

# **West Wales Action for Mental Health Gweithredu Gorllewin Cymru Dros Iechyd Meddwl**



## **Annual Report 2011/2012**

Working together with service users, carers, voluntary organisations, statutory providers and commissioners to improve the standards of mental health throughout West Wales

**Registered Charity No: 1045123  
Company Limited by Guarantee No: 3030938**

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## **MISSION STATEMENT**

***“To Promote the preservation of mental health and assist in relieving and rehabilitating persons suffering from mental illness or conditions of emotional or mental distress requiring advice or treatment in Carmarthenshire, Ceredigion and Pembrokeshire”.***

### **AIMS**

WWAMH is a voluntary organisation, a charity, and a company limited by guarantee which supports voluntary organisations with an interest in mental health. We aim to support these organisations and members to:

- Express their needs and aspirations
- Participate as equal partners in the planning of services.
- Improve the services and opportunities available to people with mental health problems, their families and carers.

We aim to promote equal opportunities and challenge the stigma of mental illness by:

- Providing practical help and information, training and advice, working with people to develop new and existing projects and promoting good practice.

### **Public Benefit Statement**

We review our aims, objectives and activities each year. This review ensures our work delivers our aims. The review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help.

The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

### **How our activities deliver public benefit**

Our main activities and who we try to help are described below. All our charitable activities focus on the preservation of mental health and are undertaken to further our charitable purposes for the public benefit.

## **Chair's Report 2011/2012**

Undertaking this report is both satisfying and rewarding in that it provides the opportunity to review the very considerable achievements of WWAMH during 2011/2012.

Two significant themes contribute substantially to these achievements these being the efforts of director and staff and the ongoing refinements of policy and strategy defining the focus of the organisation.

Management of change is a defining measure of the competence of an organisation and 2011/2012 has provided many opportunities for this competence to be tested.

### **Staff**

Many changes have taken place notably in the area of development workers and support from management has been necessary where illness has caused temporary gaps. Thanks especially to Angie and also the development workers who have extended their hours to assist.

We have an excellent team on board who are furthering WWAMH's interests. In addition the very useful feedback direct to the Board of the ongoing programmes of the development workers gives real dimensions to those programmes and we look forward to this continuing.

### **Funding and Service Development**

The adoption of new Accountants and the clearer layout of the Accounts plus Andrea's regular reports to board meetings are beneficial in keeping trustees and management informed and current on the financial health of the organisation.

Current financial status is in keeping with targets and is at an acceptable level.

This is especially important in view of the difficulties of Hywel Dda giving long term commitments although this is gradually evolving with the Welsh Assembly Government review of Mental Health Services.

The 10 year Strategy for Wales Mental Health and the role of the voluntary sector demonstrate that WWAMH strategy is in line with Government and Health Board objectives.

### **Projects**

The working document reviewing current projects plus the recently commenced development worker feedback to the Board now give the team a much clearer and inclusive 'feel' for the projects being undertaken.

Details of current Projects are reviewed in the individual Development Worker Reports as part of the Annual Report.

It is also worth noting that the Strategic Review day held in January 2012 produced some useful and helpful guidelines and was generally felt to be a valuable 'working together' day.

Internet Banking is now up and running.

We now have 2 Volunteers in place.

### **Trustees**

Lynette has joined the Trustees earlier in the year and is very welcome with her wide experience of WWAMH in all aspects of the Organisation.

Once again the Trustees have joined in furthering WWAMH's professionalism notably in the areas of; PQASSO, IT, Finance, Policy and Strategy Reviews, Recruitment all in addition to supporting meetings and I express my personal thanks for their excellent support.

Bert Moore  
Chair

November 2012





## **Co-Directors Report**

Welcome to the WWAMH AGM and the Annual Report.

It has been an exciting period of change for WWAMH during the last 12 months. We have seen a number of staff changes and a range of new and vibrant projects undertaken.

