Law - Louise Mansfield
Mar	Near Miss Accidents in Construction - Bob Boyd
April	Feeding the American Army in Normandy, France - Steve Betts
Sept	Members' Corner: Paint Spray Booths - Linda Ley
Oct	Workplace Inspections - Wayne Bishop, Speller Metcalfe
Nov	Site Environmental Awareness from Oil Spills to Knotweed - Bob Boyd, Measham Ltd
Dec	Calling all BHSEA Farmers – Steve Parton, AXA Insurance



Linda Ley



Louise Mansfield



Bob Boyd



Steve Betts



Wayne Bishop

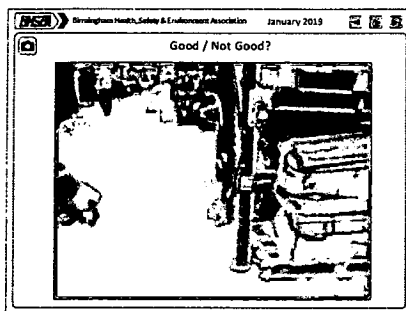


Steve Parton

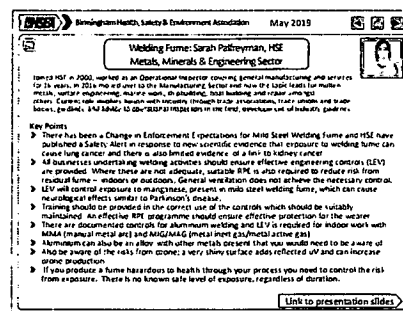
Presentations from Members needed on their issues and experience - HSE in practice!



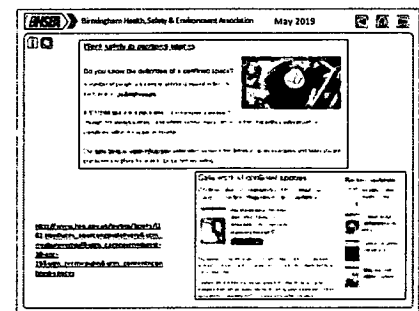
Examples of other content of Monthly Events and Newsletters



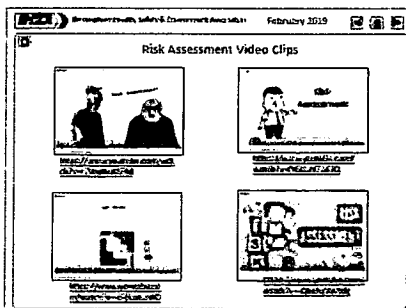
Hazard Spotting Photo



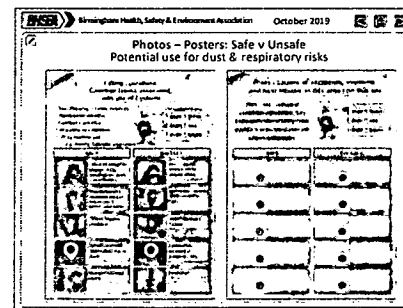
Presentation Notes



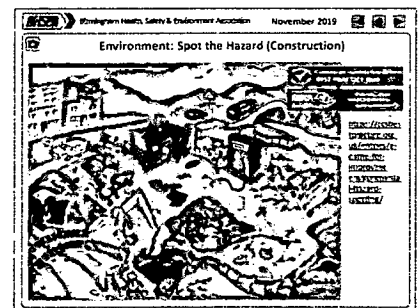
Information from the Health and Safety Executive



Video clips



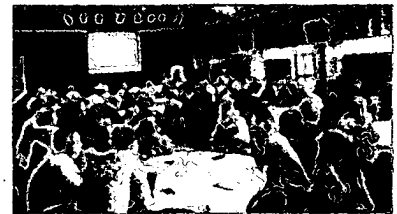
Tools and Techniques



Spot the Hazard Picture

Construction Events 2019 incl. Working Well Together (WWT) Events

Date	Topic / title	No.
Mar	Construction Matters – Occupational health; Drugs & Alcohol; Near Misses (WWT)	34
April	Asbestos: Still out there – still a killer (Annual Seminar)	75
July	Temporary Works in Construction	67
Oct	Construction Matters – Dust & Respiratory Update; Commonwealth Games 2022	59



Delegates at Asbestos Seminar



Presentation to Neil Boon, ex Construction Chair, in recognition and appreciation of an outstanding contribution

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

Membership Numbers

- at financial year end (30th September)

