

# NATIONAL HIV NURSES ASSOCIATION

England & Wales · Charity number 1099074

## Details

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**Other names** NHIVNA

**Status** Registered

**Legal form** Other

**Registered** 2003-08-20

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Medivents Ltd  
Spirella Building  
Bridge Road  
Letchworth Garden City  
SG6 4ET

**Phone** 01462530069

**Email** [nhivna@nhivna.org](mailto:nhivna@nhivna.org)

**Website** [www.nhivna.org](http://www.nhivna.org)

## Activities

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**Objects:** TO ADVANCE EDUCATION AMONGST MEMBERS OF THE NURSING PROFESSION ABOUT GOOD NURSING PRACTICES AND TO PROMOTE IMPROVED STANDARDS OF NURSING CARE OF PATIENTS WITH HIV.TO PROMOTE RESEARCH INTO THE PROMOTION OF HIV NURSING SKILLS AND TO PUBLISH THE RESULTS OF SUCH RESEARCH FOR THE BENEFIT OF THE PUBLIC.

**Activities:** The objectives of the association are as follows : 1.To advance education amongst members of the nursing profession about good nursing practices and to promote improved standards of nursing care of patients with HIV.2.To promote research into the promotion of HIV nursing skills.The objectives are achieved through Annual Conference,Study days,Website,Standards,Audits and Competencies.

## Classification

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- **How:** Makes Grants To Individuals, Other Charitable Activities
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Other Charitable Purposes
- **Who:** Other Defined Groups, The General Public/mankind

## Geography

- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£148,008	£148,576	-	-
2023-12-31	£145,084	£149,318	-	-
2022-12-31	£135,189	£158,801	-	-
2021-12-31	£86,366	£82,385	-	-
2020-12-31	£38,544	£83,000	-	-

## Trustees

Name	Role	Appointed
<b>LINDA PANTON</b>	Chair	2013-07-24
Alexandra Thomas-Leech		2025-06-30
Christopher Hodgson		2024-09-24
Daini Flower		2019-06-28
Helen Elizabeth Reynolds		2022-06-17
Jennifer Kendrick		2021-06-17
Jessica Colaco Osorio		2022-06-16
Laura Hilton		2024-06-12
Mandla Moses Shongwe		2023-06-15
Mx Jonathan Jay Stephen Martin-Lamb		2025-06-13
Sian Jeffery		2023-06-15
Suzan Potts		2025-10-13

**NATIONAL HIV NURSES ASSOCIATION**

England & Wales - Charity number 1099074

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# Accounts

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Charity registration number 1099074 (England and Wales)

**NATIONAL HIV NURSES ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**



# NATIONAL HIV NURSES ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

L Panton, Chair  
A Marshall  
D Flower  
J Kendrick, Honorary Treasurer  
J Osorio  
H Reynolds  
M Shongwe  
S Jeffrey  
L Hilton (Appointed 12 June 2024)  
C Hodgson (Appointed 24 April 2024)  
M Nangwale (Appointed 13 June 2025)  
J Martin-Lamb (Appointed 13 June 2025)  
A Thomas-Leech (Appointed 30 June 2025)

### Charity number

1099074

### Principal address

Medivents Ltd  
Spirella Building  
Bridge Road  
Letchworth Garden City  
Herts  
SG6 4ET

### Independent examiner

TC Group  
Suite 501  
The Nexus Building  
Broadway  
Letchworth Garden City  
Herts  
SG6 3TA

### Bankers

National Westminster Bank plc  
190 Muswell Hill Broadway  
London  
N10 3SD

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# NATIONAL HIV NURSES ASSOCIATION

## CONTENTS

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	<b>Page</b>
Independent examiner's report	1
Statement of financial activities	2
Balance sheet	3
Notes to the financial statements	4 - 12
Trustees' report	13 - 32

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# NATIONAL HIV NURSES ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF NATIONAL HIV NURSES ASSOCIATION

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I report to the trustees on my examination of the financial statements of National HIV Nurses Association (the Charity) for the year ended 31 December 2024.

#### **Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

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 that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination.

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 financial statements to be reached.

Alison Price FCA

#### **TC Group**

Suite 501  
The Nexus Building  
Broadway  
Letchworth Garden City  
Herts  
SG6 3TA

Dated: .....

# NATIONAL HIV NURSES ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 DECEMBER 2024**

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>Income from:</b>							
Donations and legacies	3	-	3,609	3,609	9,290	10,178	19,468
Charitable activities	4	93,734	-	93,734	74,853	-	74,853
Other trading activities	5	50,000	-	50,000	50,000	-	50,000
Investments	6	665	-	665	763	-	763
<b>Total income</b>		<u>144,399</u>	<u>3,609</u>	<u>148,008</u>	<u>134,906</u>	<u>10,178</u>	<u>145,084</u>
<b>Expenditure on:</b>							
Charitable activities	7	144,967	3,609	148,576	131,625	17,693	149,318
<b>Total expenditure</b>		<u>144,967</u>	<u>3,609</u>	<u>148,576</u>	<u>131,625</u>	<u>17,693</u>	<u>149,318</u>
<b>Net expenditure and movement in funds</b>		(568)	-	(568)	3,281	(7,515)	(4,234)
<b>Reconciliation of funds:</b>							
Fund balances at 1 January 2024		142,084	5,346	147,430	138,803	12,861	151,664
<b>Fund balances at 31 December 2024</b>		<u>141,516</u>	<u>5,346</u>	<u>146,862</u>	<u>142,084</u>	<u>5,346</u>	<u>147,430</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 4 to 12 form part of these financial statements.

# NATIONAL HIV NURSES ASSOCIATION

## BALANCE SHEET

AS AT 31 DECEMBER 2024

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	Notes	2024 £	£	2023 £	£
<b>Current assets</b>					
Debtors	12	10,641		97,291	
Cash at bank and in hand		171,052		149,046	
		<u>181,693</u>		<u>246,337</u>	
<b>Creditors: amounts falling due within one year</b>	13	(34,831)		(98,907)	
<b>Net current assets</b>			<u>146,862</u>		<u>147,430</u>
<b>The funds of the Charity</b>					
Restricted income funds			5,346		5,346
Unrestricted funds	15		141,516		142,084
			<u>146,862</u>		<u>147,430</u>

The notes on pages 4 to 12 form part of these financial statements.

The financial statements were approved by the trustees on .....

.....  
L Panton, Chair  
**Trustee**

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2024

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#### 1 Accounting policies

##### Charity information

National HIV Nurses Association is an unincorporated charity registered in England and Wales and governed by a trust deed. The registered office is BHIVA Secretariat, Medivents Ltd, Devonshire Business Centre, Works Road, Letchworth Garden City SG6 1GJ.

#### 1.1 Basis of preparation

The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

#### 1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

### 1 Accounting policies (Continued)

#### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Restricted funds	Unrestricted funds	Restricted funds	Total
	2024 £	2023 £	2023 £	2023 £
Donations and gifts	3,609	9,290	10,178	19,468
<b>Donations and gifts</b>				
ViiV grants	3,609	-	8,290	8,290
Gilead	-	-	1,888	1,888
NHIVNA publication	-	8,000	-	8,000
Fund raising	-	1,290	-	1,290
	3,609	9,290	10,178	19,468

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

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### 4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Membership fees	10,913	12,542
Conference income	81,004	59,811
Miscellaneous income	1,817	2,500
	<u>93,734</u>	<u>74,853</u>

### 5 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other income	50,000	50,000
	<u>50,000</u>	<u>50,000</u>

### 6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	665	763
	<u>665</u>	<u>763</u>

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

### 7 Charitable activities

	2024 £	2023 £
Award and bursary costs	(884)	1,367
Conferences, courses and events	66,385	61,005
Establishment, committee and communications (support)	5,951	13,375
Website, app development and maintenance	11,419	8,534
Secretariat fees (support)	22,800	22,875
Accountancy fees (support)	3,296	4,050
HIV nursing, journals and newsletters	38,609	37,800
Research programme costs	1,000	(2,000)
NHIVNA podcasts	-	2,312
	<u>148,576</u>	<u>149,318</u>
	<u>148,576</u>	<u>149,318</u>
<b>Analysis by fund</b>		
Unrestricted funds	144,967	131,625
Restricted funds	3,609	17,693
	<u>148,576</u>	<u>149,318</u>

### 8 Independent examiner remuneration

	2024 £	2023 £
Independent examination of the annual accounts	1,916	2,515
<b>Non-independent examination services</b>		
Taxation compliance services	798	1,090
All other non-audit services	582	445
<b>Total non-independent examination fees</b>	<u>1,380</u>	<u>1,535</u>

### 9 Trustees

During the year, no Trustees received any remuneration or other benefits (2023 - £nil).

During the year ended 31 December 2024, expenses totalling £1,809 were reimbursed or paid directly to 8 Trustees (2023 - £1,209 to 14 Trustees).

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

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### 10 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

### 11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 12 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
Trade debtors	8,145	71,149
Other debtors	2,496	1,117
Prepayments and accrued income	-	25,025
	<u>10,641</u>	<u>97,291</u>

### 13 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Deferred income	14	19,356	60,965
Trade creditors		12,155	29,913
Accruals		3,320	8,029
		<u>34,831</u>	<u>98,907</u>

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

### 14 Deferred income

	<b>2024</b>	<b>2023</b>
	£	£
Other deferred income	19,356	60,965
	<u>19,356</u>	<u>60,965</u>

Deferred income is included in the financial statements as follows:

	<b>2024</b>	<b>2023</b>
	£	£
Deferred income is included within:		
Current liabilities	19,356	60,965
	<u>19,356</u>	<u>60,965</u>
Movements in the year:		
Deferred income at 1 January 2024	60,965	31,395
Released from previous periods	(41,609)	(8,430)
Resources deferred in the year	-	38,000
	<u>19,356</u>	<u>60,965</u>
Deferred income at 31 December 2024	<u>19,356</u>	<u>60,965</u>

### 15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	<b>At 1 January 2024</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 December 2024</b>
	£	£	£	£
General funds	142,084	144,399	(144,967)	141,516
	<u>142,084</u>	<u>144,399</u>	<u>(144,967)</u>	<u>141,516</u>
<b>Previous year:</b>				
	<b>At 1 January 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 31 December 2023</b>
	£	£	£	£
General funds	138,803	134,906	(131,625)	142,084
	<u>138,803</u>	<u>134,906</u>	<u>(131,625)</u>	<u>142,084</u>

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2024

### 16 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
<b>At 31 December 2024:</b>			
Current assets/(liabilities)	141,516	5,346	146,862
	<u>141,516</u>	<u>5,346</u>	<u>146,862</u>
	<u>141,516</u>	<u>5,346</u>	<u>146,862</u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>At 31 December 2023:</b>			
Current assets/(liabilities)	142,084	5,346	147,430
	<u>142,084</u>	<u>5,346</u>	<u>147,430</u>
	<u>142,084</u>	<u>5,346</u>	<u>147,430</u>

### 17 Statement of funds

	Balance at 1 January 2024 £	Incoming Resources £	Expenditure £	Transfers in/(out) £	Balance at 31 December 2024 £
<b>Current year</b>					
<b>Restricted funds</b>					
Krattinger Rennison award fund	-	-	-	-	-
MAC AIDS fund	-	-	-	-	-
ViiV Education project	-	3,609	(3,609)	-	-
NHIVNA podcast	5,346	-	-	-	5,346
	<u>5,346</u>	<u>3,609</u>	<u>(3,609)</u>	<u>-</u>	<u>5,346</u>
<b>Unrestricted funds</b>					
General fund	142,084	144,399	(144,967)	-	141,516
	<u>142,084</u>	<u>144,399</u>	<u>(144,967)</u>	<u>-</u>	<u>141,516</u>
<b>Total of funds</b>	<u>147,430</u>	<u>148,008</u>	<u>(148,576)</u>	<u>-</u>	<u>146,862</u>

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2024

	Balance at 1 January 2023	Incoming Resources	Expenditure	Transfers in/(out)	Balance at 31 December 2023
	£	£	£	£	£
<b>Prior year</b>					
<b>Restricted funds</b>					
Krattinger Rennison award fund	141	-	(141)	-	-
MAC AIDS fund	6,950	-	(6,950)	-	-
ViiV Education Project	-	8,290	(8,290)	-	-
NHIVNA podcast	5,770	1,888	(2,312)	-	5,346
	<u>12,861</u>	<u>10,178</u>	<u>(17,693)</u>	<u>-</u>	<u>5,346</u>
<b>Unrestricted funds</b>					
General fund	138,803	134,906	(131,625)	-	142,084
	<u>151,664</u>	<u>145,084</u>	<u>(149,318)</u>	<u>-</u>	<u>147,430</u>

### Krattinger Rennison award fund

Awarded for an original piece of research presented at the NHIVNA Annual Conference either as an oral or poster presentation. A NHIVNA-invited expert panel will judge the award and will review presentations based on the following criteria: the principal investigator is a nurse; an original piece of research; demonstrates an understanding of the research process; has an impact on nursing-related HIV policy as well as patient care; research contains an explicit discussion of the relevance of the research to nursing practice/policy and considered ethical issues (if appropriate). Winning presenters will be required to write up their research for the journal HIV Nursing. This fund represents restricted funding received from the Krattinger Rennison Charitable Trust and expended awarding prizes. The Krattinger Rennison Charitable Trust ceased to exist in 2003.

### MAC AIDS fund

MAC AIDS fund is a charity established in 1994 to support people living with HIV worldwide. It donates funds to communities and organisations that offer services to people with HIV/AIDS and help to prevent the disease through educational programs. Restricted funding has been received in the year for this purpose and the charity has specifically expended this on research awards and funding CPD articles.

### HIV Matters podcast

Awarded to fund an educational podcast series to improve outcomes for people living with HIV: HIV Matters.

The funding will be used to develop series 2 and 3 of the podcast, plus two conference edition and postbag episodes to provide HCPs with educational content that explores quality of life issues experienced by people living with HIV.

## 18 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

# NHIVNA Annual Report 2024 – trustee report

## Trustees of the charity during the year ended 31 December 2024

Christina Antoniadi (Retired as trustee 12 June 2024)  
Garry Brough (Re-appointed as trustee 16 June 2022)  
Daini Flower (Re-appointed as trustee 16 June 2023)  
Beth Freeborn (Retired as trustee 12 June 2024)  
Laura Hilton (Appointed as trustee 12 June 2024)  
Chris Hodgson (Appointed as trustee 24 September 2024)  
Sian Jeffery (Appointed as trustee 13 September 2023)  
Jennifer Kendrick (Appointed as trustee 17 June 2021)  
Andy Marshall (Re-appointed as trustee 16 June 2023)  
Darran McAteer (Appointed as trustee 12 June 2024)  
John McLuskey (Re-appointed as trustee 17 June 2021)  
Jessica Osorio (Appointed as trustee 16 June 2022)  
Linda Panton (Re-appointed as trustee 16 June 2022)  
Helen Reynolds (Appointed as trustee 16 June 2022)  
Kirstie Salthouse (Retired as trustee 28 August 2024)  
Moses Shongwe (Re-appointed as trustee 12 June 2024)  
Jillian Williams (Retired as trustee 12 June 2024)

## Chair

Linda Panton (Appointed as Chair 14 September 2023)

## Honorary Treasurer

Jennifer Kendrick (Appointed as Honorary Treasurer 14 September 2023)

## Honorary Secretary

John McLuskey (Appointed as Honorary Secretary 9 March 2022)

## Trustees of the charity as at 31 December 2024

Garry Brough  
Daini Flower  
Laura Hilton  
Chris Hodgson  
Sian Jeffery  
Jennifer Kendrick  
Andy Marshall  
Darran McAteer  
John McLuskey  
Jessica Osorio  
Linda Panton  
Helen Reynolds  
Moses Shongwe

### **Charity registered number**

1099074

### **Principal office**

Secretariat, Medivents Ltd, Spirella Building, Bridge Road, Letchworth Garden City SG6 4ET

### **Accountants**

TC Group, The Nexus Building, Broadway, Letchworth SG6 3TA

### **Bankers**

National Westminster Bank plc, 190 Muswell Hill Broadway, London N10 3SD

## Trustees report for the year ended 31 December 2024

The Trustees present their annual report together with the financial statements of National Nurses HIV Association for the year ended 31 December 2024. The Trustees confirm that the Annual Report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the Charities SORP (FRS 102) October 2019, effective 1 January 2019).

### Background

NHIVNA was founded in 1998, in response to the need for an organisation to bring together nurses caring for people living with and affected by HIV. NHIVNA is a national organisation that started with a small number of members, rising to its highest number of around 350, including nurses from various disciplines (clinical research, mental health, sexual health, paediatrics, acute care and community) and colleagues from overseas.

NHIVNA became a charity in 2003. From the outset, there have been three areas of focus for the work of the association: support, research and education. The charity delivers work in these areas by providing an opportunity to network with colleagues across the country, both online and in person at the annual conference and the study day. The annual conference and the study days/webinars provide educational opportunities on a wide range of topics to both NHIVNA members and non-member nurses working in HIV. NHIVNA is committed to provide educational meetings organised by nurses specifically for nurses and to provide a network of peer support.

Support and encouragement for nurses to get involved in research has long been an area of work for the charity and different types of research awards have been offered to members since the early 2000s. The association provides an academic and educational forum for the dissemination of original nursing research. NHIVNA addresses the communication and support needs of these nurses to assist in the promotion of best practice in the care of people with HIV. The association supports research into the promotion of HIV nursing skills and aims to publish the results of such research for the benefit of the public. NHIVNA has an online forum for the exchange of information, to share examples of good practice and to encourage and support nursing-related research.

The trustees form the Executive Committee, which leads the association and oversees the work of the three subcommittees (Education, Events and Research) and two working groups (Fundraising, and Social Media).

### Governance

NHIVNA is governed by a trust deed with a constitution. The NHIVNA *Constitution* was last updated on 12 June 2024 and is available at: <https://www.nhivna.org/ObjectivesandPowers>. The trustees regularly review the constitution and the next review will be completed by year end 2025.

Byelaws are in place and these are regularly reviewed by the trustees. The next review will be completed during the governance year 2024–2025.

## Mission statement

The National HIV Nurses Association (NHIVNA) is the leading UK professional association representing nurses in HIV care. We are a well-established and highly respected organisation committed to providing excellence in the care of those living with and affected by HIV.

Our pledge is to promote excellence in the nursing care of those living with and affected by HIV. We will do this through advocacy, education, leadership and research and by disseminating innovative practice more widely to the nursing profession.

We will work with individuals and organisations that share our desire for excellence in the field, advocating passionately for people living with or affected by HIV and providing a voice for nurses working in the field.

To fulfil our pledge, we will:

- Provide a forum to support nurses working with those living with and affected by HIV
- Advance education among members of the nursing profession in relation to HIV
- Promote original high-quality nursing and multi-disciplinary research which drives innovation and best practice in HIV care
- Collaborate with and support doctors, allied health professionals, higher education institutes, governmental bodies and NGOs to advance national HIV health policy and improve patient outcomes
- Strive to represent HIV nurses at local, national and international level, and keep our members informed of the latest guidelines, policies and evidence-based research.

In setting its objectives, the trustees have had regard to the Charity Commission's guidance on public benefit.

## Charity objects

- To advance education amongst members of the nursing profession about good nursing practices and to promote improved standards of nursing care of patients with HIV.
- To promote research into the promotion of HIV nursing skills and to publish the results of such research for the benefit of the public.

## Charity powers

- power to raise funds and to invite and receive contributions, provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants
- power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
- power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects
- power to appoint and constitute such advisory committees as the Executive Committee may think fit

- power to do all such other lawful things as are necessary for the achievement of the objects
- power to make, alter, add to or repeal byelaws for the conduct of its business.

## Annual General Meeting (AGM)

The Annual General Meeting is usually held during the NHIVNA annual conference. In 2024, the AGM was held on 12 June 2024, as part of the NHIVNA conference, which was held at the Royal College of Physicians, The Spine, 2 Paddington Village, Liverpool L7 3FA.

## Policies

### *Awards, grants and scholarships*

The charity makes several grants, scholarships and awards in various categories to allow access to the conference and the pre-conference study day, as well as prizes for abstracts, research and clinical practice, all of which are designed to support the objects of the association.

### *Fundraising*

The association raises funds for its activities through application to grant-making bodies and the pharmaceutical industry and generates income through major sponsorship and support for individual items, such as exhibition stands at conferences, plus membership fees income.

### *Privacy*

NHIVNA complies with current legislation, see at: <https://www.nhivna.org/PrivacyStatement>.

### *Refunds and cancellations*

A membership refund and conference registration cancellation policy is in place. The policy is online: <https://www.nhivna.org/RefundPolicy>.

### *Risk management*

Main financial risk factor would be a critical downturn in revenues from major sponsors and grant-making bodies. Financial and any other risks to the charity are reviewed yearly at the annual strategy meeting and more frequently at trustees' meetings, as required.

## Recruitment and appointment of new trustees

The NHIVNA Executive Committee comprises up to fourteen members including the chair, ten elected members (each of whom is elected by the membership to serve for three years), the community representative trustee, elected by the UK Community Advisory Board (UK-CAB), and up to two co-opted members, who are invited to join the executive committee to supplement any specialty or geographical requirements.

Annual elections are held in accordance with the NHIVNA Constitution and Byelaws. Nominations are invited from eligible NHIVNA members. To be eligible, nominees must be current paid-up members of the association and have had continuous NHIVNA membership since at least two years at the end of March in the year of nomination. Nominees must complete a self-nomination form (no proposers or seconders are required), trustee declaration form and declaration of interests form and submit by the nomination deadline. A ballot is conducted amongst eligible (having joined before end of March in the same year) voting members of the association. The Election Scrutineer is the immediate past chair of the association (or someone nominated by the charity trustees). The results of the election are declared at the Annual General Meeting in the same year.

All trustees complete a declaration, based on the template from the Charity Commission, that:

- I am over age 18
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee
- I undertake to fulfil my responsibilities and duties as a trustee of the National HIV Nurses Association (NHIVNA) in good faith and in accordance with the law and within the objects of NHIVNA
- I do not have any financial interests in conflict with those of NHIVNA (either in person or through family or business connections) except those that I have formally notified in a declaration of interest statement
- I will specifically notify any such interest at any meeting where trustees are required to make a decision, which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it

#### *Conflicts of Interest*

NHIVNA requires that all trustee members of the NHIVNA executive committee must declare all interests and membership of other committees retrospectively on an annual basis. Declaration is required at the time of joining NHIVNA as a trustee and annually thereafter. Declaration is required retrospectively for the preceding 12 months from the beginning of membership of the executive committee and then annually thereafter until the conclusion of membership of the executive committee. The details are retained on a register at the Secretariat and will be made available for publication, if required.

The declarations of interests are:

- Posts held in the course of employment or practice
- Consultancies, directorships or advisory positions in the field of health or social care or in a business with which NHIVNA might do business
- A position of authority in another charity or voluntary organisation in the field of health and social care
- Any public appointments
- Membership/Fellowship of other specialist societies
- Membership of or affiliation to a political party
- Any association with other organisations or individuals which may have an interest or influence in NHIVNA's work

#### *Induction of trustees*

Following appointment, new trustees are emailed an information letter with the following:

- Level of time commitment expected regarding attendance at committee meetings, conferences
- Results of elections for the relevant year
- List of all trustees with contact email addresses
- Charity Commission of England and Wales leaflet CC3(a) 'The essential Trustee: an introduction'
- Copy of the NHIVNA *Constitution*
- Trustee declaration form

- Minutes of the most recent Executive Committee meeting
- Most recent NHIVNA statutory accounts
- Access to the committee online workspace for minutes of previous trustees' meetings.

### Structure of the charity

The trustees form the NHIVNA Executive Committee, which oversees all the work of the association. The NHIVNA Officers group meets up to twice p.a. and any *ad hoc* working groups meet as required. Subcommittees and working groups are led by a trustee and comprise other trustees and representatives from outside this group to bring depth and spread to the knowledge and experience of the group.

The remit of the three subcommittees is as follows:

#### *Education Subcommittee*

- Academy
- Advanced practice
- Competencies
- Continuing Professional Development (CPD)
- Education strategy
- HIV nursing web-learning modules
- Training resources

#### *Events Subcommittee*

- Conference, including awards and scholarships
- Abstract review committee
- Study days
- World AIDS Day (WAD)

#### *Research Subcommittee*

- Research awards
- Research strategy
- Standards

#### *Fundraising Working Group*

- Source funding from non-pharmaceutical industry sources

#### *Social Media Working Group*

- Facebook, LinkedIn and Twitter accounts

## Chair's report

The long-term impact of the COVID-19 pandemic on the healthcare sector has resulted in continued challenges for those working in the HIV. In addition, the rise in inflation has required the NHIVNA trustees to consider even more carefully all expenditure made by the charity. The charity is aware of how the cost-of-living crisis affects its members. During the year, every effort was made to ensure that delivery of services to members was made as cost-effective as possible.

The NHIVNA trustees continued their essential work throughout the year and four meetings were held. The charity delivered the benefits to members. However, wider challenges in the NHS also had a bearing on the amount of time that NHIVNA trustees were able to dedicate to their roles in subcommittees and NHIVNA is grateful to those members of the Association who served as co-opted members on subcommittees to help deliver the work of the charity.