Lynette Morgan retired as one of the Co- Directors of WWAMH in March 2011, and Jill Jones retired as Co-Director in January 2012. Angie Darlington became Director in January 2012. WWAMH would like to thank Lynette and Jill for the fantastic work they did for WWAMH over the years, and for leaving a legacy of strong and dynamic mental health voluntary sector services across West Wales.

The work we undertake continues across our core key functions and we have made good progress in all of the following areas:

- 1/ Development and Consultancy**
- 2/ Facilitating partnership working**
- 3/ Information and Training Services**
- 4/ Health Promotion**
- 5/ Service User and Carer Involvement.**

The Substance Misuse Service User Involvement pilot project to covering West Wales also came to an end in March 2012. The outcomes and learning from this interesting project were collated into an evaluation report which was presented to the Substance Misuse Planning Forums.

Jonathan Willey was appointed to the WWAMH Carmarthenshire post and started in December 2011. WWAMH were successful in applying for funding from Lloyds TSB for a 16 hour Development post in Pembrokeshire and Anneline Rogers started in January 2012.

Our website has been updated and we will continue to develop based on the feedback that we receive.

We have reviewed and updated the WWAMH Strategic plan for 2012-2015. We have also reviewed our work in relation to PQASSO in light of the recent organisational changes. We have set up PQASSO working group with staff and Trustees involved, and intend to reach Level 1 in all 12 Standards by summer 2012.

Equal access to our services is an important issue for us. We believe equal access to our services is vital to our success and that positive outcomes must be shared by all Communities that use our services. We will be working closely with AWETU this coming year to ensure developments are made in relation to access to mental health services for Black and Ethnic Minority individuals. A successful workshop was held on this issue in February 2012 in Carmarthen in partnership with AWETU, with individuals speaking

powerfully about their experiences of living in West Wales and the gaps in provision they find.

We are working in a changing environment with important acknowledgements made locally, regionally and nationally about the key position the voluntary sector is in to deliver improvements and developments in mental health. A new Mental Health Strategy for Wales will be developed in 2012 to replace the National Service Framework for Mental Health.

We have started some innovative new projects in relation ex service personnel support, Ocean Therapy including surfing and spirituality and mental health.

We have finally seen the last old wards close on the St David's hospital site in Carmarthen, and the site renamed as Parc Dewi Sant. The legacy of the days of a 1000 patients living in the wards in the grounds of St David's are very much still with us in West Wales, and we all working hard, WWAMH, voluntary and statutory organisations, carers and individuals to ensure we create a new vision for mental health support. Huge steps have been taken on the road to recovery and we have fantastic new developments to look forward to. Later this year we will see the doors open on the new HUT's building, showcasing the modern, bright and welcoming services on offer across West Wales to support individuals with their recovery.

I feel very proud to be the WWAMH Director and be part of such a powerful agent for change in mental health. The vast majority of work we do in WWAMH is quietly behind the scenes, helping to write funding applications, mediating to resolve problems, holding the handkerchiefs and listening as people feel they hit a brick wall and then helping people to find a way through. We provide a range of signposting, frequently being the number people grab in desperation from the internet or the phone book and offer a lifeline of contacts that people are often so grateful for. The information we provide reaches far and wide, and the training we deliver is changing mindsets and views on mental health, quietly, persistently and positively.

When we look back and see how far we have come in West Wales in terms of both services and the community understanding of mental health it is truly incredible. The future looks bright in relation to what can be achieved, and WWAMH is crucial to this change.

I would like to thank all the WWAMH staff, and Trustees for all their support, hard work and commitment. I would also like to thank all the individuals and organisations we have worked with over the last year, these partnerships are crucial to the work we do and fundamental to the purpose of WWAMH. Thank you to all those individuals we work with who tell their story so others can understand, you continue to inspire and amaze!

Angie Darlington

Director

March 2012



## WWAMH Organisational Development Work

- Revised and produced internal policies and procedures to reflect new legislation.
- Developed a **new Employee Handbook** and signed up to Peninsula HR services for employment support and advice.
- New WWAMH **Volunteer Policy** produced.