Membership type etc	2013	2014	2015	2016	2017	2018	2019
Total number of members	295	318	325	303	269	269	272
- Resigned / deleted members	na	37	40	44	60	29	30
- New members	na	60	47	22	26	29	33
General members	139	166	168	161	148	147	144
Construction members	123	120	120	106	87	84	85
Training/Consultant members	12	12	18	17	15	14	13
Associate members	11	11	9	10	10	10	10
Honorary members	10	9	10	9	9	9	9
Student members	-	-	-	-	-	5	11



Some of our members



More members



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



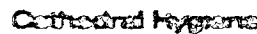
Construction 'Working Well Together' (WWT)*

Pinsent Masons



Arco

Cathedral Hygiene



Federation of Master Builders

British Safety Industry Federation



Income & Expenditure Summary 2018/19

Income and Expenditure	2014/15	2015/16	2016/17	2017/18	2018/19
Income from Investments:					
Bank interest	£ 880	£ 1,234	£ 529	£ 1,323	£ 1,829
Dividends received	£26,542	£38,821	£ 39,926	£42,758	£45,887
Income from Charitable activities:					
Subscriptions	£10,838	£ 9,094	£13,662	£ 8,153	£ 9,760
Donations	-	-	-	£ 200	-
Training and conferences	£11,559	£ 3,203	£ 3,370	£ 1,000	£ 2,142
Total income	£49,819	£52,352	£ 57,487	£53,434	£59,618
Expenditure - Management Fees:					
Portfolio management	£10,169	£ 4,163	£ 4,289	£ 4,867	£ 4,929
Expenditure - Charitable Activities:					
Secretary's fees	£12,689	£10,722	£14,769	£11,574	£13,489
Admin assistant fees	£11,078	£ 8,378	£ 5,395	£ 5,758	£ 5,166
Operating expenses	£17,614	£ 6,683	£10,545	£ 8,802	£15,969
Quinton	£ 3,749	£ 3,193	£ 3,640	-	-
Printing & stationery	£ 2,661	£ 851	£ 928	£ 445	£ 522
Other expenditure	£ 1,087	£ 1,393	£ 1,334	£ 1,123	£ 1,075
Expenditure - Governance:					
Accountancy	£ 970	£ 1,175	£ 1,100	£ 1,420	£ 1,247
Independent examination	£ 1,975	£ 2,050	£ 2,100	£ 2,150	£ 2,200
Total expenditure	£61,992	£38,608	£44,100	£36,139	£44,597
Surplus (Income - Expenditure)	£12,173	£13,744	£13,387	£17,295	£15,021

- › Steady income stream from investments well established.
- › Subscription income higher due to timing issues and receipt of outstanding payments.
- › Operating expenditure mainly associated with monthly meetings / events and annual seminar – a free event.
- › Expenditure on printing & stationary remains relatively low.
- › Surplus provides the opportunity for increasing the reach of the Association in promoting health, safety, welfare and wellbeing of working people.



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 networking events which routinely include charity good practice.
- › 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.
- › 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 £77k due to 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.



Birmingham Health, Safety & Environment Association



Governance and Management (2)



'Strategic Planning & Monitoring' tool
- updated September 2019 and used to review the activities, performance and effectiveness of the Association and identify improvement opportunities, aims, objectives & priorities

'Activity Calendar'

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



Guidance / Procedure
- example

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Sharing > Learning > Improving > Sharing > Learning > Improving >



Future Actions / Improvement Opportunities ➔

- Development of member services to include resources and training / e-Learning.
- New BHSEA website with improved features and functionality, due to go live in Q1 2020.
- Further development and use of social media to extend the reach of the Association.
- Increased practical content at events - exercises, scenarios, questionnaires etc.
- Continuing the sequence of annual seminars – 'Building / Facilities Safety' in 2020.
- Seeking further ways of promoting health and safety / BHSEA membership.
- Extending free first year membership offer for students and including small businesses.
- Increased contribution to 'resources' by BHSEA members.
- Succession planning and development for future honorary officers and secretary.




Trustees report approved

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

- › Vice-Chair of the Association - David Hughes (2/12/2019)
- › Chair of the Construction Section - Andy Rolinson (29/11/2019)
- › Vice-President of the Association - Dalvinder Masaun (10/12/2029)

and signed on behalf of the Board by:

- › Chair of the Association George Allcock

Sig: 

Date: 10/12/2019

**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 2019.

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').