NHIVNA held a long-standing relationship with the publisher of the *HIV Nursing* journal, which produced four issues each year and were included in NHIVNA membership benefits from 200 to 2020, when the title was sold to another publisher and subsequently experienced a drop in standards. Therefore, during 2021, NHIVNA worked with the publisher of the *British Journal of Nursing (BJN)*, Mark Allen Group, and now publishes two supplements each year in the BJN as well as two newsletters for members. NHIVNA is delighted to have this connection with a journal that has a good national reputation. NHIVNA provides the membership of the editorial board to prepare the supplements. This peer-reviewed journal is issued as included in the benefits for all members of the association. NHIVNA is always conscious of how important it is to disseminate nurse-led research and share best practice. The first issue of the new journal supplement was published in January 2022, with the second following in June 2022 and subsequent issues being published in January and June each year.

The Association continued its representation on the NHS England Clinical Reference Group (CRG) and advocated to ensure that advanced nursing practice and clinical nursing practice are included in the HIV service specifications developed within NHS England.

The NHIVNA research awards, which were launched in 2019, were opened and applications invited.

Work continued to review the NHIVNA web-based e-learning modules, with our usual benefits for members, maintaining and making regular updates to our website.

Work continued to develop the document '*A Person-centred Model of HIV Nursing Care*', due for publication in spring 2024.

Nominations were invited from NHIVNA members to fill two trustee vacancies and there were four eligible nominations, following which a ballot was conducted amongst NHIVNA members.

As part of its national role, NHIVNA maintains relationships with other groups and charities. NHIVNA is an affiliated association of the British HIV Association (BHIVA) and has developed important links with other relevant organisations, encouraging exchange of information between national and international nursing groups, such as the Association of Nurses in AIDS Care, USA (ANAC); Chiva; British Psychological Society (BPS); and the European HIV Nursing Network (EHNN). NHIVNA has a close relationship with the UK Community Advisory Board (UK-CAB), who elect the community representative trustee on the NHIVNA executive committee.

During 2024, the impact of the increase in inflation was felt by the charity. The charity has mitigated the financial impact as optimally as it reasonably can. The trustees meet regularly and have considered the likely financial impact on the charity and have planned accordingly. The trustees consider that the charity remains financially viable in the long term and consequently have concluded that sufficient funds are in place for the charity to continue to operate on a going concern basis.

In previous years, NHIVNA has conducted a full audit of the statutory financial annual report and accounts. However, income for the charity has dropped below the level that the Charity Commission sets for requiring a full audit. Following a review of the Charity Commission guidance on independent examination, it was agreed by the trustees that NHIVNA should instead conduct an independent examination. This is still a rigorous check of the accounts but with significantly lower costs, which is done by the company agreed by trustees and approved at the AGM.

Thanks go to our major sponsors, Gilead Sciences, MSD and ViiV and to our conference exhibitors for their invaluable support for the work of the charity. NHIVNA also thanks BHIVA for a generous donation to support the launch and dissemination of the '*A Person-centred Model of HIV Nursing Care*'.

Thanks go to the other officers and all the trustees for their hard work during the year.

In addition, we thank our community representative trustee, Garry Brough, who is on the executive committee representing people living with HIV.

**Linda Panton**  
**Chair of the Association**

## Honorary Secretary's Report

I would like to welcome all new members and thank existing members for their continued support of the association. The total number of members in 2024 was 220 members, including overseas members from Australia, Belgium, India, Indonesia, Malaysia, New Zealand, Norway, Portugal, South Africa and Sweden. Membership numbers are up slightly on the previous year (200). NHIVNA members work in a variety of areas, including GU and HIV medicine, infectious diseases, community and sexual health, antenatal and paediatric, research, academic, mental health, midwifery and intensive care. It is hoped that numbers will strengthen in the long term and the association continues to advertise the membership benefits to past members and potential new recruits.

The annual membership year runs from 1 January to 31 December, with annual subscriptions paid by members joining after 31 October are regarded as payment for the membership year following year. For renewals, the annual subscription is payable by 31 March.

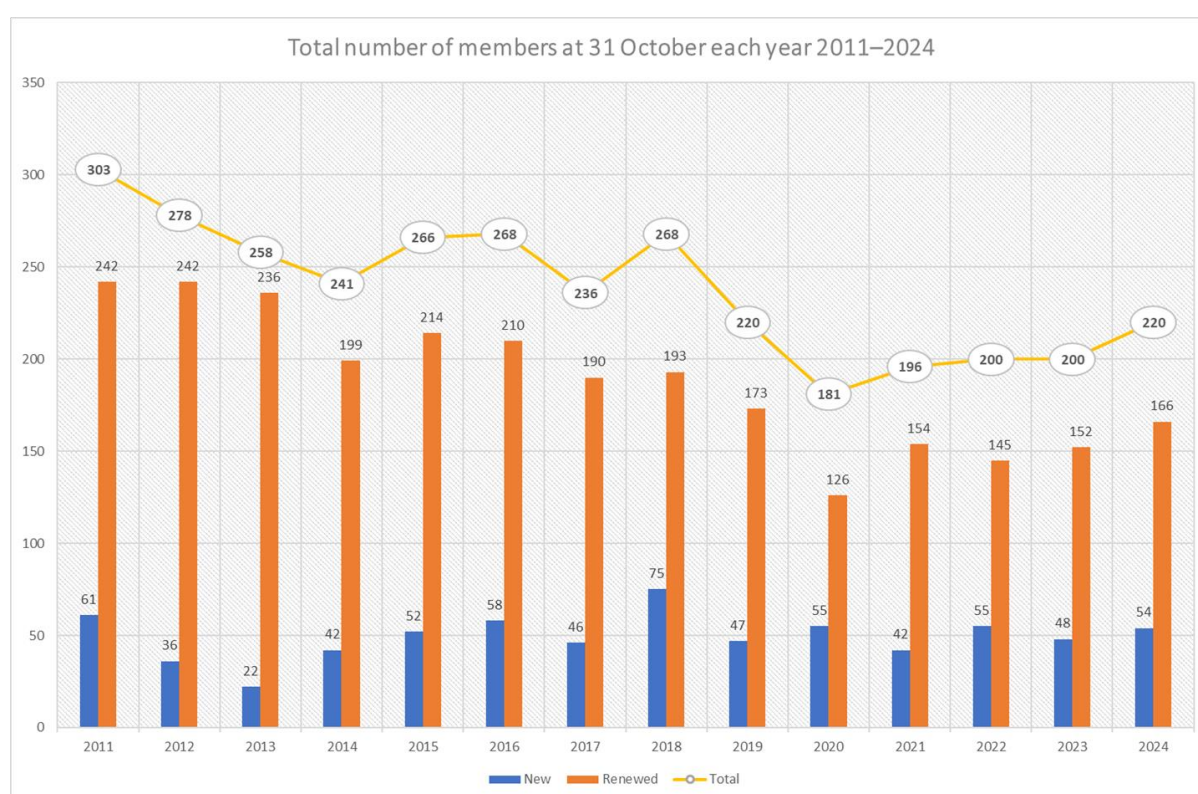


Figure 1: Members from 2011 to 2024, showing total and breakdown by new and renewed members

The trustees made a small increase in membership fees for categories of Band 5 and above.

### Membership category 2024

Membership category 2024	Annual fee
NHIVNA Band 8 incl. Consultant Nurse/ Manager / Matron (UK)	£85
NHIVNA Band 6–7 including Academia	£70
NHIVNA Band 5	£40
NHIVNA Band 1–4 incl. Healthcare Assistants/ voluntary sector/ affiliated (those not working within the HIV sector, but who have an interest in HIV, such as primary care and practice nurses etc., and other specialist nurses)	£20
NHIVNA International Networking	£20
Student Nurse	£10

Table 1: Membership subscription fees for year 2024

NHIVNA offers members the option to pay their membership fee in 10 equal monthly instalments (January–October inclusive, paying by Direct Debit). The other main payment option used by members is to pay online through the NHIVNA website.

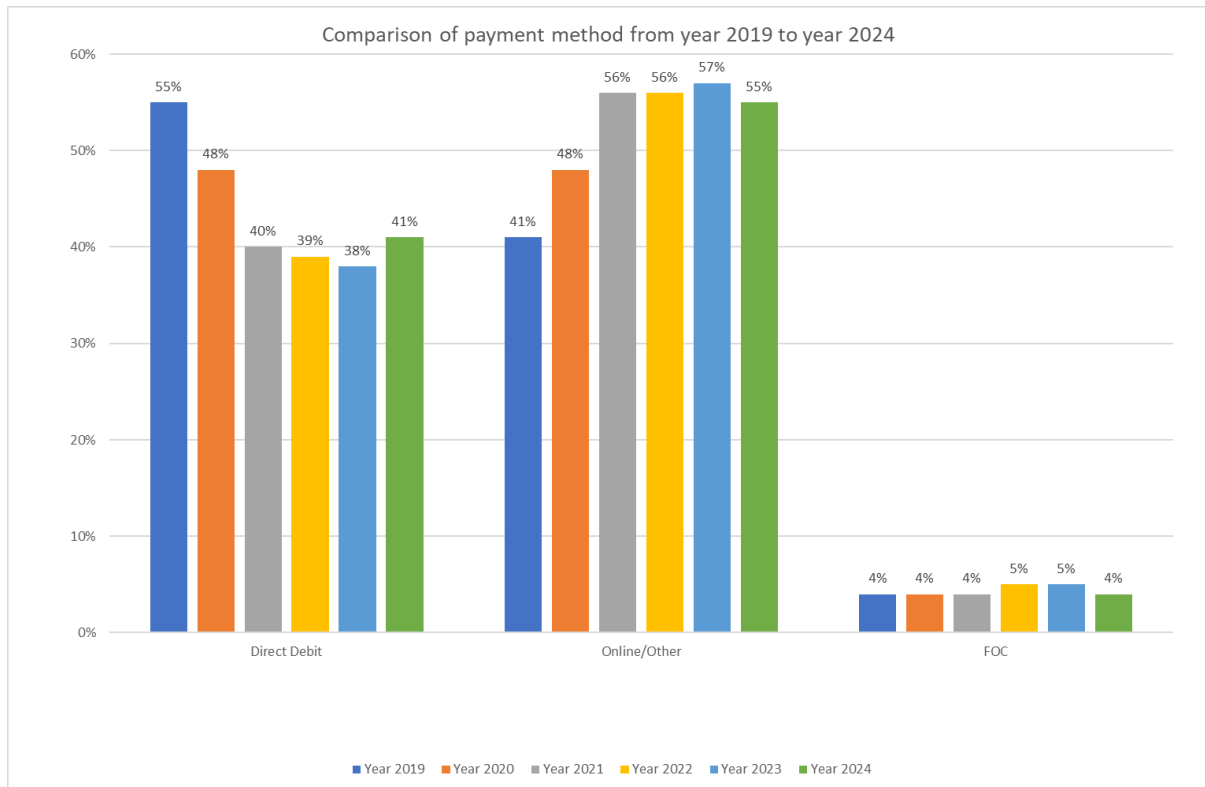


Figure 2: Comparison of payment method year from year 2019 to year 2024

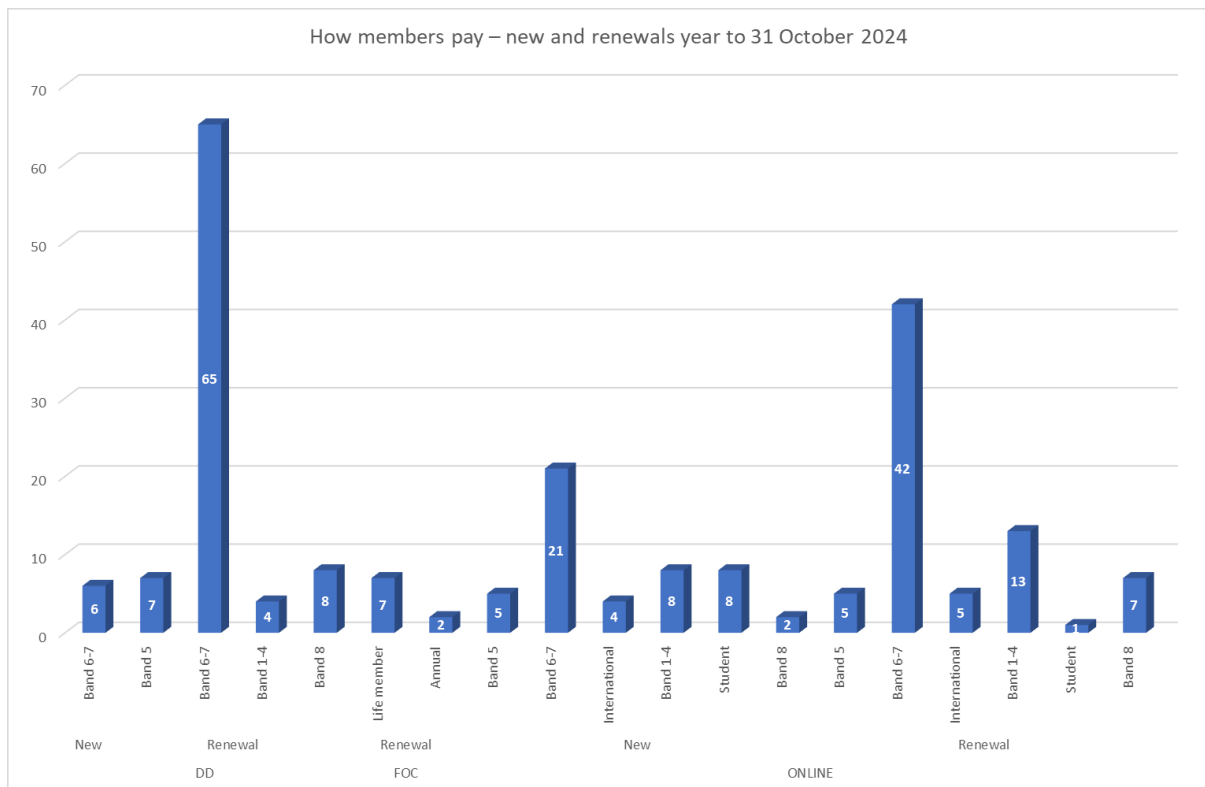


Figure 3: Comparison of payment method across the membership year 2024

NHIVNA members work in different areas of healthcare and in allied and community roles.

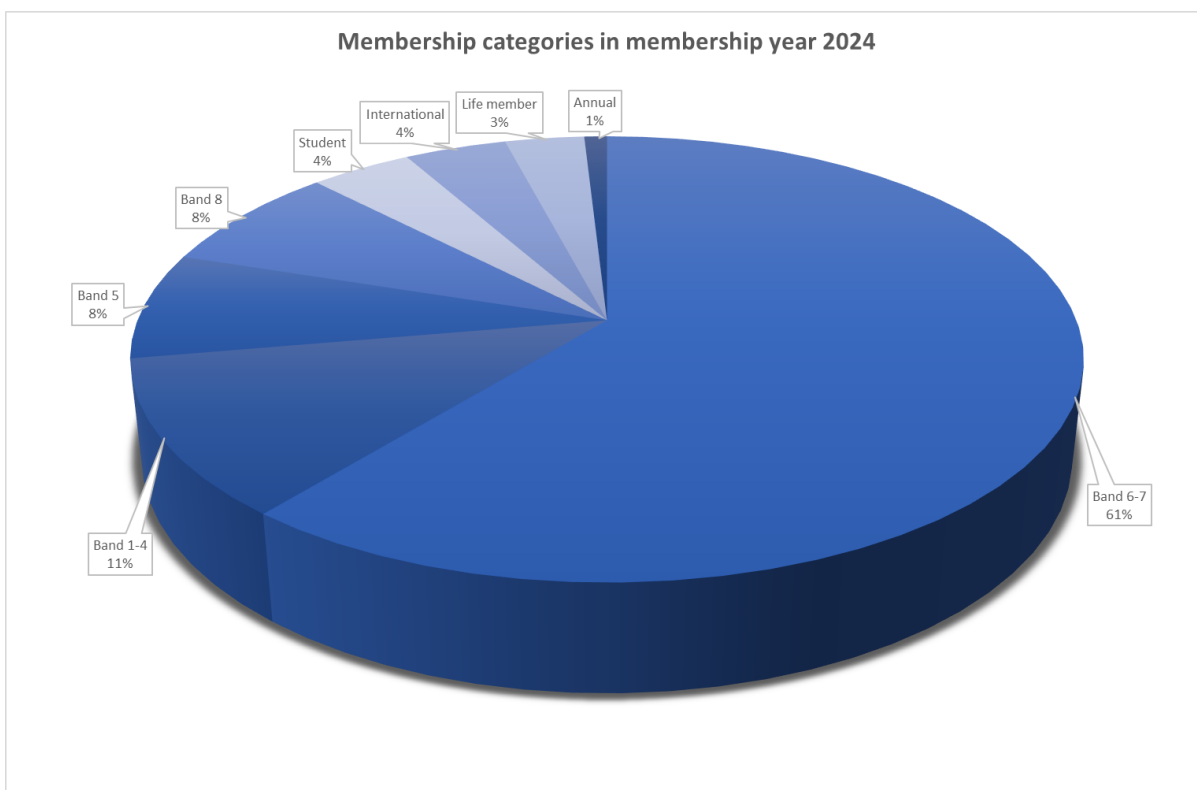


Figure 4: Membership by category, which covers all nursing grades across a range of nursing professionals

Members work in different areas of the country.

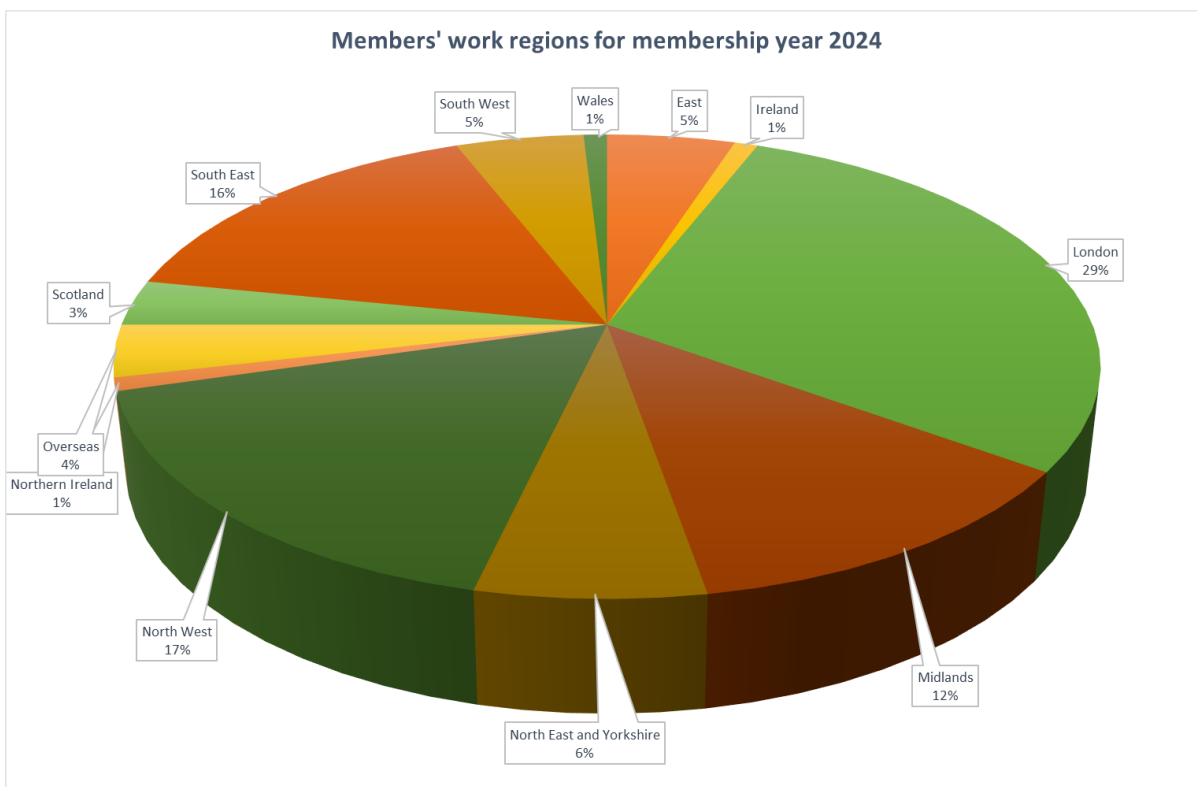


Figure 5: Members' geographical work region

In return for members' subscriptions, which are so vital in supporting the independence and educational work of the Association, NHIVNA offers a wide range of benefits (see below). The charity trustees conduct an annual review of the benefits offered and the fees charged, to ensure that these are kept up to date and reflect the requirements of NHIVNA members.

Discounted membership fees are available for NHIVNA members to join the British HIV Association (BHIVA) and Chiva.

*Benefits of membership*

- a) Discounted registration to NHIVNA Annual Conference
- b) Free registration for NHIVNA Study Days (up to two each year)
- c) Online members' area for access to your account
- d) Free subscription to NHIVNA *eRoundup* email (up to twelve issues p.a.)
- e) Access to grants and scholarships
- f) Free subscription to *HIV Treatment Bulletin* (from HIV i-Base)
- g) Voting rights for NHIVNA Executive Committee elections (eligibility subject to joining date)
- h) Discounted membership to the British HIV Association
- i) Membership subscription fees approved for HMRC income tax relief

*Emails to NHIVNA members*

Emails sent to members cover a wide range of topics that support the core objects of the association, which are to provide support, research and education. Members' emails include the regular e-newsletter (monthly from 2024), information on conferences, study days and other educational events, job opportunities, and information from sponsors, partner organisations and governance.

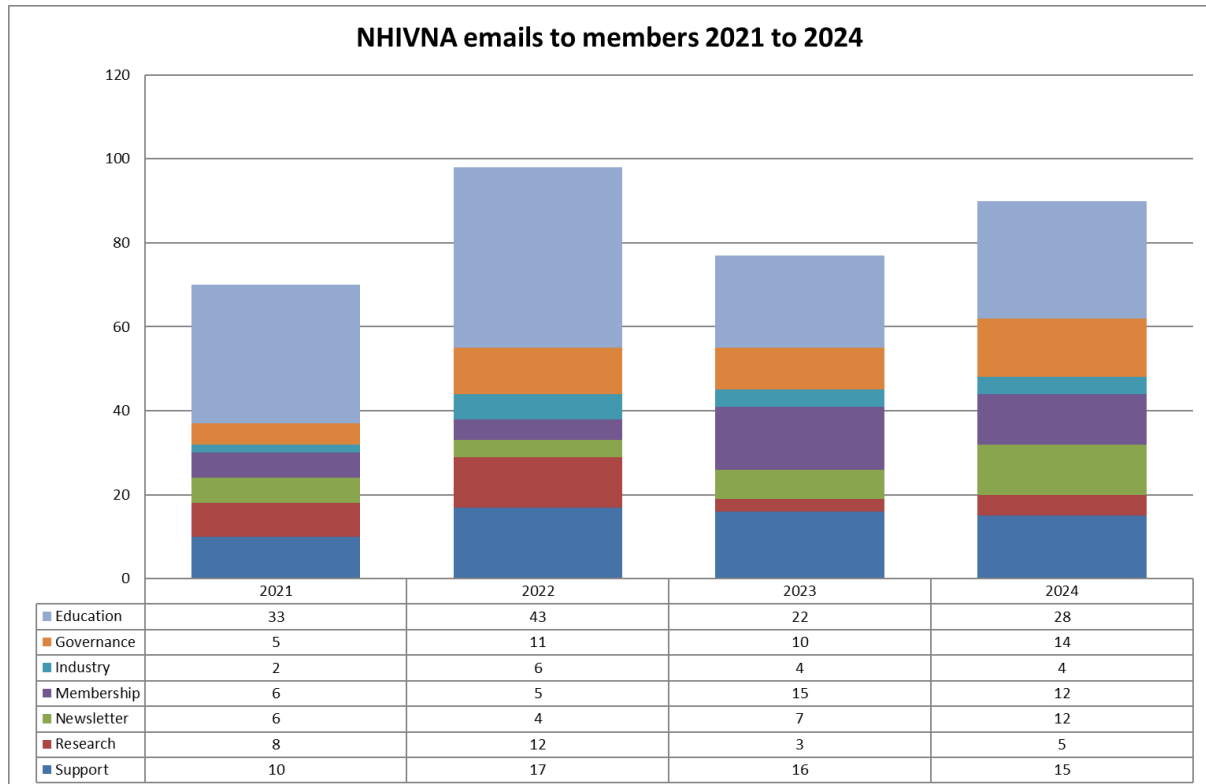


Figure 6: Emails to NHIVNA members 2021–2024, showing summary of type of emails sent

*NHIVNA eRoundup – monthly email newsletter*

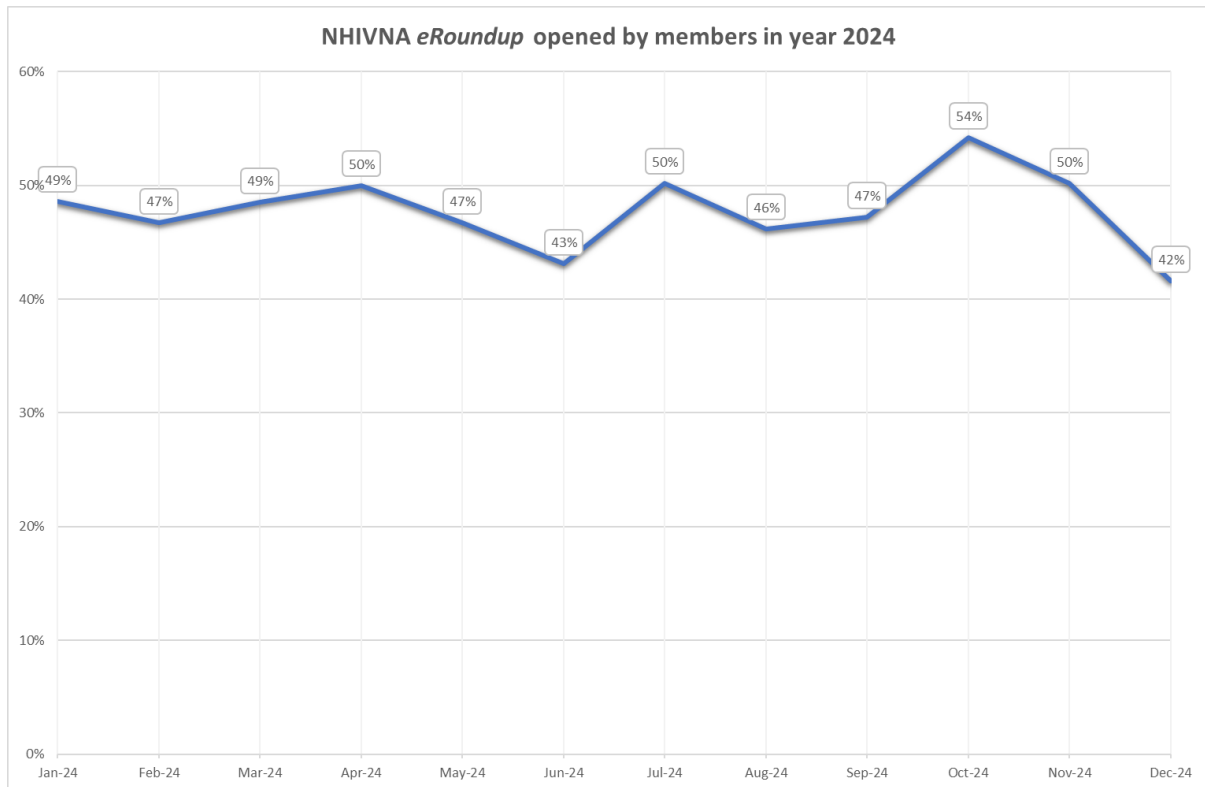


Figure 7: Percentage of NHIVNA members opening the monthly e-news bulletin during 2024

*Policy for cancellation of membership*

Providing that written notice is received no later than 14 working days before the renewals due date of 31 March each year or the collection date (if paying by Direct Debit), a full refund will be made. No refunds will be made for any cancellations received after this date. Written notice should be emailed to [nhivna@nhivna.org](mailto:nhivna@nhivna.org).