## Carmarthenshire Report

It has been a busy year with lots of new developments and opportunities supported by the Carmarthenshire Development Workers during the year, Angie Darlington and Jonathan Willey.

Some new partnerships have developed. There has been a lot of work also maintaining projects which were new initiatives last year.

- Some **projects** are in development such development of voluntary sector **Crisis Support and Services**. This is in Partnership with other voluntary sector organisations including Gofal, service users, carers, the Local Authority and the Hywel Dda Local Health Board. This includes developing crisis befriending support and a Crisis/Recovery House.
- Other new projects in early stages of development include **Community transport**. This project is working to develop a Community Transport Project for Carmarthenshire. A Big Lottery bid will be submitted in early June to cover the cost of two minibuses and three years management/maintenance costs. We are working with **Dolen Teifi** and CAVO to develop this.
- **Also we are supporting a new project with Artscore/Oriel Myrddin Gallery/Engage Cymru (National Assoc. For Gallery Education)**  
This is joint project being developed to engage people with mental health issues in a gallery based arts project. The purpose is to break down barriers to access of gallery facilities, develop peoples' artistic skills and encourage future use of local art facilities.

A successful celebration was organised for **World Mental Health day pm the 10<sup>th</sup> October 2011** in Llangadog with over 130 people attending. A local Towy Valley celebrity supported the day which was aimed at helping break-down the stigma surrounding mental health problems on World Mental Health Day.

Rhian Morgan will be opened the community event. The Llandeilo actress plays Mrs Gwen Lloyd – a geography teacher living with depression – in the hit programme Gwaith Cartref on S4C.

She said: "I came to Llangadog Community Health Team as part of the research into my character - a 'virtual' patient if you like - and it helped me to get a clearer idea about clinical depression, from how it affects patients and those around them, to medication and support services.

"I feel privileged to be involved in promoting World Mental Health Day in the 'real' community as events such as this are crucial in raising awareness about the support available, not just within the NHS but through the various voluntary services."

The event was organised in partnership with Hywel Dda Health Board's Llangadog Community Mental Health Team, the Carmarthenshire Mental Health Forum, Arts Care

Gofal, Celf, individuals and carers and the local community. Work has begun on a new development of a mental health related service to be delivered by **DrMz** youth project. The pilot will assess the efficacy of arts/crafts sessions that incorporates elements of social inclusion and therapy (e.g. mindfulness and distress tolerance) in dealing with mental health issues amongst young people (age range 14-25).

Support has also been given to **Rhwydwaith** to develop Open meetings called Choices, which have well attended by service users with very positive comments and outcomes from the events. These events aim is to ensure that the voices of service users are heard in the planning, developing and commissioning of services.

Help and support has also been provided throughout the year to **Awaydays, Artscare Gofal Celf, Hearing Voices Group, Links, Hafal, HUTS workshop, Mind Befriending scheme Sir Gar, Carmarthenshire Manic Depression/ Bi Polar Fellowship group and Eiriol.**

A range of groups, organisations and members of the public have been provided with telephone support and information regarding specific queries.

A regular programme of mental health training has been delivered throughout the year with many people trained in **Mental Health First Aid** to date. Feedback from this training has been consistently high and positive. Many people attending the trainings report an improved understanding of mental health and an increased awareness.

The WWAMH Development worker continued to support the work of the **Carers Alliance**, to help increase awareness of the needs of mental health carers. The WWAMH Development worker also helped with the Carers Project Officer (CAVS), Carers Development Officer and members of the Alliance, to plan Carers and organise the Carers week events.

**Multi agency working** and partnerships have been a key part of the work this year. The WWAMH worker has continued to support the work of the **Carmarthenshire Mental Health Forum**, and helped the forum to develop and grow.

WWAMH has continued to provide a well respected, robust and strong mental health development service across Carmarthenshire. We have continued to provide support to the voluntary sector, promoting the wide and varied work the sector does and helping to meet service gaps by developing new services.