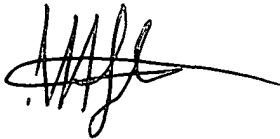
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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: 11/12/2019

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 30 September 2019

		2019 Unrestricted funds £	2018 Total funds £
	Notes		
INCOME AND ENDOWMENTS FROM			
Donations and legacies		-	200
Charitable activities			
Health and safety information and advice		11,902	9,153
Investment income	2	<u>47,716</u>	<u>44,081</u>
Total		59,618	53,434
 EXPENDITURE ON			
Raising funds	3	4,929	4,867
Charitable activities			
Health and safety information and advice		<u>39,668</u>	<u>31,272</u>
Total		44,597	36,139
Net gains/(losses) on investments		<u>4,818</u>	<u>39,706</u>
NET INCOME		19,839	57,001
 RECONCILIATION OF FUNDS			
Total funds brought forward		<u>1,312,948</u>	<u>1,255,947</u>
 TOTAL FUNDS CARRIED FORWARD		<u><u>1,332,787</u></u>	<u><u>1,312,948</u></u>

The notes form part of these financial statements

Birmingham Health, Safety and
Environment Association

Balance Sheet
At 30 September 2019

		2019 Unrestricted funds £	2018 Total funds £
	Notes		
FIXED ASSETS			
Tangible assets	7	1,070	1,070
Investments	8	<u>1,254,579</u>	<u>1,215,033</u>
		1,255,649	1,216,103
CURRENT ASSETS			
Debtors	9	88	539
Investments	10	17,774	9,668
Cash at bank and in hand		<u>63,735</u>	<u>90,336</u>
		81,597	100,543
CREDITORS			
Amounts falling due within one year	11	(4,459)	(3,698)
NET CURRENT ASSETS		<u>77,138</u>	<u>96,845</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,332,787</u>	<u>1,312,948</u>
NET ASSETS		<u>1,332,787</u>	<u>1,312,948</u>
FUNDS	12		
Unrestricted funds		<u>1,332,787</u>	<u>1,312,948</u>
TOTAL FUNDS		<u>1,332,787</u>	<u>1,312,948</u>

The notes form part of these financial statements

Birmingham Health, Safety and
Environment Association

Balance Sheet - continued
At 30 September 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2019.

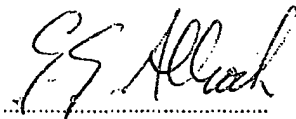
The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2019 in accordance with Section 476 of the Companies Act 2006.

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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 10/12/2019 and were signed on its behalf by:



G Allcock -Trustee

The notes form part of these financial statements

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

	2019	2018
	£	£
Bank interest	1,829	1,323
Dividends received	<u>45,887</u>	<u>42,758</u>
	<u>47,716</u>	<u>44,081</u>

Notes to the Financial Statements - continued
for the year ended 30 September 2019

3. RAISING FUNDS

Investment management costs

	2019	2018
	£	£
Portfolio management	<u>4,929</u>	<u>4,867</u>

4. NET INCOME/(EXPENDITURE)

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

	2019	2018
	£	£
Independent examination	2,200	2,150
Other accountancy fees	<u>1,247</u>	<u>1,420</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2019 nor for the year ended 30 September 2018.

Trustees' expenses

Trustees' expenses of £870 (2018: £1,418) were paid for the year ended 30 September 2019.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	200
Charitable activities	
Health and safety information and advice	9,153
Investment income	<u>44,081</u>
Total	53,434
EXPENDITURE ON	
Raising funds	4,867
Charitable activities	
Health and safety information and advice	<u>31,272</u>
Total	36,139
Net gains/(losses) on investments	<u>39,706</u>
NET INCOME	57,001
RECONCILIATION OF FUNDS	
Total funds brought forward	<u>1,255,947</u>
TOTAL FUNDS CARRIED FORWARD	<u>1,312,948</u>

Notes to the Financial Statements - continued
for the year ended 30 September 2019

7. TANGIBLE FIXED ASSETS

	Regalia £
COST	
At 1 October 2018 and 30 September 2019	<u>1,070</u>
NET BOOK VALUE	
At 30 September 2019	<u>1,070</u>
At 30 September 2018	<u>1,070</u>

8. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 October 2018	1,215,033
Additions	119,800
Disposals	(91,942)
Valuation increase	<u>11,688</u>
At 30 September 2019	<u>1,254,579</u>
NET BOOK VALUE	
At 30 September 2019	<u>1,254,579</u>
At 30 September 2018	<u>1,215,033</u>

There were no investment assets outside the UK.