*Feedback on benefits of membership*

The charity trustees continue to work to increase awareness of NHIVNA and encourage other nurses, such as primary care workers, to join the Association. Current members confirm that the benefits are well-received and that NHIVNA events are useful educationally and relevant to members' practice. NHIVNA members also find the regular email bulletin, NHIVNA eRoundup, useful, which includes updates with news and developments in HIV nursing.

Please continue sending your feedback to me through the Secretariat. I look forward to the continued success of NHIVNA and all its activities and hope to see you at the next conference.

**John McLuskey**  
NHIVNA Honorary Secretary

## Education Subcommittee

Members during 2024: D Flower (Chair 2023–2025), M Croston, B Freeborn, L Hilton, J Kendrick, J McLuskey, J Osorio, L Panton, D Marinopoulos, S Plant, K Salthouse

Academy: The subcommittee has used the leadership academy programme branding across its education offering and reviews the scope annually.

Self-compassion leadership course: developed by M Croston and launched in 2023.

Advanced practice: Guidelines were prepared and published in 2018 and were reviewed in 2020, with the agreement that the guidelines remain current and no updates are yet required.

Education strategy: Following the publication of the strategy for nurse education, this was put into action, including new terms of reference for the committee. During 2024, a review of the strategy was started and will complete in 2025.

HIV nursing competencies: Originally written in 2007 and last updated in 2013, these are currently available as an e-book on the NHIVNA website with a full range of open-access downloadable resources for nurses and members to use to assist their professional development and training. It has been agreed a rewrite will be needed and this will be done when resources allow. Currently, there is no fixed date for the start of work.

CPD and training resources: NHIVNA offers a range of online resources, all open access, covering a wide range of topics including continuing professional development (CPD) articles, best practice guidelines and shared resources.

Education: Scholarships have been available to enable NHIVNA members to undertake original research, further their education, clinical practice and to encourage and support nurses to present at national and international meetings. This is in accordance with the aims of NHIVNA of providing research, education and support for nurses working in or who have an interest in HIV nursing. The education subcommittee leads on the topics for the NHIVNA study day programme.

HIV Matters podcasts: Developed by M Croston and available online, supported by NHIVNA during 2024. The grant funding by NHIVNA ended in 2024.

Self-compassion course: Online course developed by M Croston and available to NHIVNA members for a fee of £50 (non-members £80).

Web learning HIV nursing modules: NHIVNA has a programme of online web learning educational modules on HIV nursing, all of which are open access on the NHIVNA website with the aim of supporting nurses who are working toward Levels 2 and 3 of the national HIV nursing competencies, whether working in a hospital or community setting. Currently, there are eight modules available: understanding HIV; caring for people with HIV; antiretroviral therapy; health promotion; HIV testing; advanced module 1 on managing complexity in antiretroviral therapy management; HIV and ageing; and pre-exposure prophylaxis (PrEP). All modules meet the CPD requirements for Nursing and Midwifery Council revalidation. The modules attract a wide range of users from around the world. Modules are regularly reviewed to keep them up to date and additional topics are considered by the NHIVNA Education Subcommittee. NHIVNA is grateful for industry support to continue with these educational modules.

## Events subcommittee

Members during 2024: A Marshall (Chair 2023–2024) G Brough (Chair 2024–2025), D Flower, B Freeborn, L Hilton, S Jeffery, J Kendrick. D McAteer, J Osorio, L Panton, H Reynolds

Conference: NHIVNA usually holds one conference each year in June in different cities around the country to try and give all members across the UK the best opportunity to attend.

	2024 Liverpool	2023 Birmingham	2022 Cardiff	2021 Virtual	2019 Manchester	2018 Brighton
<b>Registrations</b>	<b>151</b>	<b>156</b>	<b>143</b>	<b>157</b>	<b>146</b>	<b>193</b>
<b>Abstracts</b>	<b>24</b>	<b>37</b>	<b>13</b>	–	<b>20</b>	<b>28</b>
Orals	12	10	7	–	8	8
Posters	12	27	6	–	12	20

Table 5: Summary, showing number of conference registrations and abstracts (no conference in 2020)

Following the pandemic (no conference in 2020), the conference was again a face-to-face event and was held on 11–12 June 2024 in Liverpool. The meeting attracted 151 delegates and income from registration fees and the exhibition generated a surplus. The programme was well-received and feedback from delegates was encouraging. The pre-conference study day, held on 10 June 2024 on 'Connecting with community' was also a success. NHIVNA invited feedback from delegates and 47 (31%) replied.

<b>Feedback on the content of the conference</b>	<b>Agree</b>	<b>Disagree</b>
Programme was interesting and relevant to my professional needs	100%	0%
Promotional material accurately described the content of the event	100%	0%
Amount and depth of educational content were appropriate for time available	96%	4%
The programme matched my expectations	98%	2%

Table 6: Feedback from conference delegates on programme content (47 respondents)

Some comments received from delegates on conference content:

- Conference was excellent, all seminars were relevant and informative.
- More information around provider referral experiences by health advisers/nurses would be helpful
- The first day was too long. I appreciate this was to shorten the second day but it was difficult to concentrate on the final sessions.
- Great mix of people and skills, as well as inclusion of community members.
- Really enjoyed the programme and learning to take away to improve service for people living with HIV.
- It was excellent. Really well organised and well attended.

<b>Feedback on the delivery and format of the conference sessions</b>	<b>Agree</b>	<b>Disagree</b>
Programme was well-structured	100%	0%
Overall standard of presentations was high	98%	2%
Presentations were clear and easy to follow	100%	0%

Table 7: Feedback from conference delegates on delivery and format of sessions (47 respondents)

Some comments received from delegates on their programme highlights:

- I enjoyed the varying presentation styles, didactic PowerPoint lectures interspersed with panel discussions and interviews. This held my attention better than non-stop PowerPoints -which also have a place. The balance was good.
- Study day on Monday. Climate and healthcare, oral abstracts, symposiums relevant.
- Greening up healthcare, menopause, injectables, frailty, peer support, many excellent topics.
- How is HIV healthcare experienced in prison?

Support: During the 2024 conference, NHIVNA made available up to five First-time Attendee Registration Concession Scholarships to assist delegates who are attending a NHIVNA conference for the first time. To be eligible for a scholarship, applicants must be NHIVNA members in 2024. These scholarships have enabled successful applicants to register for the conference at the reduced registration rate of £125. Applications were administered on a first-come, first-served basis. How many and who?

Abstracts: The Events Subcommittee is responsible for judging abstract submissions and selecting those that will be presented as posters at the conference and those that are of a quality to be presented as orals in the conference programme. All abstracts are published on the NHIVNA website after the conference.

Awards and scholarships: In 2024, conference awards were made in the categories:

- NHIVNA Best Oral award for Research/Clinical Practice  
Awarded for the best oral presentation or case study covering either research or clinical practice at the NHIVNA Annual Conference. A NHIVNA-invited panel judges the award and reviews oral presentations based on the following criteria: quality of presentation; quality of research; impact on nursing practice; originality; and considered ethical issues (if appropriate).
  - Winner in 2024: 'Never say never: Using injectable ARVs on compassionate grounds' Lena Paul, University Hospitals Sussex
- NHIVNA Best Poster Presentation Award  
Awarded for the best poster displayed at the NHIVNA Annual Conference. A NHIVNA-invited expert panel judges the award and reviews the posters based on the following criteria: quality of presentation; quality of research; impact on nursing practice; originality; and considered ethical issues (if appropriate).  
Winners in 2024:
  - 'Improving menopause care for women living with HIV – a service improvement project' Nikki Noble, Aneurin Bevan University Health Board
  - 'HIV stigma and nurse education: the features of successful training delivery and design' Alice Nightingale, University of the West of England
- NHIVNA Commended Poster Awards (up to three awards)  
As above awarded to runners up.  
Winners in 2024:
  - 'How integrated digital technology can improve patient care in the community' Adeola Stephens, Guys and St. Thomas' NHS Trust
  - 'Long-acting-injectables: challenges within a spoke clinic setting' Jennifer Harrison, HCRG Care Group

## Research subcommittee

Members during 2024: H Reynolds (Chair 2023–2025), C Antoniadi, J Harrison, C Hughes, S Jeffery, A Marshall, J McLuskey, K Salthouse, M Shongwe, K Warburton, Y Wilson

Research Awards: The awards scheme, which was launched in 2019, is open to all NHIVNA members and offers funding support for research and development projects that impact on the improvement of clinical care and management of people living with HIV in the UK. Funding is available for small and large projects from £100 up to £2000. Mentors are offered to support applicants preparing their submissions and to continue that support as projects proceed. During 2023, one award was made on 'What is the effect of writing for wellbeing on people living with HIV?', to M Croston, project completed during 2024 and reported to conference.

Research strategy: Following the publication in 2019 of the national research strategy, which aims to develop research capacity within the HIV nursing workforce and research collaborations to advance the contribution of HIV nursing to the evidence base that is needed to underpin high quality HIV treatment and care. This is facilitated through a dedicated page with forum on the NHIVNA website and an awards programme. Work continues to encourage nurses to undertake research and mentoring. Following a consultation, work has started on the updates to the research strategy, which will be published in 2025.

Standards: Current standards documents are published online in the audit and research section on the NHIVNA website.

## Fundraising working group

Members during 2024: J Williams (Chair 2022–2024), J Osorio (Chair 2024–2025)  
C Antoniadi, G Brough, D Flower, S Jeffery, J Kendrick, L Panton, H Reynolds

Group works to source funding for projects from non-pharmaceutical industry sources. During 2023, the group ran a competition for an anti-stigma image. The winning design was printed on T-shirts, which were sold to members and delegates at the annual conferences.

## Social media working group

Members during 2024: C Antoniadi (Chair 2022–2024), D McAteer (Chair 2024–2025)  
G Brough, J Kendrick, A Obi, H Reynolds, K Salthouse, J Williams

During 2024, NHIVNA continued the work of this group to lead on these public-facing aspects of the work of the charity. NHIVNA has a profile on Facebook and X (formerly Twitter) and makes regular updates to keep its members and the wider public informed on issues relating to HIV nursing, advocacy for people living with HIV. NHIVNA has set up an account on LinkedIn and is developing connections to broaden awareness.

Followers	Jan–Dec 2021	Jan–Dec 2022	Jan–Dec 2023	Jan–Dec 2024
Facebook	977	1,329	1,363	1,373
LinkedIn	N/A	N/A	N/A	352
X (formerly Twitter)	2,112	2,355	2,427	2,351

Table 8: Number of followers for the @nhivna accounts on Facebook and X (formerly Twitter)

## Website

The website provides current information about all NHIVNA's activities and publications. It is good to know that many members find their membership useful and think it good value.

The website functionality includes an online forum for members accessing the research area. NHIVNA members make good use of the website, which offers online membership application and renewal and access to the journal. Education and research are always at the heart of the Association's work and full information on NHIVNA's activities is available online.

The website provides information about the association, all its activities and current versions of the competencies and includes a news feed on the latest HIV issues.

The members' only area allows members to share useful information with each other, upload documents and tools, and register online for conference, study days, and to renew their membership.

The Social Media Working Group focuses on social media and works to increase the number of connections and followers across the platforms where NHIVNA is represented.

A separate website working group was not required but rather each subcommittee and all trustees are responsible for reviewing the relevant pages on the website and sending any edits required to the Secretariat for updating. The website is a standing item on the agenda for trustee meetings.

## Results for the year

Income for the year totalled £148,008 (2023: £145,084) and comprised £3,609 (2023: £19,468) from grants and donations, £93,734 (2023: £74,853) from charitable activities, £50,000 (2023: £50,000) from sponsorship and £665 (2023: £763) of bank interest. Of the income from grants and donations, £nil (2023: £9,290) was unrestricted and £3,609 (2023: £10,178) was restricted for specific purposes.

Membership income was £10,913 (2023: £12,542) and conference income was £81,004 (2023: £59,811).

Total expenditure for the year was £148,576 (2023: £149,318). The main costs included were for conferences, courses and events £66,385 (2023: £61,005), secretariat fees £22,800 (2023: £22,875) and HIV journals and newsletters £38,609 (2023: £37,800).

Overall expenditure exceeded income by £568 (2023: £4,234) and the closing funds carried forward at the yearend were £146,862 (2023: £147,430) of which £141,516 were unrestricted (2023: £142,084) and £5,346 (2023: £5,346) were restricted.

## Policy on holding reserves

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible assets (the free reserve) held by the charity should equate to approximately 12 months' resources expended. For 2024, this would equate to approximately £150,000. This policy, the Executive Committee feels would allow the Association to continue the current activities of the charity in the event of a significant drop in funding. At present free reserves are £141,516, which is broadly in line with the target level. The Executive Committee will endeavour to increase these funds accordingly.

## Going Concern

The Trustees are content that the Association is in a position to continue to operate as a going concern.

The Trustees' Report was approved by the Board of Trustees.

.....  
L Panton, Chair  
Trustee

Date: .....

**NATIONAL HIV NURSES ASSOCIATION**

England & Wales - Charity number 1099074

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# Accounts

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Charity registration number 1099074

**NATIONAL HIV NURSES ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

# NATIONAL HIV NURSES ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

L Panton, Chair  
J McLuskey, Honorary Secretary  
A Marshall  
C Antoniadis  
G Brough  
D Flower  
K Salthouse  
J Williams  
J Kendrick, Honorary Treasurer  
J Osorio  
H Reynolds  
M Shongwe (Appointed 15 June 2023)  
S Jeffrey (Appointed 15 June 2023)  
L Hilton (Appointed 12 June 2024)  
D McAteer (Appointed 12 June 2024)  
C Hodgson (Appointed 24 April 2024)

### Charity number

1099074

### Principal address

Medivents Ltd  
Spirella Building  
Bridge Road  
Letchworth Garden City  
Herts  
SG6 4ET

### Independent examiner

TC Group  
Suite 501  
The Nexus Building  
Broadway  
Letchworth Garden City  
Herts  
SG6 9BL

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**Bankers**

National Westminster Bank plc  
190 Muswell Hill Broadway  
London  
N10 3SD

**NATIONAL HIV NURSES ASSOCIATION**

**CONTENTS**

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	<b>Page</b>
Trustees' report	1 - 21
Independent examiner's report	22
Statement of financial activities	23
Balance sheet	24
Notes to the financial statements	25 - 33

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# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 31 DECEMBER 2023*

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#### **Trustees of the charity during the year ended 31 December 2023**

Christina Antoniadi (Re-appointed as trustee 17 June 2021)  
Garry Brough (Re-appointed as trustee 16 June 2022)  
Daini Flower (Re-appointed as trustee 16 June 2023)  
Liz Foote (Retired as trustee 14 September 2023)  
Beth Freeborn (Appointed as trustee 16 June 2023)  
Jennifer Kendrick (Appointed as trustee 17 June 2021)  
Andy Marshall (Re-appointed as trustee 16 June 2023)  
John McLuskey (Re-appointed as trustee 17 June 2021)  
Eileen Nixon (Retired as trustee 16 June 2023)  
Jessica Osorio (Appointed as trustee 16 June 2022)  
Linda Panton (Re-appointed as trustee 16 June 2022)  
Helen Reynolds (Appointed as trustee 16 June 2022)  
Kirstie Salthouse (Appointed as trustee 16 June 2023)  
Moses Shongwe (Appointed as trustee 16 June 2023)  
Katie Warburton (Retired as trustee 16 June 2023)  
Jillian Williams (Re-appointed as trustee 17 June 2021)

#### **Chair**

Liz Foote (Retired as Chair 14 September 2023)  
Linda Panton (Appointed as Chair 14 September 2023)

#### **Honorary Treasurer**

Linda Panton (Retired as Honorary Treasurer 14 September 2023)  
Jennifer Kendrick (Appointed as Honorary Treasurer 14 September 2023)

#### **Honorary Secretary**

John McLuskey (Appointed as Honorary Secretary 9 March 2022)

#### **Trustees of the charity as at 31 December 2023**

Christina Antoniadi  
Garry Brough  
Daini Flower  
Liz Foote  
Beth Freeborn  
Jennifer Kendrick  
Andy Marshall  
John McLuskey  
Jessica Osorio  
Linda Panton  
Helen Reynolds  
Kirstie Salthouse  
Moses Shongwe

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# **NATIONAL HIV NURSES ASSOCIATION**

## **TRUSTEES' REPORT (CONTINUED)**

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***FOR THE YEAR ENDED 31 DECEMBER 2023***

Jillian Williams

1

### **Charity registered number**

1099074

### **Principal office**

Secretariat, Medivents Ltd, Spirella Building, Bridge Road, Letchworth Garden City SG6 4ET

### **Accountants**

TC Group, The Nexus Building, Broadway, Letchworth SG6 3TA

### **Bankers**

National Westminster Bank plc, 190 Muswell Hill Broadway, London N10 3SD

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### **FOR THE YEAR ENDED 31 DECEMBER 2023**

2

#### **Trustees report for the year ended 31 December 2023**

The Trustees present their annual report together with the financial statements of National Nurses HIV Association for the year ended 31 December 2023. The Trustees confirm that the Annual Report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the Charities SORP (FRS 102) October 2019, effective 1 January 2019).

#### **Background**

NHIVNA was founded in 1998, in response to the need for an organisation to bring together nurses caring for people living with and affected by HIV. NHIVNA is a national organisation that started with a small number of members, rising to its highest number of around 350, including nurses from various disciplines (clinical research, mental health, sexual health, paediatrics, acute care and community) and colleagues from overseas.

NHIVNA became a charity in 2003. From the outset, there have been three areas of focus for the work of the association: support, research and education. The charity delivers work in these areas by providing an opportunity to network with colleagues across the country, both online and in person at the annual conference and the study day. The annual conference and the study days/webinars provide educational opportunities on a wide range of topics to both NHIVNA members and non-member nurses working in HIV. NHIVNA is committed to provide educational meetings organised by nurses specifically for nurses and to provide a network of peer support.

NHIVNA also provides access for its members to the peer-reviewed journal.

Support and encouragement for nurses to get involved in research has long been an area of work for the charity and different types of research awards have been offered to members since the early 2000s. The association provides an academic and educational forum for the dissemination of original nursing research. NHIVNA addresses the communication and support needs of these nurses to assist in the promotion of best practice in the care of people with HIV. The association supports research into the promotion of HIV nursing skills and aims to publish the results of such research for the benefit of the public. NHIVNA has an online forum for the exchange of information, to share examples of good practice and to encourage and support nursing-related research.

The trustees form the Executive Committee, which leads the association and oversees the work of the three subcommittees (Education, Events and Research) and two working groups (Fundraising, and Social Media).

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

#### Governance

NHIVNA is governed by a trust deed with a constitution. The NHIVNA *Constitution* was last updated on 28 June 2013 and is available at: <https://www.nhivna.org/ObjectivesandPowers>. The trustees regularly review the constitution and the next review will be completed by year end 2023.

3

Byelaws are in place and these are regularly reviewed by the trustees. The next review will be completed during the governance year 2023–2024.

#### Mission statement

The National HIV Nurses Association (NHIVNA) is the leading UK professional association representing nurses in HIV care. We are a well-established and highly respected organisation committed to providing excellence in the care of those living with and affected by HIV.

Our pledge is to promote excellence in the nursing care of those living with and affected by HIV. We will do this through advocacy, education, leadership and research and by disseminating innovative practice more widely to the nursing profession.

We will work with individuals and organisations that share our desire for excellence in the field, advocating passionately for people living with or affected by HIV and providing a voice for nurses working in the field.

To fulfil our pledge, we will:

- Provide a forum to support nurses working with those living with and affected by HIV
- Advance education among members of the nursing profession in relation to HIV
- Promote original high-quality nursing and multi-disciplinary research which drives innovation and best practice in HIV care
- Collaborate with and support doctors, allied health professionals, higher education institutes, governmental bodies and NGOs to advance national HIV health policy and improve patient outcomes
- Strive to represent HIV nurses at local, national and international level, and keep our members informed of the latest guidelines, policies and evidence-based research.

In setting its objectives, the trustees have had regard to the Charity Commission's guidance on public benefit.

#### Charity objects

- To advance education amongst members of the nursing profession about good nursing practices and to promote improved standards of nursing care of patients with HIV.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### **FOR THE YEAR ENDED 31 DECEMBER 2023**

- To promote research into the promotion of HIV nursing skills and to publish the results of such research for the benefit of the public.

#### **Charity powers**

- power to raise funds and to invite and receive contributions, provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants

4

- power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
- power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects
- power to appoint and constitute such advisory committees as the Executive Committee may think fit
- power to do all such other lawful things as are necessary for the achievement of the objects
- power to make, alter, add to or repeal byelaws for the conduct of its business.

#### **Annual General Meeting (AGM)**

The Annual General Meeting is usually held during the NHIVNA annual conference. In 2023, the AGM was held on 16 June 2023, as part of the NHIVNA conference, which was held in Cardiff at IET Austin Court, 80 Cambridge Street, Birmingham B1 2NP.

#### **Policies**

##### *Awards, grants and scholarships*

The charity makes several grants, scholarships and awards in various categories to allow access to the conference and the pre-conference study day, as well as prizes for abstracts, research and clinical practice, all of which are designed to support the objects of the association.

##### *Fundraising*

The association raises funds for its activities through application to grant-making bodies and the pharmaceutical industry and generates income through major sponsorship and support for individual items, such as exhibition stands at conferences, plus membership fees income.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

#### *Privacy*

NHIVNA complies with current legislation, see at: <https://www.nhivna.org/PrivacyStatement>.

#### *Refunds and cancellations*

A membership refund and conference registration cancellation policy has been established. The policy is online: <https://www.nhivna.org/RefundPolicy>.

#### *Risk management*

Main financial risk factor would be a critical downturn in revenues from major sponsors and grant-making bodies. Financial and any other risks to the charity are reviewed yearly at the annual strategy meeting and more frequently at trustees' meetings, as required.