It is excellent to see so many new developments starting this year, and many of the previous developments growing stronger and more sustainable.

It has been great this year to see an increase in the number of mainstream community organisations developing mental health projects, and seeing attitudes change and understanding grow in relation to mental health.

## Ceredigion Report

This was the first year for Shon Devey the new development Worker following the retirement of Lynette Morgan who had created and developed the post over a 20 year period – a seriously hard act to follow!

The worker was new to the area and to the mental health sector so there was a great deal of learning involved. The focus for the 12 months has been on building relationships, developing networks, understanding mental health services and developing new ideas. During the first 6 months the worker spent a day as a volunteer at each of the Third Sector mental health projects in the county. This gave significant insight into the nature and needs of the projects.

Early on the worker recognised the need to improve service user involvement in the Mental Health Forum and embarked on a process of persuading the forum to alter their monthly meetings between Organisations and Service Users. This was achieved by the end of the year in question.

Considerable support was provided for the **HUTS** project getting them through a period of growth and transition. Much work was done with individuals and groups of service users as well as staff and trustees in steering the development of the new building and establishing a new staff group.

Support was also provided for **Eich Dewis Chi**, during a difficult time for advocacy services, in helping to develop a new direction for the project. This work will continue for the next 12 months.

The worker has supported a number of new developments during this period. A new project entitled “**Steps to mental health**” was established in Cardigan providing structured weekly mutual support groups in the area. There have been requests from other parts of the county to expand this service. The worker’s previous experience of work with armed forces veterans and veterans’ agencies helped to begin to develop new services in relation to this much neglected area of need.

A strong interest in the field of Ecotherapy and the potential of the natural environment in supporting mental health helped drive the early development of a pilot Surf Therapy programme. Funding for 2 years was sought and obtained from Ceredigion Council, the Countryside Council for Wales and the Environment Agency. During March a group made up of volunteers and surf teachers made a familiarisation visit to a surf therapy project in Newquay, Cornwall as a prelude to establishing a local programme during the summer of 2012.

The worker has also been involved at a strategic level attending a range of meetings relating to County, Welsh Government and Hywel Dda Health Board plans including a number of consultations and planning sessions on the Mental Health Measure, the Carers Measure and the Clinical Services Review.

It has been a busy and exciting year which has laid foundations for a vibrant, creative and growing mental health third sector programme in Ceredigion.

## **Pembrokeshire Report**

This was the first year for Anneline Rogers who started in January as the new additional development Worker for Pembrokeshire alongside Tim Teeling.

The focus for the 12 months for Anneline has been on building relationships, developing networks, understanding mental health services and developing new ideas.

Partnership work has seen us help to plan and facilitate a Hywel Dda Health Board Clinical Services Strategy update day, which was well attended and received.

WWAMH have continued to work with the **Tenby MDF Group** and discussed ways in which they could raise their profile and increase their membership. A link has been facilitated between the Carmarthenshire and Pembrokeshire Bi Polar UK groups. Three members of the Tenby group were supported to attend meetings of the Carmarthen group, in order to enable them to network with each other and create links.

We are working with **Pembrokeshire Mind** in relation to further developing Befriending services and access to Welfare Rights advice.

We have supported **Terry Davies** to develop and deliver a self management course (including self confidence, self esteem and personal development) in Pembrokeshire. Future courses to be planned for other localities in the county based upon feedback from current courses and demand.

We have actively promoted the Mental Health First Aid training and courses delivered across Pembrokeshire, and helped to create awareness of courses available

We have continued to actively support and publicise the self-management training initiatives put on by MDF the Bipolar Organisation and the Mental Health Foundation and taken every opportunity when engaging with service users in Pembrokeshire, the relevance of self-management training in terms of enabling them to manage more effectively

We have set up a new Network for discussion around the vital topic of **Spirituality and Mental Health**. This was set up in response to requests from service users to increase the understanding in relation to the importance of Spirituality and Mental Health for many to their Recovery. It has already in the early stages of development identified a number of fundamental areas for improvement and delivered some profound messages about this crucial issue.