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Other debtors	<u>88</u>	<u>539</u>

10. CURRENT ASSET INVESTMENTS

	2019	2018
	£	£
Investment deposits	<u>17,774</u>	<u>9,668</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Social security and other taxes	-	-
Accrued expenses	<u>4,459</u>	<u>3,698</u>
	<u>4,459</u>	<u>3,698</u>

Notes to the Financial Statements - continued
for the year ended 30 September 2019

12. MOVEMENT IN FUNDS

	At 1.10.18 £	Net movement in funds £	At 30.9.19 £
Unrestricted funds			
General fund	1,307,446	20,007	1,327,453
WWT	<u>5,502</u>	<u>(168)</u>	<u>5,334</u>
	1,312,948	19,839	1,332,787
TOTAL FUNDS	<u>1,312,948</u>	<u>19,839</u>	<u>1,332,787</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	57,476	(42,287)	4,818	20,007
WWT	<u>2,142</u>	<u>(2,310)</u>	<u>-</u>	<u>(168)</u>
	59,618	(44,597)	4,818	19,839
TOTAL FUNDS	<u>59,618</u>	<u>(44,597)</u>	<u>4,818</u>	<u>19,839</u>

Comparatives for 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>
	1,255,947	57,001	1,312,948
TOTAL FUNDS	<u>1,255,947</u>	<u>57,001</u>	<u>1,312,948</u>

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	52,434	(32,677)	39,706	59,463
WWT	<u>1,000</u>	<u>(3,462)</u>	<u>-</u>	<u>(2,462)</u>
	53,434	(36,139)	39,706	57,001
TOTAL FUNDS	<u>53,434</u>	<u>(36,139)</u>	<u>39,706</u>	<u>57,001</u>

13. RELATED PARTY DISCLOSURES



There were no related party transactions for the year ended 30 September 2019.



Birmingham Health, Safety & Environment Association



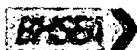
Appendices

- » Investment Policy including Reserves Policy 
- » Association Milestones 

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Investment Policy including Reserves Policy (1)



Investment Policy

Issue 5	page 1 of 5
Orig. SSA	16.08.2017
Agreed by BIC	

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. £65k p.a.; subscriptions approx. £10k p.a.; total minimum income required from all investments therefore approx. £55k 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

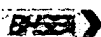
- 3.1 In order to meet the income requirement / target it is accepted that a medium risk strategy may be required.
- 3.2 Volatility, inflation and failure risk to be mitigated through a diversified mix of investments asset classes and at least two investment bodies. (As of September 2017 - four bodies).
- 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 ~~equities~~ 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 £55k per institution.



Birmingham Health, Safety & Environment Association



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 Maszun)
/ Management Committee:

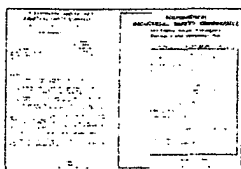
Signature:

Date: 22nd September 2017

Sharing > Learning > Improving > Sharing > Learning > Improving >



Association Milestones 1930 – 1990s



Birmingham Industrial
Safety Conference 1943



Industrial Safety Exhibition
Bingley Hall, Birmingham
1953



Monthly Meeting 1983

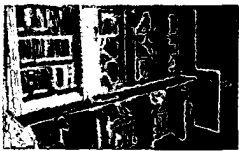
- 1900 No 'Safety' beyond the Factory Inspectorate.
- 1930 Factory Inspectorate (Midlands) and local industry meet to discuss engineering accidents.
Birmingham & District Industrial Safety Group is thus formed.
- 1943 Sub-committee make recommendations leading to the present IOSH.
- 1948 Junior Section established for apprentices and young persons.
- 1951 First safety training course for power press operators.
- 1956 Acocks Green premises purchased by the Group.
Extensive programme of safety courses run by Group members & Factory Inspectors.
- 1960 Full-time training director appointed.
- 1966 Training / Acocks Green taken over by RoSPA.
- 1967 Part-time secretary appointed – safety talks and events organised.
Chair of Safety & Hygiene established at Aston with input from the Group.
- 1968 The Group became a limited company, whilst still a charity.
- 1982 Group talks included 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.

Continued

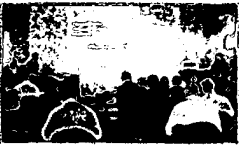
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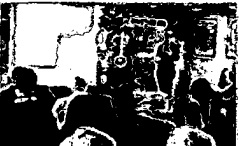
Association Milestones 2001 –



Information / Advisory
Centre



Monthly Meeting 2006



Monthly Event 2019

- | | |
|------|---|
| 2001 | Quinton premises purchased and Information/Advisory Centre opened. |
| 2005 | The Association celebrates 75 years of existence. |
| 2012 | Andy Chappell retires after 16 years as Secretary; Liz Prophet appointed. |
| 2013 | Acocks Green premises vacated by tenant; premises sold and proceeds invested. |
| 2015 | Construction Section 60 Years Anniversary Event at Barclaycard Arena.
Revised Articles of Association; improvements to Association systems and services. |
| 2016 | Overall Gold Award winner of Safety Groups UK Alan Butler Award. |
| 2017 | Quinton premises sold and proceeds invested. |
| 2018 | Membership number stable at around 270; attendance at events increasing. |
| 2019 | Continuing development of Association systems and services. |