### **Recruitment and appointment of new trustees**

The NHIVNA Executive Committee comprises up to fourteen members including the chair, ten elected members (each of whom is elected by the membership to serve for three years), the community representative trustee, elected by the UK Community Advisory Board (UK-CAB), and up to two co-opted members, who are invited to join the executive committee to supplement any specialty or geographical requirements.

5

Annual elections are held in accordance with the NHIVNA Constitution and Byelaws. Nominations are invited from eligible NHIVNA members. To be eligible, nominees must be current paid-up members of the association and have had continuous NHIVNA membership since at least two years at the end of March in the year of nomination. Nominees must complete a self-nomination form (no proposers or seconders are required), trustee declaration form and declaration of interests form and submit by the nomination deadline. A ballot is conducted amongst eligible (having joined before end of March in the same year) voting members of the association. The Election Scrutineer is the immediate past chair of the association (or someone nominated by the charity trustees). The results of the election are declared at the Annual General Meeting in the same year.

All trustees complete a declaration, based on the template from the Charity Commission, that:

- I am over age 18
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee
- I undertake to fulfil my responsibilities and duties as a trustee of the National HIV Nurses Association (NHIVNA) in good faith and in accordance with the law and within the objects of NHIVNA

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### **FOR THE YEAR ENDED 31 DECEMBER 2023**

- I do not have any financial interests in conflict with those of NHIVNA (either in person or through family or business connections) except those that I have formally notified in a declaration of interest statement
- I will specifically notify any such interest at any meeting where trustees are required to make a decision, which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it

#### *Conflicts of Interest*

NHIVNA requires that all trustee members of the NHIVNA executive committee must declare all interests and membership of other committees retrospectively on an annual basis. Declaration is required at the time of joining NHIVNA as a trustee and annually thereafter. Declaration is required retrospectively for the preceding 12 months from the beginning of membership of the executive committee and then annually thereafter until the conclusion of membership of the executive committee. The details are retained on a register at the Secretariat and will be made available for publication, if required.

The declarations of interests are:

- Posts held in the course of employment or practice
- Consultancies, directorships or advisory positions in the field of health or social care or in a business with which NHIVNA might do business
- A position of authority in another charity or voluntary organisation in the field of health and social care
- Any public appointments
- Membership/Fellowship of other specialist societies • Membership of or affiliation to a political party

6

- Any association with other organisations or individuals which may have an interest or influence in NHIVNA's work

#### *Induction of trustees*

Following appointment, new trustees are emailed an information letter with the following:

- Level of time commitment expected regarding attendance at committee meetings, conferences
- Results of elections for the relevant year
- List of all trustees with contact email addresses
- Charity Commission of England and Wales leaflet CC3(a) 'The essential Trustee: an introduction'
- Copy of the NHIVNA *Constitution*
- Trustee declaration form
- Minutes of the most recent Executive Committee meeting
- Most recent NHIVNA statutory accounts

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

- Access to the committee online workspace for minutes of previous trustees' meetings.

#### Structure of the charity

The trustees form the NHIVNA Executive Committee, which oversees all the work of the association. The NHIVNA Officers group meets up to twice p.a. and any *ad hoc* working groups meet as required. Subcommittees and working groups are led by a trustee and comprise other trustees and representatives from outside this group to bring depth and spread to the knowledge and experience of the group.

The remit of the three subcommittees is as follows:

#### *Education Subcommittee*

- Academy
- Advanced practice
- Competencies
- Continuing Professional Development (CPD)
- Education strategy
- HIV nursing web-learning modules
- Training resources

#### *Events Subcommittee*

- Conference, including awards and scholarships
- Abstract review committee
- Study days
- World AIDS Day (WAD)

#### *Research Subcommittee*

- Research awards
- Research strategy
- Standards

#### *Fundraising Working Group*

- Source funding from non-pharmaceutical industry sources

#### *Social Media Working Group*

- Facebook and Twitter accounts

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

8

#### Chair's report

The long-term impact of the COVID-19 pandemic on the healthcare sector has resulted in continued challenges for those working in the HIV. In addition, the rise in inflation has required the NHIVNA trustees to consider even more carefully all expenditure made by the charity. The charity is aware of how the cost-of-living crisis affects its members. During the year, every effort was made to ensure that delivery of services to members was made as cost-effective as possible.

The NHIVNA trustees continued their essential work throughout the year and four meetings were held. The charity delivered the benefits to members. However, wider challenges in the NHS also had a bearing on the amount of time that NHIVNA trustees were able to dedicate to their roles in subcommittees and NHIVNA is grateful to those members of the Association who served as co-opted members on subcommittees to help deliver the work of the charity.

NHIVNA held a long-standing relationship with the publisher of the *HIV Nursing* journal, which produced four issues each year and were included in NHIVNA membership benefits from 200 to 2020, when the title was sold to another publisher and subsequently experienced a drop in standards. Therefore, during 2021, NHIVNA worked with the publisher of the *British Journal of Nursing (BJN)*, Mark Allen Group, and now publishes two supplements each year in the BJN as well as two newsletters for members. NHIVNA is delighted to have this connection with a journal that has a good national reputation. NHIVNA provides the membership of the editorial board to prepare the supplements. This peer-reviewed journal is issued as included in the benefits for all members of the association. NHIVNA is always conscious of how important it is to disseminate nurse-led research and share best practice. The first issue of the new journal supplement was published in January 2022, with the second following in June 2022 and subsequent issues being published in January and June each year.

The Association continued its representation on the NHS England Clinical Reference Group (CRG) and advocated to ensure that advanced nursing practice and clinical nursing practice are included in the HIV service specifications developed within NHS England.

The NHIVNA research awards, which were launched in 2019, were opened and applications invited.

Work continued to review the NHIVNA web-based e-learning modules, with our usual benefits for members, maintaining and making regular updates to our website.

Work continued to develop the document '*A Person-centred Model of HIV Nursing Care*', due for publication in spring 2024.

Nominations were invited from NHIVNA members to fill two trustee vacancies and there were four eligible nominations, following which a ballot was conducted amongst NHIVNA members.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### **FOR THE YEAR ENDED 31 DECEMBER 2023**

As part of its national role, NHIVNA maintains relationships with other groups and charities. NHIVNA is an affiliated association of the British HIV Association (BHIVA) and has developed important links with other relevant organisations, encouraging exchange of information between national and international nursing groups, such as the Association of Nurses in AIDS Care, USA (ANAC); Chiva; British Psychological Society (BPS); and the European HIV Nursing Network (EHNN). NHIVNA has a close relationship with the UK Community Advisory

9

Board (UK-CAB), who elect the community representative trustee on the NHIVNA executive committee.

During 2023, some of the impact of the COVID-19 pandemic was still being felt by the charity, as was the increase in inflation. The charity has mitigated the financial impact as optimally as it reasonably can. The trustees meet regularly and have considered the likely financial impact on the charity and have planned accordingly. The trustees consider that the charity remains financially viable in the long-term, and consequently have concluded that sufficient funds are in place for the charity to continue to operate on a going concern basis.

In previous years, NHIVNA has conducted a full audit of the statutory financial annual report and accounts. However, income for the charity has dropped below the level that the Charity Commission sets for requiring a full audit. Following a review of the Charity Commission guidance on independent examination, it was agreed by the trustees that NHIVNA should instead conduct an independent examination. This is still a rigorous check of the accounts but with significantly lower costs, which is done by the company agreed by trustees and approved at the AGM.

Thanks go to our major sponsors, Gilead Sciences, MSD and ViiV and to our conference exhibitors for their invaluable support for the work of the charity. NHIVNA also thanks BHIVA for a generous donation to support the launch and dissemination of the '*A Person-centred Model of HIV Nursing Care*'.

Thanks go to the other officers and all the trustees for their hard work during the year.

In addition, we thank our community representative trustee, Garry Brough, who is on the executive committee representing people living with HIV.

**Liz Foote Chair of the Association from June 2021 to September 2023**

**Linda Panton Chair of the Association from September 2023**

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

10

#### Honorary Secretary's Report

I would like to welcome all new members and thank existing members for their continued support of the association. The total number of members in 2023 was 200 members, including overseas members from Australia, India, Indonesia, Italy, Malaysia, New Zealand, Portugal and Norway. Membership numbers are comparable to the previous year. NHIVNA members work in a variety of areas, including GU and HIV medicine, infectious diseases, community and sexual health, antenatal and paediatric, research, academic, mental health, midwifery and intensive care. It is hoped that numbers will strengthen in the long term and the association continues to advertise the membership benefits to past members and potential new recruits.

The annual membership year runs from 1 January to 31 December, with annual subscriptions paid by members joining after 31 October are regarded as payment for the membership year following year. For renewals, the annual subscription is payable by 31 March.

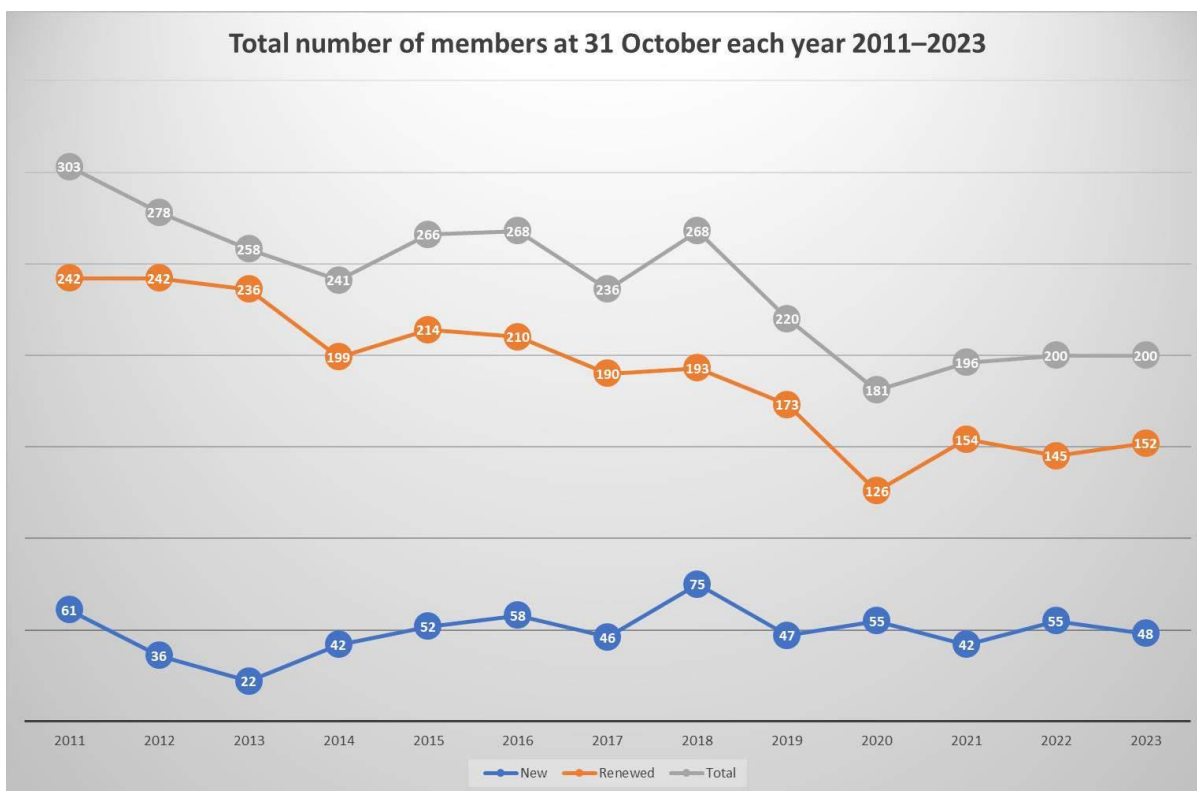


Figure 1: Members from 2011 to 2023, showing total and breakdown by new and renewed members

#### Membership category in 2023

Membership category in 2023	Number	Percentage
Band 6–7	123	62%
Band 5	26	13%
Band 1–4, affiliated, community and retired	17	8%
Band 8	14	7%
	7	3%

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Life member <sup>1</sup>		
International networking Student nurse	6	3%
	5	3%
Annual member <sup>2</sup>	2	1%
<b>Total</b>	<b>200</b>	<b>100%</b>

Table 1: Membership by category, which covers all nursing grades across a range of nursing professionals

Since 2020, NHIVNA has offered members the option to pay their membership fee in 10 equal monthly instalments (January–October inclusive, paying by Direct Debit). The other main payment option used by members is to pay online through the NHIVNA website.

Payment method for 2023	Number	Percentage
Online	113	56%
Direct Debit	76	38%
Bank transfer	2	1%
FOC	9	5%
<b>Total</b>	<b>200</b>	<b>100%</b>

Table 2: Members from 2011 to 2023, showing total and breakdown by new and renewed members

<sup>1</sup> Past Chairs (N Perry, N Brito-Ault, M Croston, S Watson); Patrons (R Fieldhouse, NJ Hall, A Namiba)

<sup>2</sup> UK-CAB Community Trustee, G Brough; co-opted member, K Warburton

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

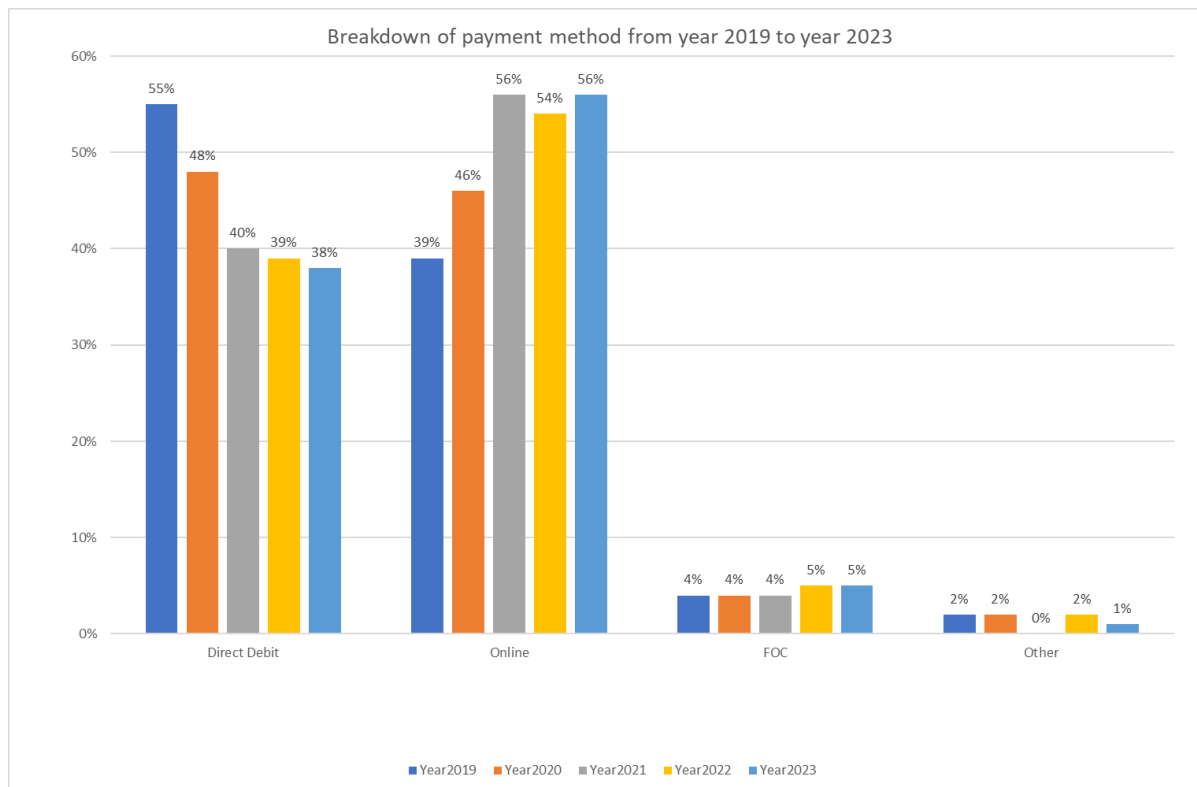


Figure 2: Comparison of payment method year from year 2019 to year 2023

Members work in different areas of the country (see Table 3).

Region in 2023	Number	Percentage
London	61	30%
Southeast	40	20%
Northwest	29	14%
Midlands	17	8%
East of England	13	6%
Northeast and Yorkshire	12	6%
Southwest	10	5%
Overseas Scotland	7	4%
Wales	5	3%
Northern Ireland	4	2%
Ireland <b>Total</b>	1	1%
	<b>200</b>	<b>100%</b>

Table 3: Members' geographical work region

The trustees made a small increase in membership fees for categories of Band 5 and above.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Membership category 2023	Annual fee
NHIVNA Band 8 incl. Consultant Nurse/ Manager / Matron (UK)	£85
NHIVNA Band 6–7 including Academia	£70
NHIVNA Band 5	£40
NHIVNA Band 1–4 incl. Healthcare Assistants/ voluntary sector/ affiliated (those not working within the HIV sector, but who have an interest in HIV, such as primary care and practice nurses etc., and other specialist nurses)	£20
NHIVNA International Networking	£20
Student Nurse	£10

Table 4: Membership subscription fees for year 2023

In return for members' subscriptions, which are so vital in supporting the independence and educational work of the Association, NHIVNA offers a wide range of benefits (see below). The charity trustees conduct an annual review of the benefits offered and the fees charged, to ensure that these are kept up to date and reflect the requirements of NHIVNA members.

Discounted membership fees are available for NHIVNA members to join the British HIV Association (BHIVA) and Chiva.

#### *Benefits of membership:*

- a) Free subscription to *BJN HIV Nursing Supplement* (two issues p.a.)
- b) Discounted registration to NHIVNA Annual Conference
- c) Free registration for NHIVNA Study Days (up to two each year)
- d) Online members' area for access to your account, current and past issues of the journal, as well as forum for exchange of documents and information
- e) Free subscription to NHIVNA *eRoundup* email (up to six issues p.a.)
- f) Access to grants and scholarships
- g) Free subscription to *HIV Treatment Bulletin* (up to six issues p.a.)
- h) Voting rights for NHIVNA Executive Committee elections (eligibility subject to joining date)
- i) Discounted membership to partner associations (BHIVA £20; Chiva £10)
- j) Membership subscription fees approved for income tax relief

#### *Policy for cancellation of membership*

Providing that written notice is received no later than 14 working days before the renewals due date of 31 March each year or the collection date (if paying by Direct Debit), a full refund will be made. No refunds will be made for any cancellations received after this date. Written notice should be emailed to [nhivna@nhivna.org](mailto:nhivna@nhivna.org).

The charity trustees continue to work to increase awareness of NHIVNA and encourage other nurses, such as primary care workers, to join the Association. Current members confirm that the benefits are well-received and that NHIVNA events are useful educationally and relevant

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### ***FOR THE YEAR ENDED 31 DECEMBER 2023***

to members' practice. NHIVNA members also find the regular email bulletin, NHIVNA *eRoundup*, useful, which includes updates with news and developments in HIV nursing.

Please continue sending your feedback to me through the Secretariat. I look forward to the continued success of NHIVNA and all its activities and hope to see you at the next conference.

**John McLuskey NHIVNA Honorary Secretary**

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### **FOR THE YEAR ENDED 31 DECEMBER 2023**

#### **Education Subcommittee**

Members during 2023: J Kendrick (Chair 2022–2023), D Flower (Chair 2023–2024)  
G Brough, M Croston, L Foote, B Freeborn, J McLuskey, J Osorio, L Panton, A Marshall, K Warburton

Academy: The subcommittee has used the leadership academy programme branding across its education offering and reviews the scope annually.

Self-compassion leadership course: has been developed by M Croston for launch in 2023.

Advanced practice: Guidelines were prepared and published in 2018 and were reviewed in 2020, with the agreement that the guidelines remain current and no updates are yet required.

Education strategy: Following the publication of the strategy for nurse education, this was put into action, including new terms of reference for the committee.

HIV nursing competencies: Originally written in 2007 and last updated in 2013, these are currently available as an e-book on the NHIVNA website with a full range of open-access downloadable resources for nurses and members to use to assist their professional development and training. It has been agreed a rewrite will be needed but the pandemic has severely impacted on resources and there is no fixed date for the start of work.

CPD and training resources: NHIVNA offers a range of online resources, all open access, covering a wide range of topics including continuing professional development (CPD) articles, best practice guidelines and shared resources.

Education: Scholarships have been available to enable NHIVNA members to undertake original research, further their education, clinical practice and to encourage and support nurses to present at national and international meetings. This is in accordance with the aims of NHIVNA of providing research, education and support for nurses working in or who have an interest in HIV nursing. The education subcommittee leads on the topics for the NHIVNA study day programme.

HIV Matters podcasts: Developed by M Croston and available online, supported by NHIVNA.

Self-compassion course: Online course developed by M Croston and available to NHIVNA members for a fee of £50 (non-members £80).

Web learning HIV nursing modules: NHIVNA has a programme of online web learning educational modules on HIV nursing, all of which are open access on the NHIVNA website with the aim of supporting nurses who are working toward Levels 2 and 3 of the national HIV nursing competencies, whether working in a hospital or community setting. Currently, there are eight modules available: understanding HIV; caring for people with HIV; antiretroviral therapy; health promotion; HIV testing; advanced module on managing complexity in antiretroviral therapy management; treatment as prevention (TasP); and HIV and ageing. All

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### ***FOR THE YEAR ENDED 31 DECEMBER 2023***

modules meet the CPD requirements for Nursing and Midwifery Council revalidation. The modules attract a wide range of users from around the world. Modules are regularly reviewed to keep them up to date and additional topics are considered by the NHIVNA Education Subcommittee. Review of all modules led to new HIV nursing module on pre-exposure

15

prophylaxis (PrEP) to replace the TasP module. NHIVNA is grateful for industry support to continue with these educational modules.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

16

#### Events subcommittee

Members during 2023: D Flower (Chair 2022–2023), A Marshall (Chair 2023–2024)  
G Brough, L Foote, B Freeborn, S Jeffery, J Kendrick, J Osorio, L Panton, J Williams

Conference: NHIVNA usually holds one conference each year in June in different cities around the country to try and give all members across the UK the best opportunity to attend.

	2024 Liverpool	2023 Birmingham	2022 Cardiff	2021 Virtual	2019 Manchester	2018 Brighton
<b>Registrations</b>	<b>151</b>	<b>156</b>	<b>143</b>	<b>157</b>	<b>146</b>	<b>193</b>
<b>Abstracts</b>	<b>24</b>	<b>37</b>	<b>13</b>	–	<b>20</b>	<b>28</b>
Orals	12	10	7	–	8	8
Posters	12	27	6	–	12	20

Table 5: Summary, showing number of conference registrations and abstracts (no conference in 2020)

Following the pandemic (no conference in 2020), the conference was again a face-to-face event and was held on 14–16 June 2023 in Birmingham. The meeting attracted 156 delegates and income from registration fees and the exhibition generated a surplus. The programme was well-received and feedback from delegates was encouraging. The pre-conference study day, held on 14 June 2024 on 'Psychosocial Influences on caring for Refugees living with HIV in the UK' was also a success. NHIVNA invited feedback from delegates (36% replied).

<b>Feedback on the content of the conference</b>	<b>Agree</b>	<b>Disagree</b>
Programme was interesting and relevant to my professional needs	98%	2%
Promotional material accurately described the content of the event	100%	0%
Amount and depth of educational content were appropriate for time available	96%	4%
The programme matched my expectations	98%	2%

Table 6: Feedback from conference delegates on programme content (56 respondents)

Some comments received from delegates on conference content:

- More teaching presentations please, and case studies.
- Very well organised with a good flow of topics over the three days.
- Superb – a good agenda with universally relevant and well-delivered sessions.
- All speakers were well prepared and very interesting covering relevant topics.

<b>Feedback on the delivery and format of the conference sessions</b>	<b>Agree</b>	<b>Disagree</b>
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# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

Programme was well-structured	98%	2%
Overall standard of presentations was high	100%	0%
Presentations were clear and easy to follow	100%	0%

*Table 7: Feedback from conference delegates on delivery and format of sessions (56 respondents)* Some

comments received from delegates on their programme highlights:

17

- The HIV and faith session was my highlight. It was a very powerful session.
- Accessing HIV care as young gay trans man. Also care in prisons was helpful.
- Satellite symposium was also very useful.

Support: During the 2023 conference, there were two support sessions for first-time attendees or delegates attending the conference alone.

Abstracts: The Events Subcommittee is responsible for judging abstract submissions and selecting those that will be presented as posters at the conference and those that are of a quality to be presented as orals in the conference programme. All abstracts are published on the NHIVNA website after the conference.