Training was held held for individuals on confidence building, and communication skills and enjoyed by all. Further training planned in relation to these topics including motivational training for service users.

Training was delivered for Anti Social Behaviour Co-Ordinators, police, youth workers and housing officers for Pembs on basic mental health awareness.

Multi Agency Planning group meetings for Pembrokeshire and other relevant meetings have been attended, and we have continued to act as a point of contact for groups for help and support. Service User representation from the Patient Council facilitated for the planning group.

We continue to chair the Three Counties Advocacy Strategy Group and helped to facilitate focus groups and a questionnaire on Advocacy.

We regularly participate in Health, Social Care and Well-Being Network events, and the many partnership meetings that take place.

We provide on-going support for the Patients Council, Carers Support Group, Manic Depressive Fellowship and occasional support for Mind, Hafal, Frame, and MAP. We have produced leaflets for a range of organisations and projects. .

Meetings held with various organisations to look at joint areas of work, and development.

The WWAMH Pembs Mental Health Directory is currently being updated

We are currently researching options in relation to developing Facebook and Twitter sites to help with information circulation and reaching a diverse range of people.

Service Users from the Three Counties including Pembs were supported to be involved in developing the Service Specifications for the expanded IMHA service.

Service Users from Pembs are involved in new Ex Service Personnel Voluntary Sector Network which is facilitated by WWAMH. We are working with Combat Stress to develop a new group for Pembrokeshire.

We have attended a number of outreach meetings with mental health service users and organisations.

We have a number of development areas identified for Pembs which include:

- Further development of Befriending Service with Pembs Mind
- Ocean Therapy Projects
- New Service User Network for Pembrokeshire
- New Third Sector Network for Pembrokeshire
- Ex Service Personnel support
- Support to Combat Stress in relation to developing new group in Pembs
- Friends and Family Support and information being developed

We are looking forward to a full and varied year ahead, and to working hard to make the suggested areas for developments in sustainable and effective projects.



## **Mind Your Heart Performance Evaluation Report** **April 2011 – March 2012**

### **Programme Description**

Jan Batty is the Development Worker for the Mind Your Heart project, this provides healthier lifestyles training and materials specifically tailored to people with mental health problems. It trains and supports staff, volunteers and organisations who work with people with enduring mental health problems in Ceredigion to improve the advice and support they are able to give their clients. Mind Your Heart employs one part-time (0.6FTE) Development Worker and has a budget of £36,700 per annum.

### **Purpose of the Programme**

- Increase access to, and engagement in, activities that reduce the risk of cancer and CHD
- Improve skills and knowledge of health-promoting behaviour of mental health workers and their clients
- Raise awareness in health professionals of poor physical health and needs of people with mental health problems

*(to contribute to the population outcome of improving the health and wellbeing of people with enduring mental health problems)*

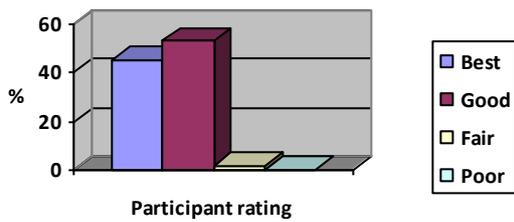
### **Headline Performance Measures**

- Evaluation of training by participants
- Percentage of organisations offering opportunities for healthy eating and physical activity
- Evaluation of publications by readers and staff

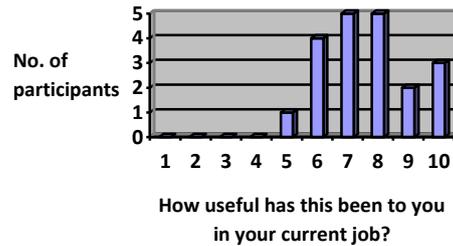
### **How are doing/ Did we make a difference?**