Awards and scholarships: In 2023, conference awards were made in the categories:

- NHIVNA Best Oral award for Research/Clinical Practice (up two awards)  
Awarded for the best oral presentation or case study covering either research or clinical practice at the NHIVNA Annual Conference. A NHIVNA-invited panel judges the award and reviews oral presentations based on the following criteria: quality of presentation; quality of research; impact on nursing practice; originality; and considered ethical issues (if appropriate).
  - Winner in 2023: Claire Chambers, NHS Lothian: 'Challenges of supporting a complex patient without a community service'
- NHIVNA Best Poster Presentation Award (one award)  
Awarded for the best poster displayed at the NHIVNA Annual Conference. A NHIVNA-invited expert panel judges the award and reviews the posters based on the following criteria: quality of presentation; quality of research; impact on nursing practice; originality; and considered ethical issues (if appropriate).
  - Winner in 2023: Linda Panton, NHS Lothian: 'Added value of nurse specialists carrying out annual health reviews'
- NHIVNA Commended Poster Awards (three awards) As above awarded to runners up.  
Winners in 2023:
  - Madeline Brodie, Manchester University NHS Foundation Trust: 'The Role of the Senior Support Worker in HIV Care'
  - Laura Hilton, Southend University Hospital: 'Do patients find virtual clinics acceptable? How a global pandemic accelerated change'

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### **FOR THE YEAR ENDED 31 DECEMBER 2023**

- Jen Kendrick, Manchester University NHS Foundation Trust: 'Simulating Distress: A Case Based Discussion
- Laura Wilson-Powell, Midlands Partnership NHS Foundation Trust: 'Come back, come back... wherever you are'

18

#### **Research subcommittee**

Members during 2023: K Salthouse (Chair, 2022–2023), H Reynolds (Chair 2023–2024)  
C Antoniadi, J Harrison, C Hughes, M Shongwe, K Warburton

Research Awards: The awards scheme, which was launched in 2019, is open to all NHIVNA members and offers funding support for research and development projects that impact on the improvement of clinical care and management of people living with HIV in the UK. Funding is available for small and large projects from £100 up to £2000. Mentors are offered to support applicants preparing their submissions and to continue that support as projects proceed. During 2023, one award was made on 'What is the effect of writing for wellbeing on people living with HIV?', to M Croston, project started September 2023.

Research strategy: Following the publication in 2019 of the national research strategy, which aims to develop research capacity within the HIV nursing workforce and research collaborations to advance the contribution of HIV nursing to the evidence base that is needed to underpin high quality HIV treatment and care. This is facilitated through a dedicated page with forum on the NHIVNA website and an awards programme. Work continues to encourage nurses to undertake research and mentoring. Strategy to be reviewed for update in 2024.

Standards: Current standards documents are published online in the audit and research section on the NHIVNA website.

#### **Fundraising working group**

Members during 2023: J Williams (Chair 2022–2024)

C Antoniadi, D Flower, S Jeffery, J Kendrick, J Kendrick, J Osorio, K Warburton

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# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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### FOR THE YEAR ENDED 31 DECEMBER 2023

Group works to source funding for projects from non-pharmaceutical industry sources. During 2023, the group ran a competition for an anti-stigma image. The winning design was printed on T-shirts, which were sold to members and delegates at the 2023 annual conference.

#### Social media working group

Members during 2023: C Antoniadis (Chair 2022–2024), G Brough, L Foote, J McLuskey, H Reynolds, K Salthouse, J Williams

During 2023, NHIVNA continued the work of this group to lead on these public-facing aspects of the work of the charity. NHIVNA has a profile on Facebook and X (formerly Twitter) and makes regular updates to keep its members and the wider public informed on issues relating to HIV nursing, advocacy for people living with HIV.

Followers	Jan–Dec 2021	Jan–Dec 2022	Jan–Dec 2023
Facebook	977	1,329	1,363
X (formerly Twitter)	2,112	2,355	2,427

Table 8: Number of followers for the @nhivna accounts on Facebook and X (formerly Twitter)

#### Website

The website provides current information about all NHIVNA's activities and publications. It is good to know that many members find their membership useful and think it good value.

The website functionality includes an online forum for members accessing the research area. NHIVNA members make good use of the website, which offers online membership application and renewal and access to the journal. Education and research are always at the heart of the Association's work and full information on NHIVNA's activities is available online.

The website provides information about the association, all its activities and current versions of the competencies and includes a news feed on the latest HIV issues.

The members' only area allows members to share useful information with each other, upload documents and tools, and register online for conference, study days, and to renew their membership.

During 2023, it was agreed that the Website and Social Media Working Group would continue to focus on social media only and was duly renamed.

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# **NATIONAL HIV NURSES ASSOCIATION**

## **TRUSTEES' REPORT (CONTINUED)**

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### ***FOR THE YEAR ENDED 31 DECEMBER 2023***

A separate website working group was not required but rather each subcommittee and all trustees are responsible for reviewing the relevant pages on the website and sending any edits required to the Secretariat for updating. The website is a standing item on the agenda for trustee meetings.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

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FOR THE YEAR ENDED 31 DECEMBER 2023

### FINANCIAL REVIEW

#### Results for the Year

Income for the year totalled £145,084 (2022: £135,189) and comprised £19,468 (2022: £27,849) from grants and donations, £74,853 (2022: £28,155) from charitable activities, £50,000 (2022: £78,758) from sponsorship and £763 (2022: £427) of bank interest. Of the income from grants and donations, £ 9,290 (2022: £1 7,037) was unrestricted and £10, 178 (2022: £10,812) was restricted for specific purposes.

Membership income was £12,542 (2022: £12,247) and conference income was £59,811 (2022: £14,408).

Total expenditure for the year was £149,318 (2022: £158,801). The main costs included were for conferences, courses and events £61,005 (2022: £58,522) and secretariat fees £22,875 (2022: £22,800).

Overall expenditure exceed income by £4,234 (2022: £23,612) and the closing funds carried forward at the year end were £147,430 (2022: £151,664) of which £142,084 were unrestricted (2022: £151,664) and £5,346 (2022: £12,861) were restricted.

#### Policy on Holding Reserves

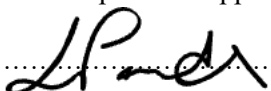
The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible assets (the free reserve) held by the charity should equate to approximately 18 months' resources expended. For 2023 , this would equate to approximately £150,000. This policy, the Executive Committee feels would allow the Association to continue the current activities of the charity in the event of a significant drop in funding. At present free reserves are £142,084, which is broadly in line with the target level.

The Executive Committee will endeavour to increase these funds accordingly.

#### Going Concern

The Trustees are content that the Association is in a position to continue to operate as a going concern.

The trustees' report was approved by the Board of Trustees.

.....  


L Panton, Chair  
Trustee

04/11/2025  
Date:.....



# NATIONAL HIV NURSES ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NATIONAL HIV NURSES ASSOCIATION

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I report to the trustees on my examination of the financial statements of National HIV Nurses Association (the Charity) for the year ended 31 December 2023.

### Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement- 15 -

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



Alison Price FCA  
**TC Group**

Suite 501  
The Nexus Building  
Broadway  
Letchworth Garden City  
Herts  
SG6 9BL

11 April 2025

Dated: .....

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# NATIONAL HIV NURSES ASSOCIATION

- 22 -

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
		2023	2023	2023	2022	2022	2022
Notes	£	£	£	£	£	£	£
<b>Income from:</b>							
Donations and legacies	3	9,290	10,178	19,468	17,037	10,812	27,849
Charitable activities	4	74,853	-	74,853	28,155	-	28,155
Other trading activities	5	50,000	-	50,000	78,758	-	78,758
Investments	6	763	-	763	427	-	427
<b>Total income</b>		134,906	10,178	145,084	124,377	10,812	135,189
<b>Expenditure on:</b>							
Charitable activities	7	131,625	17,693	149,318	153,759	5,042	158,801
<b>Total expenditure</b>		<u>131,625</u>	<u>17,693</u>	<u>149,318</u>	<u>153,759</u>	<u>5,042</u>	<u>158,801</u>
<b>Net income/(expenditure) and movement in funds</b>		3,281	(7,515)	(4,234)	(29,382)	5,770	(23,612)
<b>Reconciliation of funds:</b>							
Fund balances at 1 January 2023		138,803	12,861	151,664	168,185	7,091	175,276
<b>Fund balances at 31 December 2023</b>		<u>142,084</u>	<u>5,346</u>	<u>147,430</u>	<u>138,803</u>	<u>12,861</u>	<u>151,664</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 25 to 33 form part of these financial statements.

# NATIONAL HIV NURSES ASSOCIATION

- 23 -

## BALANCE SHEET

**AS AT 31 DECEMBER 2023**

		2023		2022	
	Notes	£	£	£	£
<b>Current assets</b>					
Debtors	12	97,291		15,792	
Cash at bank and in hand		149,046		197,008	
		—————		—————	
		246,337		212,800	
<b>Creditors: amounts falling due within one year</b>	13				
		(98,907)		(61,136)	
		—————		—————	
<b>Net current assets</b>			147,430		151,664
			—————		—————
<b>Net assets excluding pension liability</b>			147,430		151,664
			=====		=====
<b>The funds of the Charity</b>					
Restricted income funds			5,346		12,861
Unrestricted funds			<u>142,084</u>		<u>138,803</u>
			<u>147,430</u>		<u>151,664</u>

The notes on pages 25 to 33 form part of these financial statements.

The financial statements were approved by the trustees on 04/11/2025 .....



.....  
L Panton, Chair

# NATIONAL HIV NURSES ASSOCIATION

**Trustee**

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# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

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### 1 Accounting policies

#### Charity information

National HIV Nurses Association is an unincorporated charity registered in England and Wales and governed by a trust deed. The registered office is BHIVA Secretariat, Medivents Ltd, Devonshire Business Centre, Works Road, Letchworth Garden City SG6 1GJ.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

#### 1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 1 Accounting policies

(Continued)

##### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

##### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.7 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.



# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Donations and gifts	-	8,290	8,290	6,000	7,665	13,665
ViiV grants	-	8,290	-	1,037	-	1,037
Just Giving	-	-	1,888	-	3,147	3,147
Gilead	-	1,888	-	10,000	-	10,000
BHIVA donation	8,000	-	8,000	-	-	-
NHIVNA publication	<u>1,290</u>	-	<u>1,290</u>	-	-	-
Fund raising	9,290	-	19,468	17,037	10,812	27,849
	<u>9,290</u>	<u>10,178</u>	<u>19,468</u>	<u>17,037</u>	<u>10,812</u>	<u>27,849</u>

- 27 -

#### 4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Membership fees	12,542	12,247
Conference income	59,811	14,408
Miscellaneous income	<u>2,500</u>	<u>1,500</u>
	<u>74,853</u>	<u>28,155</u>

#### 5 Income from other trading activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Corporate sponsorship	50,000	78,758
	<u>50,000</u>	<u>78,758</u>

- 28 -

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 6 Income from investments

Unrestricted	Unrestricted
funds	funds
2023	2022
£	£

Interest receivable	763	427
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#### 7 Charitable activities

2023	2022
£	£

Award and bursary costs	1,367	9,863
Conferences, courses and events	61,005	58,522
Establishment, committee and communications (support)	13,375	9,652
Website, app development and maintenance	8,534	9,008
Secretariat fees (support)	22,875	22,800
Accountancy fees (support)	4,050	4,126
HIV nursing, journals and newsletters	37,800	39,788
Research programme costs	(2,000)	-
NHIVNA podcasts	2,312	5,042

	<u>149,318</u>	<u>158,801</u>
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	<u>149,318</u>	<u>158,801</u>
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#### Analysis by fund

Unrestricted funds	131,625	153,759
Restricted funds	<u>17,693</u>	<u>5,042</u>

	<u>149,318</u>	<u>158,801</u>
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#### 8 Independent examiner remuneration

2023	2022
£	£

Independent examination of the annual accounts	2,515	2,128
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#### Non-independent examination services

Taxation compliance services	1,090	1,700
All other non-audit services	<u>445</u>	<u>298</u>

<b>Total non-independent examination fees</b>	<u>1,535</u>	<u>1,998</u>
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# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 9 Trustees

During the year, no Trustees received any remuneration or other benefits (2022 - £nil).

During the year ended 31 December 2023, expenses totalling £1,209 were reimbursed or paid directly to 14 Trustees (2022 - £2,230 to 16 Trustees).

#### 10 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Total	-	-
	<u>          </u>	<u>          </u>

There were no employees whose annual remuneration was more than £60,000.

#### 11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

#### 12 Debtors

	2023	2022
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	71,149	12,556
Other debtors	1,117	3,236
Prepayments and accrued income	<u>25,025</u>	<u>-</u>
	<u>97,291</u>	<u>15,792</u>

#### 13 Creditors: amounts falling due within one year

		2023	2022
	Notes	£	£
Deferred income	14	60,965	31,395
Trade creditors		29,913	18,988
Accruals		<u>8,029</u>	<u>10,753</u>
		<u>98,907</u>	<u>61,136</u>

#### 14 Deferred income

2023	2022
£	£

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Other deferred income	60,965	31,395
	<u>          </u>	<u>          </u>

Deferred income is included in the financial statements as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Deferred income is included within:		
Current liabilities	60,965	31,395
	<u>          </u>	<u>          </u>

Movements in the year:

Deferred income at 1 January 2023	31,395	32,613
Released from previous periods	(8,430)	(32,613)
Resources deferred in the year	<u>38,000</u>	<u>31,395</u>
Deferred income at 31 December 2023	<u>60,965</u>	<u>31,395</u>

#### 15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
General funds	138,803	134,906	(131,625)	142,084
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Previous year:	At 1 January 2022	Incoming resources	Resources expended	At 31 December 2022
	£	£	£	£
General funds	168,185	124,377	(153,759)	138,803
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

	Unrestricted funds	Restricted funds	Total
	2023	2023	2023
	£	£	£
<b>At 31 December 2023:</b>			

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

Current assets/(liabilities)	142,084	5,346	147,430
	<u>142,084</u>	<u>5,346</u>	<u>147,430</u>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>2022</b>	<b>2022</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>At 31 December 2022:</b>			
Current assets/(liabilities)	138,803	12,861	151,664
	<u>138,803</u>	<u>12,861</u>	<u>151,664</u>

#### 17 Statement of funds

	Balance at 1 January 2023 £	Incoming Resources £	Expenditure £	Transfers in/(out) 2023 £	Balance at 31 December £
<b>Current year</b>					
<b>Restricted funds</b>					
Krattinger Rennison award fund	141	-	(141)	-	-
MAC AIDS fund	6,950	-	(6,950)	-	-
ViiV Education project	-	8,290	(8,290)	-	-
NHIVNA podcast	5,770	1,888	(2,312)	-	5,346
	<u>12,861</u>	<u>10,178</u>	<u>(17,693)</u>	<u>-</u>	<u>5,346</u>
<b>Unrestricted funds</b>					
General fund	138,803	134,906	(131,625)	-	142,084
	<u>151,664</u>	<u>145,084</u>	<u>(149,318)</u>	<u>-</u>	<u>147,430</u>
<b>Total of funds</b>					
<b>16 Analysis of net assets between funds</b>					

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2023

	Balance at 1 January 2022	Incoming Resources	Expenditure	Transfers in/(out)	December 2022
	£	£	£	£	£
<b>Prior year</b>					
<b>Restricted funds</b>					
Krattinger Rennison award fund	141	-	-	-	141
MAC AIDS fund	6,950	-	-	-	6,950
NHIVNA podcast	-	10,812	(5,042)	-	5,770
	7,091	10,812	(5,042)	-	12,861
<b>Unrestricted funds</b>					
General fund	168,185	124,377	(153,759)	-	138,803
<b>Total of funds</b>	175,276	135,189	(158,801)	-	151,664
		<b>Balance at 31</b>			

#### Statement of funds (continued)

##### Krattinger Rennison award fund

Awarded for an original piece of research presented at the NHIVNA Annual Conference either as an oral or poster presentation. A NHIVNA-invited expert panel will judge the award and will review presentations based on the following criteria: the principal investigator is a nurse; an original piece of research; demonstrates an understanding of the research process; has an impact on nursing-related HIV policy as well as patient care; research contains an explicit discussion of the relevance of the research to nursing practice/policy and considered ethical issues (if appropriate). Winning presenters will be required to write up their research for the journal HIV Nursing. This fund represents restricted funding received from the Krattinger Rennison Charitable Trust and expended awarding prizes. The Krattinger Rennison Charitable Trust ceased to exist in 2003.

##### MAC AIDS fund

MAC AIDS fund is a charity established in 1994 to support people living with HIV worldwide. It donates funds to communities and organisations that offer services to people with HIV/AIDS and help to prevent the disease through educational programs. Restricted funding has been received in the year for this purpose and the charity has specifically expended this on research awards and funding CPD articles.

##### HIV Matters podcast

Awarded to fund an educational podcast series to improve outcomes for people living with HIV: HIV Matters.

The funding will be used to develop series 2 and 3 of the podcast, plus two conference edition and postbag episodes to provide HCPs with educational content that explores quality of life issues experienced by people living with HIV.

#### 19 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

**NATIONAL HIV NURSES ASSOCIATION**

England & Wales - Charity number 1099074

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# Accounts

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Charity registration number 1099074

**NATIONAL HIV NURSES ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

# NATIONAL HIV NURSES ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

L Panton, Honorary Treasurer  
E Foote, Chair  
J McLuskey, Honorary Secretary  
A Marshall  
C Antoniadis  
G Brough  
D Flower  
K Salthouse  
J Williams  
E Nixon  
J Kendrick  
K Warburton  
J Osorio (Appointed 16 June 2022)  
H Reynolds (Appointed 17 June 2022)

### Charity number

1099074

### Principal address

BHIVA Secretariat  
Medivents Ltd  
Devonshire Business Centre, Works Road  
Letchworth Garden City  
Herts  
SG6 1GJ

### Independent examiner

UHY Hacker Young  
PO Box 501  
The Nexus Building  
Broadway  
Letchworth Garden City  
Herts  
SG6 9BL

### Bankers

National Westminster Bank plc  
190 Muswell Hill Broadway  
London  
N10 3SD

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# NATIONAL HIV NURSES ASSOCIATION

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 13
Independent examiner's report	14
Statement of financial activities	15
Balance sheet	16
Notes to the financial statements	17 - 25

---

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT

**FOR THE YEAR ENDED 31 DECEMBER 2022**

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The Trustees present their annual report together with the financial statements of National Nurses HIV Association for the year ended 31 December 2022. The Trustees confirm that the Annual Report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the Charities SORP (FRS 102) October 2019, effective 1 January 2019).

### Background

NHIVNA was founded in 1998, in response to the need for an organisation to bring together nurses caring for people living with and affected by HIV. NHIVNA is a national organisation that started with a small number of members, rising to its highest number of around 350, including nurses from various disciplines (clinical research, mental health, sexual health, paediatrics, acute care and community) and colleagues from overseas.

NHIVNA became a charity in 2003. From the outset, there have been three areas of focus for the work of the association: support, research and education. The charity delivers work in these areas by providing an opportunity to network with colleagues across the country, both online and in person at the annual conference and the study day. The annual conference and the study days/webinars provide educational opportunities on a wide range of topics to both NHIVNA members and non-member nurses working in HIV. NHIVNA is committed to provide educational meetings organised by nurses specifically for nurses and to provide a network of peer support.

NHIVNA also provides access for its members to the peer-reviewed journal.

Support and encouragement for nurses to get involved in research has long been an area of work for the charity and different types of research awards have been offered to members since the early 2000s. The association provides an academic and educational forum for the dissemination of original nursing research. NHIVNA addresses the communication and support needs of these nurses to assist in the promotion of best practice in the care of people with HIV. The association supports research into the promotion of HIV nursing skills and aims to publish the results of such research for the benefit of the public. NHIVNA has an online forum for the exchange of information, to share examples of good practice and to encourage and support nursing-related research.

The trustees form the Executive Committee, which leads the association and oversees the work of the three subcommittees (Education, Events and Research) and two working groups (Fundraising, and Social Media).

### Governance

NHIVNA is governed by a trust deed with a constitution. The NHIVNA *Constitution* was last updated on 28 June 2013 and is available online at: <https://www.nhivna.org/ObjectivesandPowers>. The trustees regularly review the constitution and the next review will be completed by year end 2023.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 DECEMBER 2022*

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### **Mission statement**

The National HIV Nurses Association (NHIVNA) is the leading UK professional association representing nurses in HIV care. We are a well-established and highly respected organisation committed to providing excellence in the care of those living with and affected by HIV

Our pledge is to promote excellence in the nursing care of those living with and affected by HIV. We will do this through advocacy, education, leadership and research and by disseminating innovative practice more widely to the nursing profession.

We will work with individuals and organisations that share our desire for excellence in the field, advocating passionately for people living with or affected by HIV and providing a voice for nurses working in the field.

To fulfil our pledge, we will:

- Provide a forum to support nurses working with those living with and affected by HIV
- Advance education among members of the nursing profession in relation to HIV
- Promote original high-quality nursing and multi-disciplinary research which drives innovation and best practice in HIV care
- Collaborate with and support doctors, allied health professionals, higher education institutes, governmental bodies and NGOs to advance national HIV health policy and improve patient outcomes
- Strive to represent HIV nurses at local, national and international level, and keep our members informed of the latest guidelines, policies and evidence-based research.

In setting its objectives, the trustees have had regard to the Charity Commission's guidance on public benefit.

### **Charity objects**

- To advance education amongst members of the nursing profession about good nursing practices and to promote improved standards of nursing care of patients with HIV.
- To promote research into the promotion of HIV nursing skills and to publish the results of such research for the benefit of the public.

### **Charity powers**

- power to raise funds and to invite and receive contributions, provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants
- power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
- power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

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- power to appoint and constitute such advisory committees as the Executive Committee may think fit
- power to do all such other lawful things as are necessary for the achievement of the objects
- power to make, alter, add to or repeal byelaws for the conduct of its business.

#### **Annual General Meeting (AGM)**

The Annual General Meeting is usually held during the NHIVNA annual conference. In 2022, the AGM was held on 16 June 2022, as part of the NHIVNA conference, which was held in Cardiff.

#### **Policies**

##### *Awards, grants and scholarships*

The charity makes several grants, scholarships and awards in various categories to allow access to the conference and the pre-conference study day, as well as prizes for abstracts, research and clinical practice, all of which are designed to support the objects of the association.

##### *Fundraising*

The association raises funds for its activities through application to grant-making bodies and the pharmaceutical industry and generates income through major sponsorship and support for individual items, such as exhibition stands at conferences, plus membership fees income.

##### *Privacy*

NHIVNA complies with current legislation. The policy is online: <https://www.nhivna.org/PrivacyStatement>

##### *Refunds and cancellations*

A membership refund and conference registration cancellation policy has been established. The policy is online: <https://www.nhivna.org/RefundPolicy>.

##### *Risk management*

Main financial risk factor would be a critical downturn in revenues from major sponsors and grant-making bodies. Financial and any other risks to the charity are reviewed yearly at the annual strategy meeting and more frequently at trustees' meetings, as required.

#### **Recruitment and appointment of new trustees**

The NHIVNA Executive Committee comprises up to fourteen members including the chair, ten elected members (each of whom is elected by the membership to serve for three years), the community representative trustee, elected by the UK Community Advisory Board (UK-CAB), and up to two co-opted members, who are invited to join the executive committee to supplement any specialty or geographical requirements.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

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Annual elections are held in accordance with the NHIVNA Constitution and Byelaws. Nominations are invited from eligible NHIVNA members. To be eligible, nominees must be current paid-up members of the association and have had continuous NHIVNA membership since at least two years at the end of March in the year of nomination. Nominees must complete a self-nomination form (no proposers or seconders are required), trustee declaration form and declaration of interests form and submit by the nomination deadline. A ballot is conducted amongst eligible (having joined before end of March in the same year) voting members of the association. The Election Scrutineer is the immediate past chair of the association (or someone nominated by the charity trustees). The results of the election are declared at the Annual General Meeting in the same year.

All trustees complete a declaration, based on the template from the Charity Commission, that:

- I am over age 18
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee
- I undertake to fulfil my responsibilities and duties as a trustee of the National HIV Nurses Association (NHIVNA) in good faith and in accordance with the law and within the objects of NHIVNA
- I do not have any financial interests in conflict with those of NHIVNA (either in person or through family or business connections) except those that I have formally notified in a declaration of interest statement
- I will specifically notify any such interest at any meeting where trustees are required to make a decision, which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it

#### *Conflicts of Interest*

NHIVNA requires that all trustee members of the NHIVNA executive committee must declare all interests and membership of other committees retrospectively on an annual basis. Declaration is required at the time of joining NHIVNA as a trustee and annually thereafter. Declaration is required retrospectively for the preceding 12 months from the beginning of membership of the executive committee and then annually thereafter until the conclusion of membership of the executive committee. The details are retained on a register at the Secretariat and will be made available for publication, if required.

The declarations of interests are:

- Posts held in the course of employment or practice
- Consultancies, directorships or advisory positions in the field of health or social care or in a business with which NHIVNA might do business
- A position of authority in another charity or voluntary organisation in the field of health and social care
- Any public appointments
- Membership/Fellowship of other specialist societies
- Membership of or affiliation to a political party
- Any association with other organisations or individuals which may have an interest or influence in NHIVNA's work

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

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#### *Induction of trustees*

Following appointment, new trustees are emailed an information letter with the following:

- Level of time commitment expected regarding attendance at committee meetings, conferences
- Results of elections for the relevant year
- List of all trustees with contact email addresses
- Charity Commission of England and Wales leaflet CC3(a) 'The essential Trustee: an introduction'
- Copy of the NHIVNA *Constitution*
- Trustee declaration form
- Minutes of the most recent Executive Committee meeting
- Most recent NHIVNA statutory accounts
- Access to the committee online workspace for minutes of previous trustees' meetings.

#### **Structure of the charity**

The trustees form the NHIVNA Executive Committee, which oversees all the work of the association. The NHIVNA Officers group meets up to twice p.a. and any *ad hoc* working groups meet as required. Subcommittees and working groups are led by a trustee and comprise other trustees and representatives from outside this group to bring depth and spread to the knowledge and experience of the group.

The remit of the three subcommittees is as follows:

#### *Education Subcommittee*

- Academy
- Advanced practice
- Competencies
- Continuing Professional Development (CPD)
- Education strategy
- HIV nursing web-learning modules
- Training resources

#### *Events Subcommittee*

- Conference, including awards and scholarships
- Abstract review committee
- Study days
- World AIDS Day (WAD)

#### *Research Subcommittee*

- Research strategy
- Research awards
- Standards

#### *Fundraising Working Group*

- Source funding from non-pharmaceutical industry sources

#### *Social Media Working Group*

- Facebook, Instagram and Twitter accounts

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

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### Chair's report

Following on from the continued challenges presented by the COVID-19 pandemic and its impact on healthcare workers, NHIVNA trustee and essential work continued throughout the year. The charity delivered the usual benefits to members,

The early part of the year would usually include a spring study day due to be held in March but this was cancelled due to the knock-on effects of the pandemic on the healthcare professional workforce. Following the decision to run a virtual conference available free of charge to all its members in 2021, NHIVNA was delighted to be able to hold a face-to-face conference in 2022, which was a great success. As well as the pre-conference study day, the programme included some hot topics and updates, colleagues had the opportunity to network. NHIVNA is grateful to its major sponsors Gilead, MSD and ViiV for their ongoing support, without which this conference would not have been able to go ahead.

NHIVNA held a long-standing relationship with the publisher of the *HIV Nursing* journal, which produced four issues each year and these were included in the NHIVNA membership benefits. Volume 20 was published in the year 2020 with just three out of the expected four issues, when the title was sold to another publisher. NHIVNA made the difficult decision to withdraw from the journal, having previously also provided the Editorial Board membership, as the quality of the publication under the new management was not to the standard needed by NHIVNA members. Therefore, during 2021, NHIVNA prepared for the launch of a new journal, in collaboration with Mark Allen Group, to publish two supplements and two newsletters each year within the *British Journal of Nursing*. NHIVNA moving forward with a great connection to a fantastic journal with national reputation. NHIVNA provides the membership of the editorial board to prepare the supplements and newsletters. This peer-reviewed journal is issued as included in the benefits for all members of the association. NHIVNA is always of how important it is to disseminate nurse-led research and share best practice. The first issue of the new journal supplement was published in January 2022, with the second following in June 2022.

Conscious of the continued need for updates and information relating to COVID-19 and HIV, NHIVNA provided email and social media output to NHIVNA members with emails, as well as the online news feed on the NHIVNA website. NHIVNA linked to the British HIV Association (BHIVA) statements on Coronavirus (COVID-19) and HIV, which have been published throughout the pandemic. In addition, NHIVNA published relevant website links to information from the Royal College of Nursing (RCN), Chiva and HIV i-Base.

The Association continued its representation on the NHS England Clinical Reference Group (CRG) and advocated to ensure that advanced nursing practice and clinical nursing practice are included in the HIV service specifications developed within NHS England.

The NHIVNA research awards, which were launched in 2019, were opened and applications invited. Work continued

to review the NHIVNA web-based e-learning modules, with our usual benefits for members, maintaining and making regular updates to our website.

Work continued to develop the document 'The HIV model of nursing', due for publication in September 2022.

Thanks go to the other officers and all the trustees for their hard work during the year.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### *FOR THE YEAR ENDED 31 DECEMBER 2022*

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In addition, we thank our community representative trustee, Garry Brough, who is on the executive committee representing people living with HIV.

Nominations were invited from NHIVNA members to fill four trustee vacancies and there were four eligible nominations, therefore no election was required.

Thanks go to our major sponsors, Gilead Sciences, MSD and ViiV and to our conference exhibitors for their invaluable support for the work of the charity and to MAC VIVA GLAM (previously MAC AIDS Fund), who have been regular contributors to the work of the association.

As part of its national role, NHIVNA maintains relationships with other groups and charities. NHIVNA is an affiliated association of the British HIV Association (BHIVA) and has developed important links with other relevant organisations, encouraging exchange of information between national and international nursing groups, such as the Association of Nurses in AIDS Care, USA (ANAC); Chiva; British Psychological Society (BPS); and the European HIV Nursing Network (EHNN). NHIVNA has a close relationship with the UK Community Advisory Board (UK-CAB), who elect the community representative trustee on the NHIVNA executive committee.

During 2022, some of the impact of the COVID-19 pandemic was still being felt by the charity. The charity has mitigated the financial impact as optimally as it reasonably can. The trustees meet regularly and have considered the likely financial impact on the charity and have planned accordingly. The trustees consider that the charity remains financially viable in the long-term, and consequently have concluded that sufficient funds are in place for the charity to continue to operate on a going concern basis.

**Liz Foote**

**Chair of the Association from June 2021 to September 2023**

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

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### Honorary Secretary's Report

I would like to welcome all new members and thank existing members for their continued support of the association. The total number of members in 2022 was 200 members, including overseas members from Australia, Italy, Malaysia, New Zealand and Norway. Membership numbers are comparable to those of the previous year (196 members). NHIVNA members work in a variety of areas, including GU and HIV medicine, infectious diseases, community and sexual health, antenatal and paediatric, research, academic, mental health, midwifery and intensive care. It is hoped that numbers will strengthen in the long term and the association continues to advertise the membership benefits to past members and potential new recruits.

Members work in different areas of the country (see Table 1) and the different membership categories (see Table 2) cover all nursing grades across a range of nursing professionals.

*Table 1: Members' geographical work region*

Members' region	Membership year 2022	
	Number	Percent
London	60	30%
Southeast	40	20%
Northwest	25	13%
Midlands	19	9%
East of England	14	7%
Northeast and Yorkshire	13	7%
Southwest	9	4%
Scotland	7	3%
Overseas	7	3%
Wales	4	2%
Northern Ireland	1	1%
Ireland	1	1%
<b>Total</b>	<b>200</b>	<b>100%</b>

*Table 2: Membership in 2021 by category*

Membership category	Membership year 2022	
	No.	Percent
Band 6–7	140	70%
Band 1–4, affiliated and community	14	7%
Band 8	14	7%
Band 5	12	6%
Life member <sup>1</sup>	8	4%
International networking	6	3%
Student nurse	4	2%
Annual member <sup>2</sup>	2	1%
<b>Total</b>	<b>200</b>	<b>100%</b>

The trustees committed to keep membership fees at a reasonable rate and these were not increased for 2022 membership (the last fee increase was in 2015). Discounted membership fees are available for NHIVNA members to join the British HIV Association (BHIVA) and Chiva.

*Table 3: Membership subscription fees for year 2022*

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# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

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<sup>1</sup> Past Chairs (N Perry, S Morris, N Brito-Ault, M Croston) and Patrons (R Fieldhouse and A Namiba)

<sup>2</sup> UK-CAB Community Trustee, G Brough; appointed member, K Warburton

<b>Membership category</b>	<b>Annual Fee</b>
NHIVNA Band 8 incl. Consultant Nurse/ Manager / Matron (UK)	£75
NHIVNA Band 6–7 including Academia	£60
NHIVNA Band 5	£35
NHIVNA Band 1–4 incl. Healthcare Assistants/ voluntary sector/ affiliated (those not working within the HIV sector, but who have an interest in HIV, such as primary care and practice nurses etc., and other specialist nurses)	£20
NHIVNA International Networking	£20
Student Nurse	£10

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In return for members' subscriptions, which are so vital in supporting the independence and educational work of the Association, NHIVNA offers a wide range of benefits (see below). The charity trustees conduct an annual review of the benefits offered and the fees charged, to ensure that these are kept up to date and reflect the requirements of NHIVNA members.

#### *Benefits of membership:*

- a) Free subscription to *BJN HIV Nursing Supplement* (two issues p.a.)
- b) Discounted registration to NHIVNA Annual Conference
- c) Free registration for NHIVNA Study Days (up to two each year)
- d) Online members' area for access to your account, current and past issues of the journal, as well as forum for exchange of documents and information
- e) Free subscription to NHIVNA *eRoundup* email (up to six issues p.a.)
- f) Access to grants and scholarships
- g) Free subscription to *HIV Treatment Bulletin* (up to six issues p.a.)
- h) Voting rights for NHIVNA Executive Committee elections (eligibility subject to joining date)
- i) Discounted membership to partner associations (BHIVA £20; Chiva £10)
- j) Membership subscription fees approved for income tax relief

#### *Policy for cancellation of membership*

Providing that written notice is received no later than 14 working days before the renewals due date of 31 March each year or the collection date (if paying by Direct Debit), a full refund will be made. No refunds will be made for any cancellations received after this date. Written notice should be emailed to [nhivna@nhivna.org](mailto:nhivna@nhivna.org).

The charity trustees continue to work to increase awareness of NHIVNA and encourage other nurses, such as primary care workers, to join the Association. Current members confirm that the benefits are well-received and that NHIVNA events are useful educationally and relevant to members' practice. NHIVNA members also find the regular email bulletin, NHIVNA *eRoundup*, useful, which includes updates with news and developments in HIV nursing.

Please continue sending your feedback to me through the Secretariat. I look forward to the continued success of NHIVNA and all its activities and hope to see you at the next conference.

**Andy Marshall**  
**NHIVNA Honorary Secretary**

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

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### Education Subcommittee

Members during 2022: G Brough, M Croston, D Flower, L Foote, J Kendrick, J McLuskey, J Osorio, L Panton, A Marshall, K Warburton

Academy: The subcommittee has used the leadership academy programme branding across its education offering and reviews the scope annually.

Self-compassion leadership course: has been developed by M Croston for launch in 2023.

Advanced practice: Guidelines were prepared and published in 2018 and were reviewed in 2020, with the agreement that the guidelines remain current and no updates are yet required.

Education strategy: Following the publication of the strategy for nurse education, this was put into action, including new terms of reference for the committee.

HIV nursing competencies: Originally written in 2007 and last updated in 2013, these are currently available as an e-book on the NHIVNA website with a full range of open-access downloadable resources for nurses and members to use to assist their professional development and training. It has been agreed a rewrite will be needed but the pandemic has severely impacted on resources and there is no fixed date for the start of work.

CPD and training resources: NHIVNA offers a range of online resources, all open access, covering a wide range of topics including continuing professional development (CPD) articles, best practice guidelines and shared resources.

Education: Scholarships have been available to enable NHIVNA members to undertake original research, further their education, clinical practice and to encourage and support nurses to present at national and international meetings. This is in accordance with the aims of NHIVNA of providing research, education and support for nurses working in or who have an interest in HIV nursing. The education subcommittee leads on the topics for the NHIVNA study day programme. 'HIV Matters' podcast will become an official NHIVNA podcast series.

Web learning HIV nursing modules: NHIVNA has a programme of online web learning educational modules on HIV nursing, all of which are open access on the NHIVNA website with the aim of supporting nurses who are working toward Levels 2 and 3 of the national HIV nursing competencies, whether working in a hospital or community setting. Currently, there are eight modules available: understanding HIV; caring for people with HIV; antiretroviral therapy; health promotion; HIV testing; advanced module on managing complexity in antiretroviral therapy management; treatment as prevention (TasP); and HIV and ageing. All modules meet the CPD requirements for Nursing and Midwifery Council revalidation. The modules attract a wide range of users from around the world. Modules are regularly reviewed to keep them up to date and additional topics are considered by the NHIVNA Education Subcommittee. Review of all modules led to new HIV nursing module on pre-exposure prophylaxis (PrEP) to replace the TasP module. NHIVNA is grateful for industry support to continue with these educational modules.

HIV Matters podcasts: developed by M Croston and available online, supported by NHIVNA.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

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### Events subcommittee

Members during 2022: G Brough, D Flower, L Foote, J Kendrick, A Marshall, L Panton, J Williams

Conference: NHIVNA usually holds one conference each year in June in different cities around the country to try and give all members across the UK the best opportunity to attend. Following the COVID-19 pandemic, the conference was to a face-to-face event. The meeting attracted 148 delegates and the income from registration fees and exhibition generated a small surplus. The conference programme was well-received and feedback from delegates was encouraging. Of delegates completing the feedback, 97% agreed that the programme was interesting and relevant to their professional needs and an equal number agreed that the presentations were of a high standard and clear and easy to follow. The pre-conference study day on 'Women and HIV' was also a success with the feedback showing that the talks were interesting and relevant for delegates..

Awards and scholarships: In 2022, conference awards were made in the categories:

- NHIVNA Best Oral award for Research/Clinical Practice (two awards)
- NHIVNA Best Poster Presentation Award (one award)
- NHIVNA Commended Poster Awards (three awards)
- NHIVNA HIV Nurse of the Year Award 2022 (awarded to Linda Panton, NHS Lothian).

### Research subcommittee

Members during 2022: C Antoniadi, C Hughes, H Reynolds, K Salthouse, K Warburton

Research Awards: The awards scheme, which was launched in 2019, is open to all NHIVNA members and offers funding support for research and development projects that impact on the improvement of clinical care and management of people living with HIV in the UK. Mentors are offered to support applicants preparing their submissions and to continue that support as projects proceed.

Research strategy: Following the publication in 2019 of the national research strategy, which aims to develop research capacity within the HIV nursing workforce and research collaborations to advance the contribution of HIV nursing to the evidence base that is needed to underpin high quality HIV treatment and care. This is facilitated through a dedicated page with forum on the NHIVNA website and an awards programme. Work continues to encourage nurses to undertake research and mentoring

Report: Research project 'The psychological impact of caring during the COVID-19 pandemic on HIV nurses', funded by NHIVNA, was published in March 2022 and presented at the annual conference.

Standards: Current standards documents are published online in the audit and research section on the NHIVNA website.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

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#### Fundraising working group

Members during 2022: J Williams (Chair), J Kendrick, J Osorio, K Warburton  
Group works to source funding for projects from non-pharmaceutical industry sources.

#### Social media working group

Members during 2022: C Antoniadis, L Foote, J McLuskey, K Salthouse, J Williams  
During 2022, NHIVNA continued the work of this group to lead on these public-facing aspects of the work of the charity. NHIVNA has a profile on Facebook, Instagram and Twitter and makes regular updates to keep its members and the wider public informed on issues relating to HIV nursing, advocacy for people living with HIV.

#### Website

The website provides current information about all NHIVNA's activities and publications. It is good to know that many members find their membership useful and think it good value. The website functionality includes an online forum for members accessing the research area. NHIVNA members make good use of the website, which offers online membership application and renewal and access to the journal. Education and research are always at the heart of the Association's work and full information on NHIVNA's activities is available online. The website provides information about the association, all its activities and current versions of the competencies and includes a news feed on the latest HIV issues. The members' only area allows members to share useful information with each other, upload documents and tools, and register online for conference, study days, and to renew their membership. During 2022, it was agreed that the Website and Social Media Working Group would continue to focus on social media only and was duly renamed. A separate working group was not required but rather each subcommittee and all trustees are responsible for reviewing the relevant pages on the website and sending any edits required to the Secretariat for updating. The website is a standing item on the agenda for trustee meetings.

## FINANCIAL REVIEW

### Results for the Year

Income for the year totalled £135,189 (2021: £86,366) and comprised £27,849 (2021: £8,975) from grants and donations, £28,155 (2021: £10,838) from charitable activities, £78,758 (2021: £66,000) from sponsorship and £427 (2021: £553) of bank interest. Of the income from grants and donations, £17,037 (2021: £5,000) was unrestricted and £10,812 (2021: £3,975) was restricted for specific purposes. Membership income was £12,247 (2021: £10,600) and conference income was £14,408 (2021: £238).

Total expenditure for the year was £158,801 (2021: £82,385). The main costs included were for conferences, courses and events £58,522 (2021: £28,687) and secretariat fees £22,800 (2021: £22,800).

Overall expenditure exceed income by £23,612 (2021: surplus £3,981) and the closing funds carried forward at the year end were £151,664 (2021: £175,276) of which £138,803 were unrestricted (2021: £168,185) and £12,861 (2021: £7,091) were restricted.

# NATIONAL HIV NURSES ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

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### Policy on Holding Reserves

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible assets (the free reserve) held by the charity should equate to approximately 18 months' resources expended. For 2022, this would equate to approximately £150,000. This policy, the Executive Committee feels, would allow the Association to continue the current activities of the charity in the event of a significant drop in funding. At present free reserves are £138,803, which is broadly in line with the target level. The Executive Committee will endeavour to increase these funds accordingly.

### Going Concern

The Trustees have considered the impact of the Coronavirus pandemic on future income streams and planned activities of the Association and are content that the Association is in a position to continue to operate as a going concern.

The trustees' report was approved by the Board of Trustees.



.....  
E Foote, Chair  
**Trustee**

12/21/2023  
Date: .....

# NATIONAL HIV NURSES ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF NATIONAL HIV NURSES ASSOCIATION

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I report to the trustees on my examination of the financial statements of National HIV Nurses Association (the Charity) for the year ended 31 December 2022.

#### **Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.

Scott Rouse FCA  
UHY Hacker Young



PO Box 501  
The Nexus Building  
Broadway  
Letchworth Garden City  
Herts  
SG6 9BL

Dated: 2 January 2024

# NATIONAL HIV NURSES ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 DECEMBER 2022**

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b><u>Income from:</u></b>							
Donations and legacies	3	17,037	10,812	27,849	5,000	3,975	8,975
Charitable activities	4	28,155	-	28,155	10,838	-	10,838
Other trading activities	5	78,758	-	78,758	66,000	-	66,000
Investments	6	427	-	427	553	-	553
<b>Total income</b>		<u>124,377</u>	<u>10,812</u>	<u>135,189</u>	<u>82,391</u>	<u>3,975</u>	<u>86,366</u>
<b><u>Expenditure on:</u></b>							
Charitable activities	7	153,759	5,042	158,801	78,410	3,975	82,385
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(29,382)	5,770	(23,612)	3,981	-	3,981
Fund balances at 1 January 2022		<u>168,185</u>	<u>7,091</u>	<u>175,276</u>	<u>164,204</u>	<u>7,091</u>	<u>171,295</u>
<b>Fund balances at 31 December 2022</b>		<u><u>138,803</u></u>	<u><u>12,861</u></u>	<u><u>151,664</u></u>	<u><u>168,185</u></u>	<u><u>7,091</u></u>	<u><u>175,276</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The notes on pages 6 to 14 form part of these financial statements.

# NATIONAL HIV NURSES ASSOCIATION

## BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	£	£	2021 £
<b>Current assets</b>					
Debtors	12	15,792		6,911	
Cash at bank and in hand		197,008		225,852	
		<u>212,800</u>		<u>232,763</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(61,136)</u>		<u>(57,487)</u>	
Net current assets			<u>151,664</u>		<u>175,276</u>
<b>Income funds</b>					
Restricted funds			12,861		7,091
Unrestricted funds			138,803		168,185
			<u>151,664</u>		<u>175,276</u>

The notes on pages 6 to 14 form part of these financial statements.

12/22/2023

The financial statements were approved by the Trustees on .....



.....  
L Panton, Honorary Treasurer  
**Trustee**

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

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### 1 Accounting policies

#### Charity information

National HIV Nurses Association is an unincorporated charity registered in England and Wales and governed by a trust deed. The registered office is BHIVA Secretariat, Medivents Ltd, Devonshire Business Centre, Works Road, Letchworth Garden City SG6 1GJ.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

#### 1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

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#### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.7 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

### 1 Accounting policies

(Continued)

#### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	17,037	10,812	27,849	5,000	3,975	8,975
<b>Donations and gifts</b>						
ViiV grants	6,000	7,665	13,665	-	3,975	3,975
MAC AIDS funding	-	-	-	5,000	-	5,000
Just Giving	1,037	-	1,037	-	-	-
Gilead	-	3,147	3,147	-	-	-
BHIVA donation	10,000	-	10,000	-	-	-
	17,037	10,812	27,849	5,000	3,975	8,975

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

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### 4 Charitable activities

	Membership fees	Conference income	Miscellaneous income	Total 2022	Membership fees	Conference income	Total 2021
	2022	2022	2022		2021	2021	
	£	£	£	£	£	£	£
Sales within charitable activities	12,247	14,408	1,500	28,155	10,600	238	10,838

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

### 5 Other trading activities

Unrestricted funds      Unrestricted funds

2022      2021  
£      £

Corporate sponsorship	78,758	66,000
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### 6 Investments

Unrestricted funds      Unrestricted funds

2022      2021  
£      £

Interest receivable	427	553
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### 7 Charitable activities

2022      2021  
£      £

Award and bursary costs	9,863	12,339
Conferences, courses and events	58,522	28,687
Establishment, committee and communications (support)	9,652	9,041
Website, app development and maintenance	9,008	8,126
Secretariat fees (support)	22,800	22,800
Accountancy fees (support)	4,126	5,257
Irrecoverable VAT	-	(6,412)
HIV nursing, journals and newsletters	39,788	547
Research programme costs	-	2,000
NHIVNA podcasts	5,042	-

	158,801	82,385
--	---------	--------

	158,801	82,385
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#### Analysis by fund

Unrestricted funds	153,759	78,410
Restricted funds	5,042	3,975

	158,801	82,385
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# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

### 8 Independent examiner remuneration

	2022 £	2021 £
Independent examination of the annual accounts	2,128	3,550
<b>Non-independent examination services</b>		
Taxation compliance services	1,700	1,600
All other non-audit services	298	107
<b>Total non-independent examination fees</b>	1,998	1,707

### 9 Trustees

During the year, no Trustees received any remuneration or other benefits (2021 - £nil).

During the year ended 31 December 2022, expenses totalling £2,230 were reimbursed or paid directly to 16 Trustees (2021 - £755 to 9 Trustees).

### 10 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

### 11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 12 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	12,556	31
Other debtors	3,236	6,880
	15,792	6,911

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

### 13 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Deferred income	14	31,395	32,613
Trade creditors		18,988	10,736
Accruals		10,753	14,138
		<u>61,136</u>	<u>57,487</u>

### 14 Deferred income

	2022 £	2021 £
Other deferred income	<u>31,395</u>	<u>32,613</u>

Deferred income is included in the financial statements as follows:

	2022 £	2021 £
Deferred income is included within:		
Current liabilities	<u>31,395</u>	<u>32,613</u>
Movements in the year:		
Deferred income at 1 January 2022	32,613	90,245
Released from previous periods	(32,613)	(90,245)
Resources deferred in the year	<u>31,395</u>	<u>32,613</u>
Deferred income at 31 December 2022	<u>31,395</u>	<u>32,613</u>

### 15 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

### 16 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 December 2022 are represented by:					
Current assets/(liabilities)	<u>138,803</u>	<u>12,861</u>	<u>151,664</u>	<u>7,091</u>	<u>175,276</u>
	<u>138,803</u>	<u>12,861</u>	<u>151,664</u>	<u>7,091</u>	<u>175,276</u>

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 17 Statement of funds

	Balance at 1 January 2022	Incoming Resources	Expenditure	Transfers in/(out)	Balance at 31 December 2022
	£	£	£	£	£
<b>Current year</b>					
<b>Restricted funds</b>					
Krattinger Rennison award fund	141	-	-	-	141
MAC AIDS Fund	6,950	-	-	-	6,950
ViiV Education Project	-	-	-	-	-
NHIVNA podcast	-	10,812	(5,042)	-	5,770
	<u>7,091</u>	<u>10,812</u>	<u>(5,042)</u>	<u>-</u>	<u>12,861</u>
<b>Unrestricted funds</b>					
General Fund	168,185	124,377	(153,759)	-	138,803
<b>Total of funds</b>	<u>175,276</u>	<u>135,189</u>	<u>(158,801)</u>	<u>-</u>	<u>151,664</u>

	Balance at 1 January 2021	Incoming Resources	Expenditure	Transfers in/(out)	Balance at 31 December 2021
	£	£	£	£	£
<b>Prior year</b>					
<b>Restricted funds</b>					
Krattinger Rennison award fund	141	-	-	-	141
MAC AIDS Fund	6,950	-	-	-	6,950
ViiV Education Project	-	3,975	(3,975)	-	-
	<u>7,091</u>	<u>3,975</u>	<u>(3,975)</u>	<u>-</u>	<u>7,091</u>
<b>Unrestricted funds</b>					
General Fund	164,204	82,391	(78,410)	-	168,185
<b>Total of funds</b>	<u>171,295</u>	<u>86,366</u>	<u>(82,385)</u>	<u>-</u>	<u>175,276</u>

# NATIONAL HIV NURSES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

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#### Statement of funds (continued)

##### **Krattinger Rennison award fund**

Awarded for an original piece of research presented at the NHIVNA Annual Conference either as an oral or poster presentation. A NHIVNA-invited expert panel will judge the award and will review presentations based on the following criteria: the principal investigator is a nurse; an original piece of research; demonstrates an understanding of the research process; has an impact on nursing-related HIV policy as well as patient care; research contains an explicit discussion of the relevance of the research to nursing practice/policy and considered ethical issues (if appropriate). Winning presenters will be required to write up their research for the journal HIV Nursing. This fund represents restricted funding received from the Krattinger Rennison Charitable Trust and expended awarding prizes. The Krattinger Rennison Charitable Trust ceased to exist in 2003.