- Evaluation of training by participants
- Percentage of organisations offering opportunities for healthy eating and physical activity
- Evaluation of publications by readers and staff

Evaluation of MYH Event - May 2011



Learning from training



Evaluation of publications by readers and staff

Data Development Agenda

DD1 Information on the skills, knowledge, attitude and behaviour of staff before and after training

DD2 Data on quit attempts in service users, staff and volunteers in mental health services

DD3 Follow up evaluation of training after 3-6 months

**Story behind last years performance**

The event in May aimed to encourage people to share their experiences of being involved with Mind Your Heart and to get new ideas, and to involve people in planning our future work. With 40 people attending, many of them service users, this worked well and the feedback was very good.

The work with Ceredigion County Council on the Carers booklet, 'Say 'I'm Fine' and Mean it!', begun the previous year, came to fruition with its publication and launch during Carers' Week. We are currently in the process of evaluating how it has been received by carers.

In the Autumn, with our contract with Hywel Dda Health Board up for renewal at the end of the financial year, we developed a business plan to extend the programme across the three counties.

This year we have re-offered training to mental health organisations in the voluntary and statutory sector. The outcome has been training and support for Camfan and Kinora around healthy eating and catering. This work is ongoing. It has been instructive to note that organisations seem to need recurrent input to keep health in mind. Organisations change, staff are replaced and the culture is temporarily 'lost'. This has underlined the importance of a continuing support programme. We continued our training programme with GP receptionists and this has been offered to other practice staff.

Further research to hone our evaluation of training lead to a redesign of our feedback form which was adopted half way through the year.

We have researched community health champions and accredited training with no definite decision yet about how to proceed.

We weren't able to pursue brief intervention for smoking training and the associated data development agenda.

## **Added value**

- We were awarded the Public Health Wales 'Good Practice' award in October 2011
- We worked in partnership with WWAMH and Hywel Dda Public Health Team to produce and distribute a pack on mental health promotion for World Mental Health Day
- 'In kind' costs for this year from the Public Health Team, training and event participants, and others amounts to approximately £3805.

## **What we propose to do to improve our performance?**

Low cost/no cost ideas:

- Hold review meetings with voluntary sector organisations
- Perform an audit of CMHTs' practice in health promotion and signposting knowledge
- Review outcomes for Receptionists MH awareness training and provide to other practice staff
- Update and reprint Ceredigion Recovery Book
- Review MYH Toolkit with a view to republishing
- Review needs and provide training for Primary Care Mental Health Team
- Explore possibilities with Public Health Team and Health Intelligence for capturing the data on the headline indicators
- Work with PHW to identify accredited training for health improvement
- Pursue business plan for expansion to three counties.

## **Partners who can help us do it better?**

- Hywel Dda Health Board
- MH Voluntary Sector
- WWAMH
- Hywel Dda Public Health Team
- County Council Social Services and HSCWB partnership
- Leisure Services
- Primary Care
- Carers of people with enduring mental health problems

## **ORGANISATIONAL BACKGROUND**

West Wales Action for Mental Health is a mental health development organisation, providing a range of services to voluntary groups, carers and individuals who have used or are using mental health services and living in Carmarthenshire, Ceredigion and Pembrokeshire. We are currently involved with over 100 local groups advising on such matters as fundraising, training, local forums, planning and information technology.

The organisation was founded in April 1991, initially as a project under the 'umbrella' of the local council for voluntary services, and since 1995 as a stand alone charity and company limited by guarantee. WWAMH was initially funded through the Welsh Office, with a core funding contribution from what was then Dyfed County Council. In 2001 we were awarded the Legal Services Commission Quality Mark and are currently working towards achieving 'PQASSO' Quality Assurance recognition.