##### **MAC AIDS fund**

MAC AIDS fund is a charity established in 1994 to support people living with HIV worldwide. It donates funds to communities and organisations that offer services to people with HIV/AIDS and help to prevent the disease through educational programs. Restricted funding has been received in the year for this purpose and the charity has specifically expended this on research awards and funding CPD articles.

##### **ViiV Education Project**

Awarded to fund the development of a series of best practice documents to act as 'gold standards and guidance' for nurses working in HIV care. The fund also finances development of evidence and creation of a model for HIV clinical nurses.

##### **HIV Matters podcast**

Awarded to fund the an educational podcast series to improve outcomes for people living with HIV: HIV Matters .

The funding will be used to develop series 2 and 3 of the podcast, plus two conference edition and postbag episodes to provide HCPs with educational content that explores quality of life issues experienced by people living with HIV.

**NATIONAL HIV NURSES ASSOCIATION**

England & Wales - Charity number 1099074

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# Accounts

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**NATIONAL HIV NURSES ASSOCIATION**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**NATIONAL HIV NURSES ASSOCIATION**

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**CONTENTS**

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	Page
<b>Reference and Administrative Details of the Charity, its Trustees and Advisers</b>	1
<b>Trustees' Report</b>	2 - 13
<b>Independent Examiner's Report</b>	14
<b>Statement of Financial Activities</b>	15
<b>Balance Sheet</b>	16
<b>Notes to the Financial Statements</b>	17 - 25

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**NATIONAL HIV NURSES ASSOCIATION**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**Trustees**

Kemoh Rogers (resigned 17 June 2021)  
Elizabeth Foote, Chair  
Shaun Watson (resigned 17 June 2021)  
Linda Panton, Honorary Treasurer  
John McLuskey, Honorary Secretary  
Matthew Wills (resigned 16 June 2022)  
Andy Marshall  
Claire Gamble (resigned 28 February 2021)  
Kirstie Salthouse  
Daini Flower  
Christina Antoniad  
Jillian Williams  
Garry Brough  
Joe Phillips (resigned 17 June 2021)  
Katie Warburton (appointed 17 June 2021)  
Jennifer Kendrick (appointed 17 June 2021)  
Helen Reynolds (appointed 17 June 2022)  
Jessica Osaria (appointed 16 June 2022)  
Eileen Nixon (appointed 17 June 2021)  
Tracey Buckingham (resigned 24 February 2022)

**Charity registered number**

1099074

**Principal office**

BHIVA Secretariat, Medivents Ltd, Devonshire Business Centre, Works Road, Letchworth Garden City, SG6 1GJ

**Accountants**

Peters Elworthy & Moore, Salisbury House, Station Road, Cambridge, CB1 2LA

**Bankers**

National Westminster Bank plc, 190 Muswell Hill Broadway, London, N10 3SD

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

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The Trustees present their annual report together with the financial statements of National Nurses HIV Association for the year ended 31 December 2021. The Trustees confirm that the Annual Report and financial statements of the Charity comply with the current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the Charities SORP (FRS 102) October 2019, effective 1 January 2019).

#### **Background**

NHIVNA was founded in 1998, in response to the need for an organisation to bring together nurses caring for people living with and affected by HIV. NHIVNA is a national organisation that started with a small number of members, rising to its highest number of around 350, including nurses from various disciplines (clinical research, mental health, sexual health, paediatrics, acute care and community) and colleagues from overseas.

NHIVNA became a charity in 2003. From the outset, there have been three areas of focus for the work of the association: support, research and education. The charity delivers work in these areas by providing an opportunity to network with colleagues across the country, both online and in person at the annual conference and the study day. The annual conference and the study days/webinars provide educational opportunities on a wide range of topics to both NHIVNA members and non-member nurses working in HIV. NHIVNA is committed to provide educational meetings organised by nurses specifically for nurses and to provide a network of peer support.

NHIVNA also provides access for its members to the peer-reviewed journal.

Support and encouragement for nurses to get involved in research has long been an area of work for the charity and different types of research awards have been offered to members since the early 2000s. The association provides an academic and educational forum for the dissemination of original nursing research. NHIVNA addresses the communication and support needs of these nurses to assist in the promotion of best practice in the care of people with HIV. The association supports research into the promotion of HIV nursing skills and aims to publish the results of such research for the benefit of the public. NHIVNA has an online forum for the exchange of information, to share examples of good practice and to encourage and support nursing-related research.

The trustees form the Executive Committee, which leads the association and oversees the work of the three subcommittees (Education, Events and Research).

#### **Governance**

NHIVNA is governed by a trust deed with a constitution. The NHIVNA constitution was last updated on 28 June 2013 and is available online at: <https://www.nhivna.org/ObjectivesandPowers>. The trustees regularly review the constitution.

#### **Mission statement**

The National HIV Nurses Association (NHIVNA) is the leading UK professional association representing nurses in HIV care. We are a well-established and highly respected organisation committed to providing excellence in the care of those living with and affected by HIV.

Our pledge is to promote excellence in the nursing care of those living with and affected by HIV. We will do this through advocacy, education, leadership and research and by disseminating innovative practice more widely to the nursing profession.

We will work with individuals and organisations that share our desire for excellence in the field, advocating passionately for people living with or affected by HIV and providing a voice for nurses working in the field.

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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To fulfil our pledge, we will:

- Provide a forum to support nurses working with those living with and affected by HIV
- Advance education among members of the nursing profession in relation to HIV
- Promote original high-quality nursing and multi-disciplinary research which drives innovation and best practice in HIV care
- Collaborate with and support doctors, allied health professionals, higher education institutes, governmental bodies and NGOs to advance national HIV health policy and improve patient outcomes
- Strive to represent HIV nurses at local, national and international level, and keep our members informed of the latest guidelines, policies and evidence-based research.

In setting its objectives, the trustees have had regard to the Charity Commission's guidance on public benefit.

#### Charity objects

- To advance education amongst members of the nursing profession about good nursing practices and to promote improved standards of nursing care of patients with HIV.
- To promote research into the promotion of HIV nursing skills and to publish the results of such research for the benefit of the public.

#### Charity powers

- power to raise funds and to invite and receive contributions, provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants
- power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
- power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects
- power to appoint and constitute such advisory committees as the Executive Committee may think fit
- power to do all such other lawful things as are necessary for the achievement of the objects
- power to make, alter, add to or repeal byelaws for the conduct of its business.

#### Annual General Meeting (AGM)

The Annual General Meeting is usually held during the NHIVNA annual conference. In 2021, the AGM was held on 17 June 2021, as part of the virtual NHIVNA conference.

#### Policies

##### *Awards, grants and scholarships*

The charity makes several grants, scholarships and awards in various categories to allow access to the conference and the pre-conference study day, as well as prizes for abstracts, research and clinical practice, all of which are designed to support the objects of the association.

##### *Fundraising*

The association raises funds for its activities through application to grant-making bodies and the pharmaceutical industry and generates income through major sponsorship and support for individual items, such as exhibition stands at conferences, plus membership fees income.

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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#### *Privacy*

NHIVNA complies with current legislation. The policy is online: <https://www.nhivna.org/PrivacyStatement>

#### *Refunds and cancellations*

A membership refund and conference registration cancellation policy has been established. The policy is online: <https://www.nhivna.org/RefundPolicy>

#### *Risk management*

Main financial risk factor would be a critical downturn in revenues from major sponsors and grant-making bodies. Financial and any other risks to the charity are reviewed yearly at the annual strategy meeting and more frequently at trustees' meetings, as required.

#### **Recruitment and appointment of new trustees**

The NHIVNA Executive Committee comprises up to fourteen members including the chair, ten elected members (each of whom is elected by the membership to serve for three years), the community representative trustee, elected by the UK Community Advisory Board (UK-CAB), and up to two co-opted members, who are invited to join the executive committee to supplement any specialty or geographical requirements.

Annual elections are held in accordance with the NHIVNA Constitution and Byelaws. Nominations are invited from eligible NHIVNA members. To be eligible, nominees must be current paid-up members of the association and have had continuous NHIVNA membership since at least two years at the end of March in the year of nomination. Nominees must complete a self-nomination form (no proposers or seconders are required), trustee declaration form and declaration of interests form and submit by the nomination deadline. A ballot is conducted amongst eligible (having joined before end of March in the same year) voting members of the association. The election scrutineer is the immediate past chair of the association (or someone nominated by the charity trustees). The results of the election are declared at the annual general meeting in the same year.

All trustees complete a declaration, based on the template from the Charity Commission, that:

- I am over age 18
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee
- I undertake to fulfil my responsibilities and duties as a trustee of the National HIV Nurses Association (NHIVNA) in good faith and in accordance with the law and within the objects of NHIVNA
- I do not have any financial interests in conflict with those of NHIVNA (either in person or through family or business connections) except those that I have formally notified in a declaration of interest statement
- I will specifically notify any such interest at any meeting where trustees are required to make a decision, which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it

#### *Conflicts of Interest*

NHIVNA requires that all trustee members of the NHIVNA executive committee must declare all interests and membership of other committees retrospectively on an annual basis. Declaration is required at the time of joining NHIVNA as a trustee and annually thereafter. Declaration is required retrospectively for the preceding 12 months from the beginning of membership of the executive committee and then annually thereafter until the conclusion of membership of the executive committee. The details are retained on a register at the Secretariat and will be made available for publication, if required.

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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The declarations of interests are:

- Posts held in the course of employment or practice
- Consultancies, directorships or advisory positions in the field of health or social care or in a business with which NHIVNA might do business
- A position of authority in another charity or voluntary organisation in the field of health and social care
- Any public appointments
- Membership/Fellowship of other specialist societies
- Membership of or affiliation to a political party
- Any association with other organisations or individuals which may have an interest or influence in NHIVNA's work

#### *Induction of trustees*

Following appointment, new trustees are emailed an information letter with the following:

- Level of time commitment expected regarding attendance at committee meetings, conferences
- Results of elections for the relevant year
- List of all trustees with contact email addresses
- Charity Commission of England and Wales leaflet CC3(a) 'The essential Trustee: an introduction'
- Copy of the NHIVNA Constitution
- Trustee declaration form
- Minutes of the most recent Executive Committee meeting
- Most recent NHIVNA statutory accounts

#### **Structure of the charity**

The trustees form the NHIVNA Executive Committee, which oversees all the work of the association. The NHIVNA Officers group meets up to twice p.a. and any ad hoc working groups meet as required. Subcommittees and working groups are led by a trustee and comprise other trustees and representatives from outside this group to bring depth and spread to the knowledge and experience of the group.

The remit of the three subcommittees is as follows:

#### Education Subcommittee

- Academy
- Advanced practice
- Competencies
- Continuing Professional Development (CPD)
- Education strategy
- HIV nursing web-learning modules
- Training resources

#### Events Subcommittee

- Conference, including awards and scholarships
- Abstract review committee
- Study days
- World AIDS Day (WAD)

#### Research Subcommittee

- Research strategy
- Research awards
- Standards

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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#### Chair's report

Following on from the continued challenges presented by the COVID-19 pandemic and its impact on healthcare workers, NHIVNA trustee and essential work continued throughout the year. The charity delivered the usual benefits to members,

The early part of the year would usually include a spring study day due to be held in March but this was again cancelled due to the pandemic. Following the cancellation of the annual conference from June 2020, NHIVNA made the decision to run a virtual meeting available free of charge to all its members. This was held online on 16–17 June 2021 and was a great success. As well as some hot topics and updates, there was a chat room to catch up with colleagues and networking opportunities to find out the latest information from NHIVNA sponsors. NHIVNA is grateful to its major sponsors Gilead, MSD and ViiV for their ongoing support, without which this conference would not have been able to go ahead.

NHIVNA held a long-standing relationship with the publisher of the HIV Nursing journal, which produced four issues each year and these were included in the NHIVNA membership benefits. Volume 20 was published in the year 2020 with just three out of the expected four issues, when the title was sold to another publisher. NHIVNA made the difficult decision to withdraw from the journal, having previously also provided the Editorial Board membership, as the quality of the publication under the new management was not to the standard needed by NHIVNA members. Therefore, during 2021, NHIVNA prepared for the launch of a new journal, in collaboration with Mark Allen Group, to publish two supplements and two newsletters each year within the British Journal of Nursing. NHIVNA moving forward with a great connection to a fantastic journal with national reputation. NHIVNA provides the membership of the editorial board to prepare the supplements and newsletters. This peer-reviewed journal is issued as included in the benefits for all members of the association. NHIVNA is always aware of how important it is to disseminate nurse-led research and share best practice. The first issue of the new journal supplement was published in January 2022, with the second following in June 2022.

Conscious of the continued need for updates and information relating to COVID-19 and HIV, NHIVNA provided email and social media output to NHIVNA members with emails, as well as the online news feed on the NHIVNA website. NHIVNA linked to the British HIV Association (BHIVA) statements on Coronavirus (COVID-19) and HIV, which have been published throughout the pandemic. In addition, NHIVNA published relevant website links to information from the Royal College of Nursing (RCN), Chiva and HIV i-Base.

The Association continued its representation on the NHS England Clinical Reference Group (CRG) and advocated to ensure that advanced nursing practice and clinical nursing practice are included in the HIV service specifications developed within NHS England.

The NHIVNA research awards, which were launched in 2019, were opened again following the hiatus during the height of the pandemic in 2020, and applications invited. One award was made but unfortunately the applicant withdrew due to COVID-19 pressures.

Work continued to review the NHIVNA web-based e-learning modules, with our usual benefits for members, maintaining and making regular updates to our website.

Work was started on the document 'HIV nursing delivery and outcomes measures across the HIV care-continuum' – due for publication in September 2022.

Thanks go to the other officers and all the trustees for their hard work during the year. In addition, we thank our community representative trustee, Garry Brough, who is on the executive committee representing people living with HIV.

Nominations were invited from NHIVNA members to fill four trustee vacancies and there were four eligible nominations, therefore no election was required.

Thanks go to our major sponsors, Gilead Sciences, MSD and ViiV and to our conference exhibitors for their invaluable support for the work of the charity and to MAC VIVA GLAM (previously MAC AIDS Fund), who have

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**NATIONAL HIV NURSES ASSOCIATION**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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been regular contributors to the work of the association.

As part of its national role, NHIVNA maintains relationships with other groups and charities. NHIVNA is an affiliated association of the British HIV Association (BHIVA) and has developed important links with other relevant organisations, encouraging exchange of information between national and international nursing groups, such as the Association of Nurses in AIDS Care, USA (ANAC); Chiva; British Psychological Society (BPS); and the European HIV Nursing Network (EHNN). NHIVNA has a close relationship with the UK Community Advisory Board (UK-CAB), who elect the community representative trustee on the NHIVNA executive committee.

During 2021, the impact of the COVID-19 pandemic was still being felt by the charity. The charity has mitigated the financial impact as optimally as it reasonably can. The trustees meet regularly and have considered the likely financial impact on the charity and have planned accordingly. The trustees consider that the charity remains financially viable in the long-term, and consequently have concluded that sufficient funds are in place for the charity to continue to operate on a going concern basis.

**Liz Foote**  
**Chair of the Association from June 2021**

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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#### Honorary Secretary's Report

I would like to welcome all new members and thank existing members for their continued support of the association. The total number of members in 2021 was 202 members, including overseas members from Australia, Italy and Malaysia. The membership numbers are slightly up on the previous year (186 members), partly due to new members who joined to attend the virtual conference in June 2021. NHIVNA members work in a variety of areas, including GU and HIV medicine, infectious diseases, community and sexual health, antenatal and paediatric, research, academic, mental health, midwifery and intensive care. It is hoped that numbers will strengthen in the long term and the association continues to advertise the membership benefits to past members and potential new recruits.

Members work in different areas of the country (see Table 1) and the different membership categories (see Table 2) cover all nursing grades across a range of nursing professionals.

*Table 1: Members' geographical work region*

Region	Percent
London	35%
Southeast	20%
Northwest	11%
Midlands	10%
Northeast and Yorkshire	7%
East of England	6%
Southwest	4%
Scotland	3%
International	2%
Wales	1%
Northern Ireland	1%
<b>Total</b>	<b>100%</b>

*Table 2: Membership in 2021 by category*

Member category	Percent
Band 6–7	75%
Band 1–4 and affiliated members <sup>1</sup>	7%
Band 8	7%
Band 5	5%
Life Member <sup>2</sup>	3%
International Networking	2%
Annual Member <sup>3</sup>	1%
Student Nurse	0%
<b>Total</b>	<b>100%</b>

<sup>1</sup> Includes community members

<sup>2</sup> Past Chairs (N Perry, S Morris, N Brito-Ault and M Croston) and Patrons (R Fieldhouse and A Namiba)

<sup>3</sup> Annual Member – UK-CAB Community Trustee (2021) and questionnaire prize draw winner

The trustees committed to keep membership fees at a reasonable rate and these were not increased for 2021 membership (the last fee increase was in 2015). Discounted membership rate is available for those NHIVNA members to join the British HIV Association (BHIVA) and Chiva, while increasing uptake of the convenient direct debit facility, with payments in monthly instalments, has been useful for members and financially beneficial to the

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**NATIONAL HIV NURSES ASSOCIATION**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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association.

*Table 3: Membership subscription fees for year 2021*

<b>Membership category</b>	<b>Annual Fee</b>
NHIVNA Band 8 incl. Consultant Nurse/ Manager / Matron (UK)	£75
NHIVNA Band 6–7 including Academia	£60
NHIVNA Band 5	£35
NHIVNA Band 1–4 <sup>4</sup> incl. Healthcare Assistants / voluntary sector / affiliated membership <sup>5</sup>	£20
NHIVNA International Networking <sup>1</sup> includes non-UK residents only	£20
Student Nurse <sup>1</sup>	£10

<sup>1</sup> Includes community members

<sup>4</sup> Members receive e-copies of all publications

<sup>5</sup> Affiliated membership includes those not working within the HIV sector, but who have an interest in HIV, such as primary care and practice nurses etc., and other specialist nurses

In return for members' subscriptions, which are so vital in supporting the independence and educational work of the Association, NHIVNA offers a wide range of benefits (see below). The charity trustees conduct an annual review of the benefits offered and the fees charged, to ensure that these are kept up to date and reflect the requirements of NHIVNA members.

Benefits of membership:

- a) Free subscription to HIV Nursing journal (up to four issues p.a.)
- b) Discounted registration to NHIVNA Annual Conference
- c) Free registration for NHIVNA Study Days (up to two each year)
- d) Online members' area for access to your account, current and past issues of the journal, as well as forum for exchange of documents and information
- e) Free subscription to NHIVNA eRoundup email (up to six issues p.a.)
- f) Access to grants and scholarships
- g) Free subscription to HIV Treatment Bulletin (up to six issues p.a.)
- h) Voting rights for NHIVNA Executive Committee elections (eligibility subject to joining date)
- i) Discounted membership to partner associations (BHIVA £20; Chiva £10)
- j) Membership subscription fees approved for income tax relief

*Policy for cancellation of membership*

Providing that written notice is received no later than 14 working days before the renewals due date of 31 March each year or the collection date (if paying by Direct Debit), a full refund will be made. No refunds will be made for any cancellations received after this date. Written notice should be emailed to [nhivna@nhivna.org](mailto:nhivna@nhivna.org).

The charity trustees continue to work to increase awareness of NHIVNA and encourage other nurses, such as primary care workers, to join the Association. Current members confirm that the benefits are well-received and that NHIVNA events are useful educationally and relevant to members' practice. NHIVNA members also find the regular email bulletin, NHIVNA eRoundup, useful, which includes updates with news and developments in HIV nursing.

Please continue sending your feedback to me through the Secretariat. I look forward to the continued success of NHIVNA and all its activities and hope to see you at the next conference.

**Andy Marshall**  
**NHIVNA Honorary Secretary**

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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#### Education Subcommittee

Members during 2021: T Buckingham, D Flower, L Foote, J Kendrick, J McLuskey, L Panton, K Rogers, A Marshall, J Meek, K Salthouse, S Watson, M Wills

Academy: The subcommittee has considered the leadership academy programme, which previously ran from 2015 to 2017 and will review the scope and consider if funding should be sought to reactivate this high-level education offering. Self-compassion leadership course to be delivered by M Croston.

Advanced practice: Guidelines were prepared and published in 2018 and were reviewed in 2020, with the agreement that the guidelines remain current and no updates are yet required.

Education strategy: Following the publication of the strategy for nurse education, this was put into action, including new terms of reference for the committee.

HIV nursing competencies: Originally written in 2007 and last updated in 2013, these are currently available as an e-book on the NHIVNA website with a full range of open-access downloadable resources for nurses and members to use to assist their professional development and training. It has been agreed a rewrite will be needed but the pandemic has severely impacted on resources and there is no fixed date for the start of work.

CPD and training resources: NHIVNA offers a range of online resources, all open access, covering a wide range of topics including continuing professional development (CPD) articles, best practice guidelines and shared resources.

Education: Scholarships have been available to enable NHIVNA members to undertake original research, further their education, clinical practice and to encourage and support nurses to present at national and international meetings. This is in accordance with the aims of NHIVNA of providing research, education and support for nurses working in or who have an interest in HIV nursing. The education subcommittee leads on the topics for the NHIVNA study day programme. 'HIV Matters' podcast will become an official NHIVNA podcast series.

Web learning HIV nursing modules: NHIVNA has a programme of online web learning educational modules on HIV nursing, all of which are open access on the NHIVNA website with the aim of supporting nurses who are working toward Levels 2 and 3 of the national HIV nursing competencies, whether working in a hospital or community setting. Currently, there are eight modules available: understanding HIV; caring for people with HIV; antiretroviral therapy; health promotion; HIV testing; advanced module on managing complexity in antiretroviral therapy management; treatment as prevention (TasP); and HIV and ageing. All modules meet the CPD requirements for Nursing and Midwifery Council revalidation. The modules attract a wide range of users from around the world. Modules are regularly reviewed to keep them up to date and additional topics are considered by the NHIVNA Education Subcommittee. Review of all modules led to new HIV nursing module on pre-exposure prophylaxis (PrEP) to replace the TasP module. NHIVNA is grateful for industry support to continue with these educational modules.

#### Events subcommittee

Members during 2021: C Antoniadi, G Brough, D Flower, L Foote, J Kendrick, A Marshall, L Panton, J Phillips, S Watson, J Williams, M Wills

Conference: NHIVNA usually holds one conference each year in June in different cities around the country to try and give all members across the UK the best opportunity to attend. Due to the COVID-19 pandemic, the conference was changed from a face-to-face event to a virtual online conference. The meeting attracted 157 delegates and, as the decision had been taken to offer free registration to members, there was inevitably an impact on the finances of the charity due to the loss of registration fees. Sponsor and exhibitor income was reduced, following some rollover from the monies not spent in 2020 (cancelled conference). The conference programme was well-received and feedback from delegates was encouraging.

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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Awards and scholarships: In 2021, conference awards were not made, as the virtual conference was free of charge to members.

#### Research subcommittee

Members during 2021: C Antoniadi, M Croston, M Grundy-Bowers, C Hughes, J McLuskey, E Nixon, K Rogers, K Salthouse, K Warburton, J Williams, M Wills

Research Awards: The awards scheme, which was launched in 2019, is open to all NHIVNA members and offers funding support for research and development projects that impact on the improvement of clinical care and management of people living with HIV in the UK. Mentors are offered to support applicants preparing their submissions and to continue that support as projects proceed. One award made during 2021 but the applicant unfortunately withdrew before project work could commence – due to workload from COVID-19 pandemic.

Research strategy: Following the publication in 2019 of the national research strategy, which aims to develop research capacity within the HIV nursing workforce and research collaborations to advance the contribution of HIV nursing to the evidence base that is needed to underpin high quality HIV treatment and care. This is facilitated through a dedicated page with forum on the NHIVNA website and an awards programme. Work continues to encourage nurses to undertake research and mentoring

Report: Research project 'The psychological impact of caring during the COVID-19 pandemic on HIV nurses', funded by NHIVNA, due for publication in March 2022.

Standards: Current standards documents are published online in the audit and research section on the NHIVNA website.

#### Website and social media working group

Members during 2021: C Antoniadi, L Foote, K Salthouse, J Williams

During 2021, NHIVNA set up a group to lead on these public-facing aspects of the work of the charity.

Website: provides current information about all NHIVNA's activities and publications. It is good to know that many members find their membership useful and think it good value. The website functionality includes an online forum for members accessing the research area. NHIVNA members make good use of the website, which offers online membership application and renewal and access to the journal. Education and research are always at the heart of the Association's work and full information on NHIVNA's activities is available online. The website provides information about the association, all its activities and current versions of the competencies and includes a news feed on the latest HIV issues. The members' only area allows members to share useful information with each other, upload documents and tools, and register online for conference, study days, and to renew their membership.