WWAMH is involved in a broad range of activities to promote mental health and help ensure that everyone has access to independent and impartial information. We offer:

- Information on where to get help with mental health problems
- Local Directories of Mental Health Services
- Distribution of information
- Facilitation of workshops with community groups
- A library of leaflets, books and videos
- Access to information, help and advice services throughout Wales and England.
- Organisation of conference and training events
- Consortium of mental health service users, who are available as 'trainers' in community and statutory sectors

We offer practical advice and support for Mental Health organisations to develop new ideas and improve your services. We can help in a number of ways:

### **Networking:**

Putting groups in touch with other people or groups sharing a common interest and helping them work together.

### **Publicity:**

Helping to promote organisations with advice on leaflets, posters, press releases and media placement.

### **Funding:**

Advising on funding applications to statutory and private organisations; local fund raising; where to find seed money; bidding for service contracts and helping to put a business plan together.

### **Starting a Charity:**

Giving advice and support with applications for charitable status and helping to plan the best legal structure for groups.

### **Training:**

Circulate information regarding local and national training events and helping to organise appropriate training to meet organisational needs.

### **Employment:**

Advice on recruiting, training, managing and supporting staff.

## The Role of a WWAMH Trustee

### **The statutory duties of a WWAMH trustee are:**

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the organisational Chief Executive / Director and monitor his/her performance

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

### **Trustee person specification**

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **Structure, governance and management**

### **Governing Document**

The organisation is a charitable company limited by guarantee, and registered as a charity. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### **Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association at every annual general meeting one-third of the trustees who are subject to retirement by rotation, or if their number is not three or a multiple of three, the number nearest to one third shall retire from office but if there is only one trustee who is subject to retirement by rotation, he or she shall retire.

Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last reappointed trustees on the same day those to retire shall (unless they agree otherwise amongst themselves) be determined by lot.

If the Charity at the meeting at which a trustee retires by rotation does not fill the vacancy the retiring trustee shall, if willing to act be deemed to be reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the trustee is put to the meeting and lost.

All member of the Management Committee give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in the accounts.

The Management Committee seeks to ensure the diversity of the trustee body.

In an effort to maintain this broad skill mix, members of the Management Committee are requested to provide a list of their skills (and update it each year) and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Management Committee.

### **Trustee Induction and Training**

Trustees are encouraged to attend external short training sessions covering key aspects of being a Charity Trustee and the organisations work.

These trainings will cover:

- The obligations of Management Committee members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.

An annual review day is held for all staff and Trustee and the following is discussed and agreed:

- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

A Trustee Induction pack has also been prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow up to these sessions. This is distributed to all new trustees along with the Memorandum and Articles and the latest financial statements. Feedback from new trustees about their induction has been very positive.

### **Members of the Management Committee**

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on below.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

### ***List of WWAMH Trustees 2010-2011***

Bert Moore

Mike Harvey

Alasdair Kenwright

Mike Daymond

Susan Hamill

Lynette Morgan

**During 2011-2012 WWAMH have the following staff roles:**

**Director:** Angie Darlington

**Finance and Administration Worker:** Andrea Edwards

**Carmarthenshire Mental Health Development Worker:** Jonathan Willey  
( till June 2012,  
Marie Wright started August 2012).

**Ceredigion Mental Health Development Worker:** Shon Devey

**Pembrokeshire Mental Health Development Worker:** Tim Teeling and  
Anneline Rogers

**Substance Misuse Service User Involvement Worker:** Justin Morris  
(project finished)

**Mind Your Heart Development Worker:** Jan Batty

The main duties of the WWAMH Development Worker role are:

- To ensure the effective provision of a development service for the mental health voluntary sector, users and carers, in line with West Wales Action for Mental Health Strategy, Business Plan, Policy and Procedures.
- In consultation with users, carers, voluntary and statutory organisations, identify development needs across West Wales, prioritise work and develop new and existing projects for the benefit of people with mental health problems and their carers.
- To develop, maintain and update an information resource covering all aspects of mental health for people with mental health problems, their carers, voluntary and statutory organisations.
- To provide a development service to local mental health voluntary groups based on their needs.

## Contact Us

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