Social media: NHIVNA has a profile on Facebook, Instagram and Twitter and makes regular updates to keep its members and the wider public informed on issues relating to HIV nursing, advocacy for people living with HIV.

## FINANCIAL REVIEW

### Results for the year

Income for the year totalled £86,366 (2020: £38,544) and comprised £8,975 (2020: £24,388) from grants and donations, £10,838 (2020: £8,325) from charitable activities, £66,000 (2020: £4,900) from sponsorship and £553 (2020: £931) of bank interest. Of the income from grants and donations, £5,000 (2020: £15,010) was unrestricted and £3,975 (2020: £9,378) was restricted for specific purposes. Membership income was £10,600 (2020: £8,325) and conference income was £238 (2020: £nil).

Total expenditure for the year was £82,385 (2020: £83,000). The main costs included were for conferences,

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**NATIONAL HIV NURSES ASSOCIATION**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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courses and events £28,687 (2020: £11,989) and secretariat fees £22,800 (2020: £20,900).

Overall, income exceeded expenditure in 2021 by £3,981 (2020: £44,456 deficit) and the closing funds carried forward at the year end were £175,276 (2020: £171,295) of which £168,185 were unrestricted (2020: £164,204) and £7,091 (2020: £7,091) were restricted.

**Policy on holding reserves**

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible assets (the free reserve) held by the charity should equate to approximately 18 months' resources expended. For 2021, this would equate to approximately £150,000. This policy, the Executive Committee feels, would allow the Association to continue the current activities of the charity in the event of a significant drop in funding. At present free reserves are £168,185, which is broadly in line with the target level. The Executive Committee will endeavour to increase these funds accordingly.

**Going concern**

The Trustees have considered the impact of the Coronavirus pandemic on future income streams and planned activities of the Association and are content that the Association is in a position to continue to operate as a going concern.

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**NATIONAL HIV NURSES ASSOCIATION**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

*Liz Foote*

**Liz Foote**

Chair

Date: 03 May 2023

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**NATIONAL HIV NURSES ASSOCIATION**

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NATIONAL HIV NURSES  
ASSOCIATION ('the Charity')**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 December 2021.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**INDEPENDENT EXAMINER'S STATEMENT**

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed: *Kathryn Hebden*

Dated: 03 May 2023

Ms K Hebden

ACA

For and on behalf of Peters Elworthy & Moore  
Chartered Accountants  
Cambridge

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**NATIONAL HIV NURSES ASSOCIATION**

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**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>INCOME FROM:</b>					
Donations and grants	3	5,000	3,975	8,975	24,388
Charitable activities	4	10,838	-	10,838	8,325
Other trading activities	5	66,000	-	66,000	4,900
Investments	6	553	-	553	931
<b>TOTAL INCOME</b>		<b>82,391</b>	<b>3,975</b>	<b>86,366</b>	<b>38,544</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	7	78,410	3,975	82,385	83,000
<b>TOTAL EXPENDITURE</b>		<b>78,410</b>	<b>3,975</b>	<b>82,385</b>	<b>83,000</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>3,981</b>	<b>-</b>	<b>3,981</b>	<b>(44,456)</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward	12	164,204	7,091	171,295	215,751
Net movement in funds	12	3,981	-	3,981	(44,456)
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>168,185</b>	<b>7,091</b>	<b>175,276</b>	<b>171,295</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 17 to 25 form part of these financial statements.

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**NATIONAL HIV NURSES ASSOCIATION**

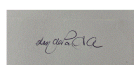
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**BALANCE SHEET  
AS AT 31 DECEMBER 2021**

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	Note	2021 £	2020 £
<b>CURRENT ASSETS</b>			
Debtors	10	6,911	46,208
Cash at bank and in hand		<u>225,852</u>	<u>237,672</u>
		<b>232,763</b>	283,880
Creditors: amounts falling due within one year	11	<u>(57,487)</u>	<u>(112,585)</u>
<b>NET CURRENT ASSETS</b>		<u><b>175,276</b></u>	171,295
<b>TOTAL NET ASSETS</b>		<u><b>175,276</b></u>	<u>171,295</u>
<b>CHARITY FUNDS</b>			
Restricted funds	12	7,091	7,091
Unrestricted funds	12	<u>168,185</u>	<u>164,204</u>
<b>TOTAL FUNDS</b>		<u><b>175,276</b></u>	<u>171,295</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**Linda Panton**  
Honorary Treasurer  
Date: 02 May 2023

The notes on pages 17 to 25 form part of these financial statements.

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**1. GENERAL INFORMATION**

National HIV Nurses Association is an unincorporated charity registered in England and Wales and governed by a trust deed. The registered office is BHIVA Secretariat, Medivents Ltd, Devonshire Business Centre, Works Road, Letchworth Garden City SG6 1GJ.

The functional and presentational currency is GBP.

**2. ACCOUNTING POLICIES**

**2.1 BASIS OF PREPARING FINANCIAL STATEMENTS**

The financial statements 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) (second edition of the Charities SORP October 2019, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

National HIV Nurses Association constitutes a public benefit entity as defined by FRS 102.

There were no significant estimates or judgements made by management in preparing these financial statements.

**2.2 GOING CONCERN**

The Trustees have assessed the financial position of the Charity and forecast performance. Based on this assessment, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

There are no material uncertainties in respect of going concern.

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**2. ACCOUNTING POLICIES (CONTINUED)****2.3 INCOME**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

In pursuit of its charitable objectives, the Charity organises and hosts conferences, for which registration fees, sponsorship income and other sundry income is received. Where this income is received in advance of the given conference taking place, it is treated as deferred income and included within creditors in the accounts. The income is released once the conference has taken place.

Income from membership subscriptions is recognised in line with the period to which it relates.

Income from grants are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a grant is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until those conditions are fully met, or the fulfillment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

**2.4 EXPENDITURE**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Support and governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

**2.5 DEBTORS**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.6 CASH AT BANK AND IN HAND**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**2.7 CREDITORS**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

**2.8 FINANCIAL INSTRUMENTS**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.9 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**3. INCOME FROM DONATIONS AND GRANTS**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>	Total funds 2020 £
ViiV grants	-	3,975	<b>3,975</b>	1,388
MAC AIDS funding	5,000	-	<b>5,000</b>	15,000
CPD articles	-	-	-	8,000
	<u>5,000</u>	<u>3,975</u>	<u><b>8,975</b></u>	<u>24,388</u>
Total 2020	<u>15,010</u>	<u>9,378</u>	<u>24,388</u>	

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**4. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	Total funds 2020 £
Membership fees	10,600	<b>10,600</b>	8,325
Conference income	238	<b>238</b>	-
	<u>10,838</u>	<u><b>10,838</b></u>	<u>8,325</u>
Total 2020	<u>8,325</u>	<u>8,325</u>	

**5. INCOME FROM OTHER TRADING ACTIVITIES**

**Income from non charitable trading activities**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	Total funds 2020 £
Corporate sponsorship	66,000	<b>66,000</b>	4,900
	<u>4,900</u>	<u>4,900</u>	
Total 2020	<u>4,900</u>	<u>4,900</u>	

**6. INVESTMENT INCOME**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>	Total funds 2020 £
Bank deposit interest	553	<b>553</b>	931
	<u>931</u>	<u>931</u>	
Total 2020	<u>931</u>	<u>931</u>	

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**7. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Award and bursary costs	12,339	-	<b>12,339</b>	525
Conferences, courses and events	28,687	-	<b>28,687</b>	11,989
Establishment, committee and communications (support)	5,066	3,975	<b>9,041</b>	6,821
Website, app development and maintenance	8,126	-	<b>8,126</b>	7,617
Secretariat fees (support)	22,800	-	<b>22,800</b>	20,900
Accountancy fees (support and governance)	5,257	-	<b>5,257</b>	6,463
CPD articles	-	-	-	7,000
Irrecoverable VAT	(6,412)	-	<b>(6,412)</b>	6,412
HIV nursing, journals and newsletters	547	-	<b>547</b>	15,273
Research programme costs	2,000	-	<b>2,000</b>	-
<b>Total 2021</b>	<b>78,410</b>	<b>3,975</b>	<b>82,385</b>	<b>83,000</b>
Total 2020	72,539	10,461	83,000	

**8. INDEPENDENT EXAMINER'S REMUNERATION**

	2021 £	2020 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<b>575</b>	520
Fees payable to the Charity's independent examiner in respect of:		
Preparation of statutory financial statements	<b>3,000</b>	2,830
VAT	<b>1,600</b>	1,000
Bookkeeping services	<b>279</b>	700

**9. TRUSTEES REMUNERATION AND EXPENSES AND KEY MANAGEMENT PERSONNEL**

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 December 2021, expenses totalling £755 were reimbursed or paid directly to 9 Trustees (2020 - £2,531 to 9 Trustees).

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**10. DEBTORS**

	<b>2021</b>	2020
	£	£
Trade debtors	<b>31</b>	38,708
Prepayments	-	7,500
Other taxation and social security	<b>6,880</b>	-
	<u><b>6,911</b></u>	<u>46,208</u>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2021</b>	2020
	£	£
Trade creditors	<b>10,736</b>	11,664
Accruals and deferred income	<b>46,751</b>	100,921
	<u><b>57,487</b></u>	<u>112,585</u>

	<b>2021</b>	2020
	£	£
Deferred income at 1 January 2021	<b>90,245</b>	5,960
Resources deferred during the year	<b>32,613</b>	90,245
Amounts released from previous periods	<b>(90,245)</b>	(5,960)
	<u><b>32,613</b></u>	<u>90,245</u>

Deferred income represents funding for conferences and projects taking place in the next financial year.

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**12. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 January 2021 £	Income £	Expenditure £	Balance at 31 December 2021 £
<b>Unrestricted funds</b>				
General Funds	164,204	82,391	(78,410)	168,185
<b>Restricted funds</b>				
Krattinger Rennison award fund	141	-	-	141
MAC AIDS fund	6,950	-	-	6,950
ViiV Education Project	-	3,975	(3,975)	-
	<u>7,091</u>	<u>3,975</u>	<u>(3,975)</u>	<u>7,091</u>
<b>Total of funds</b>	<u><u>171,295</u></u>	<u><u>86,366</u></u>	<u><u>(82,385)</u></u>	<u><u>175,276</u></u>

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 January 2020 £	Income £	Expenditure £	Balance at 31 December 2020 £
<b>Unrestricted funds</b>				
General Funds	207,577	29,166	(72,539)	164,204
<b>Restricted funds</b>				
Krattinger Rennison award fund	141	-	-	141
MAC AIDS fund	5,950	9,378	(8,378)	6,950
EHNN conference fund	2,083	-	(2,083)	-
	<u>8,174</u>	<u>9,378</u>	<u>(10,461)</u>	<u>7,091</u>
<b>Total of funds</b>	<u><u>215,751</u></u>	<u><u>38,544</u></u>	<u><u>(83,000)</u></u>	<u><u>171,295</u></u>

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**12. STATEMENT OF FUNDS (CONTINUED)**

**Krattinger Rennison award fund**

Awarded for an original piece of research presented at the NHIVNA Annual Conference either as an oral or poster presentation. A NHIVNA-invited expert panel will judge the award and will review presentations based on the following criteria: the principal investigator is a nurse; an original piece of research; demonstrates an understanding of the research process; has an impact on nursing-related HIV policy as well as patient care; research contains an explicit discussion of the relevance of the research to nursing practice/policy and considered ethical issues (if appropriate). Winning presenters will be required to write up their research for the journal HIV Nursing. This fund represents restricted funding received from the Krattinger Rennison Charitable Trust and expended awarding prizes. The Krattinger Rennison Charitable Trust ceased to exist in 2003.

**MAC AIDS fund**

MAC AIDS fund is a charity established in 1994 to support people living with HIV worldwide. It donates funds to communities and organisations that offer services to people with HIV/AIDS and help to prevent the disease through educational programs. Restricted funding has been received in the year for this purpose and the charity has specifically expended this on research awards and funding CPD articles.

**EHNN conference fund**

This fund represents monies received by the charity, which are to be put towards funding Eastern European nurses attending the EHNN conference in Rome. These funds were expended in 2020.

**ViiV Education Project**

Awarded to fund the development of a series of best practice documents to act as 'gold standards and guidance' for nurses working in HIV care. The fund also finances development of evidence and creation of a model for HIV clinical nurses.

**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Current assets	195,398	37,365	<b>232,763</b>
Creditors due within one year	(27,213)	(30,274)	<b>(57,487)</b>
<b>Total</b>	<b>168,185</b>	<b>7,091</b>	<b>175,276</b>

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**13. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Current assets	246,515	37,365	283,880
Creditors due within one year	(82,311)	(30,274)	(112,585)
<b>Total</b>	<u>164,204</u>	<u>7,091</u>	<u>171,295</u>

**14. RELATED PARTY TRANSACTIONS**

There were no related party transactions during the year.

**NATIONAL HIV NURSES ASSOCIATION**

England & Wales - Charity number 1099074

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# Accounts

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**NATIONAL HIV NURSES ASSOCIATION**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**NATIONAL HIV NURSES ASSOCIATION**

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**CONTENTS**

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	Page
<b>Reference and Administrative Details of the Charity, its Trustees and Advisers</b>	1
<b>Trustees' Report</b>	2 - 15
<b>Independent Examiner's Report</b>	16 - 17
<b>Statement of Financial Activities</b>	18
<b>Balance Sheet</b>	19
<b>Notes to the Financial Statements</b>	20 - 27

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## NATIONAL HIV NURSES ASSOCIATION

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2020

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#### **Trustees**

Kemoh Rogers (resigned 17 June 2021)  
Elizabeth Foote, Chair  
Shaun Watson, Chair (resigned 17 June 2021)  
Linda Panton, Honorary Treasurer  
John McLuskey  
Matthew Wills  
Andy Marshall, Honorary Secretary  
Claire Gamble (resigned 17 June 2021)  
Kirstie Salthouse  
Daini Flower  
Christina Antoniadis  
Jillian Williams  
Garry Brough  
Joe Phillips (resigned 14 July 2021)  
Katie Warburton (appointed 17 June 2021)  
Jennifer Kendrick (appointed 17 June 2021)

#### **Charity registered number**

1099074

#### **Principal office**

BHIVA Secretariat, Medivents Ltd, Spirella Building, Bridge Road, Letchworth Garden City, SG6 4ET

#### **Accountants**

Peters Elworthy & Moore, Salisbury House, Station Road, Cambridge, CB1 2LA

#### **Bankers**

National Westminster Bank plc, 190 Muswell Hill Broadway, London, N10 3SD

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

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The trustees present their annual report together with the financial statements of National Nurses HIV Association (NHIVNA) for the year ended 31 December 2020. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the Charities SORP (FRS 102) October 2019, effective 1 January 2019).

#### **Background**

NHIVNA was founded in 1998, in response to the need for an organisation to bring together nurses caring for people living with and affected by HIV. NHIVNA is a national organisation that started with a small number of members, rising to its highest number of around 350, including nurses from various disciplines (clinical research, mental health, sexual health, paediatrics, acute care and community) and colleagues from overseas.

NHIVNA became a charity in 2003. From the outset, there have been three areas of focus for the work of the association: support, research and education. The charity delivers work in these areas by providing an opportunity to network with colleagues across the country, both online and in person at the annual conference and the study day. The annual conference and the study days/webinars provide educational opportunities on a wide range of topics to both NHIVNA members and non-member nurses working in HIV. NHIVNA is committed to provide educational meetings organised by nurses specifically for nurses and to provide a network of peer support.

NHIVNA also provides access for its members to the peer-reviewed journal.

Support and encouragement for nurses to get involved in research has long been an area of work for the charity and different types of research awards have been offered to members since the early 2000s. The association provides an academic and educational forum for the dissemination of original nursing research. NHIVNA addresses the communication and support needs of these nurses to assist in the promotion of best practice in the care of people with HIV. The association supports research into the promotion of HIV nursing skills and aims to publish the results of such research for the benefit of the public. NHIVNA has an online forum for the exchange of information, to share examples of good practice and to encourage and support nursing-related research.

The trustees form the Executive Committee, which leads the association and oversees the work of the three subcommittees (Education, Events and Research).

#### **Governance**

NHIVNA is governed by a trust deed with a constitution. The NHIVNA constitution was last updated on 28 June 2013 and is available online at: <https://www.nhivna.org/ObjectivesandPowers>. The constitution is reviewed regularly by the trustees.

#### **Mission Statement**

The National HIV Nurses Association (NHIVNA) is the leading UK professional association representing nurses in HIV care. We are a well-established and highly respected organisation committed to providing excellence in the care of those living with and affected by HIV.

Our pledge is to promote excellence in the nursing care of those living with and affected by HIV. We will do this through advocacy, education, leadership and research and by disseminating innovative practice more widely to the nursing profession.

We will work with individuals and organisations that share our desire for excellence in the field, advocating passionately for people living with or affected by HIV and providing a voice for nurses working in the field.

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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To fulfil our pledge, we will:

- Provide a forum to support nurses working with those living with and affected by HIV
- Advance education among members of the nursing profession in relation to HIV
- Promote original high-quality nursing and multi-disciplinary research which drives innovation and best practice in HIV care
- Collaborate with and support doctors, allied health professionals, higher education institutes, governmental bodies and NGOs to advance national HIV health policy and improve patient outcomes
- Strive to represent HIV nurses at local, national and international level, and keep our members informed of the latest guidelines, policies and evidence-based research.

In setting its objectives, the trustees have had regard to the Charity Commission's guidance on public benefit.

#### **Charity Objects**

- To advance education among members of the nursing profession about good nursing practices and to promote improved standards of nursing care of patients with HIV.
- To promote research into the promotion of HIV nursing skills and to publish the results of such research for the benefit of the public.

#### **Charity Powers**

- power to raise funds and to invite and receive contributions, provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants
- power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
- power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects
- power to appoint and constitute such advisory committees as the Executive Committee may think fit
- power to do all such other lawful things as are necessary for the achievement of the objects
- power to make, alter, add to or repeal byelaws for the conduct of its business

#### **Policies**

##### ***Awards, grants and scholarships***

The charity makes several grants, scholarships and awards in various categories to allow access to the conference and the pre-conference study day, as well as prizes for abstracts, research and clinical practice, all of which are designed to support the objects of the association.

##### ***Fundraising***

The association raises funds for its activities through application to grant-making bodies and the pharmaceutical industry and generates income through major sponsorship and support for individual items, such as exhibition stands at conferences, plus membership fees income.

##### ***Privacy***

NHIVNA complies with current legislation. The policy is online: <https://www.nhivna.org/PrivacyStatement>

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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#### ***Refunds and Cancellations***

A membership refund and conference registration cancellation policy has been established. The policy is online: <https://www.nhivna.org/RefundPolicy>

#### ***Risk Management***

Main financial risk factor would be a critical downturn in revenues from major sponsors and grant-making bodies. Financial and any other risks to the charity are reviewed yearly at the annual strategy meeting and more frequently at trustees' meetings, as required.

#### **Recruitment and appointment of new Trustees**

The NHIVNA Executive Committee comprises up to fourteen members including the chair, ten elected members (each of whom is elected by the membership to serve for three years), the community representative trustee, elected by the UK Community Advisory Board (UK-CAB), and up to two co-opted members, who are invited to join the executive committee to supplement any specialty or geographical requirements.

Annual elections are held in accordance with the NHIVNA Constitution and Byelaws. Nominations are invited from eligible NHIVNA members. To be eligible, nominees must be current paid-up members of the association and have had continuous NHIVNA membership since at least two years at the end of May in the year of nomination. Nominees must complete a self-nomination form (no proposers or seconders are required), trustee declaration form and declaration of interests form and submit by the nomination deadline. A ballot is conducted amongst eligible (having joined before end of May in the same year) voting members of the association. The election scrutineer is the immediate past chair of the association (or someone nominated by the charity trustees). The results of the election are declared at the annual general meeting in the same year.

All trustees complete a declaration, based on the template from the Charity Commission, that:

- I am over age 18
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee
- I undertake to fulfil my responsibilities and duties as a trustee of the National HIV Nurses Association (NHIVNA) in good faith and in accordance with the law and within the objects of NHIVNA
- I do not have any financial interests in conflict with those of NHIVNA (either in person or through family or business connections) except those that I have formally notified in a declaration of interest statement
- I will specifically notify any such interest at any meeting where trustees are required to make a decision, which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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#### ***Conflicts of Interest***

NHIVNA requires that all trustee members of the NHIVNA executive committee must declare all interests and membership of other committees retrospectively on an annual basis. Declaration is required at the time of joining NHIVNA as a trustee and annually thereafter. Declaration is required retrospectively for the preceding 12 months from the beginning of membership of the executive committee and then annually thereafter until the conclusion of membership of the executive committee. The details are retained on a register at the Secretariat and will be made available for publication, if required.

The declarations of interests are:

- Posts held in the course of employment or practice
- Consultancies, directorships or advisory positions in the field of health or social care or in a business with which NHIVNA might do business
- A position of authority in another charity or voluntary organisation in the field of health and social care
- Any public appointments
- Membership/Fellowship of other specialist societies
- Membership of or affiliation to a political party
- Any association with other organisations or individuals which may have an interest or influence in NHIVNA's work

#### ***Induction of Trustees***

Following appointment, new trustees are emailed an information letter with the following:

- Level of time commitment expected regarding attendance at committee meetings, conferences
- Results of elections for the relevant year
- List of all trustees with contact email addresses
- Charity Commission of England and Wales' leaflet CC3(a) 'The essential Trustee: an introduction'
- Copy of the NHIVNA Constitution
- Trustee declaration form
- Minutes of the most recent Executive Committee meeting
- Most recent NHIVNA Statutory Accounts.

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## NATIONAL HIV NURSES ASSOCIATION

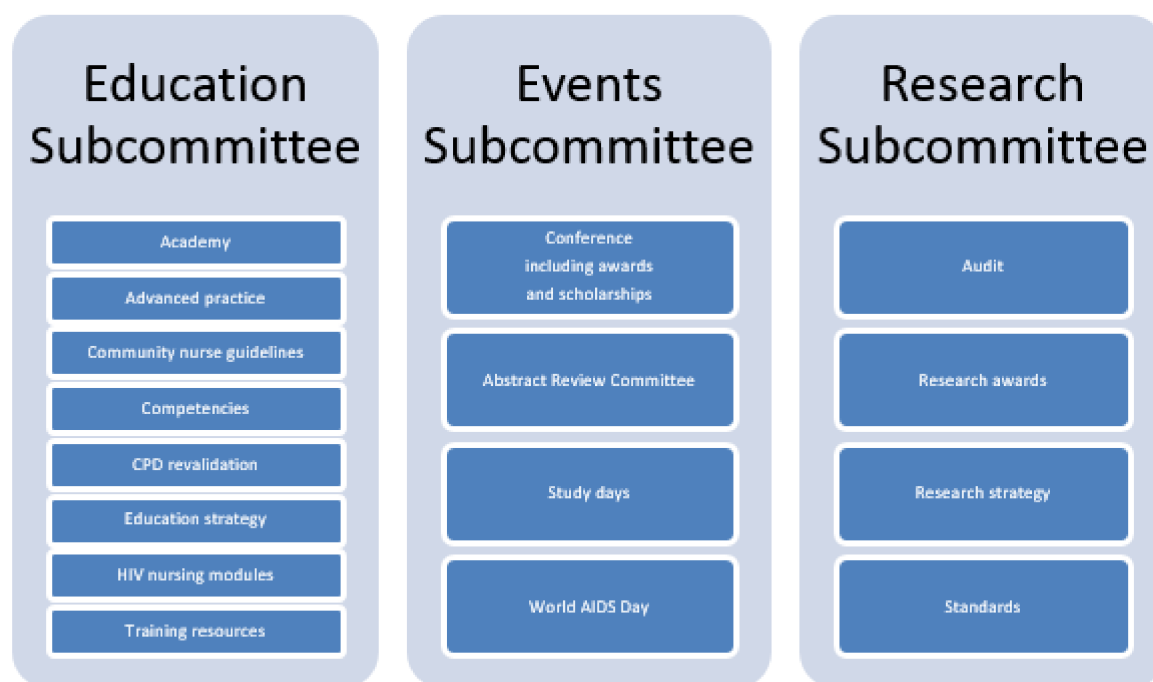
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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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#### Structure of the Charity

The trustees form the NHIVNA executive committee, which oversees all the work of the association. The NHIVNA Officers group meets up to twice p.a. and any ad hoc working groups meet as required. Subcommittees and working groups are led by a trustee and comprise other trustees and representatives from outside this group to bring depth and spread to the knowledge and experience of the group. The remit of the three subcommittees is as follows:



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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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#### Chair's Report

Despite the incredible challenges presented by the COVID-19 pandemic and its impact on healthcare workers, with many trustees and NHIVNA members redeployed to other roles within the NHS, NHIVNA achieved a range of work during the year.

The early part of the year would usually include a spring study day due to be held on 16 March 2020 but this was cancelled due to the pandemic. NHIVNA members were understanding of the need for this postponement. This was rescheduled and delivered online for members only, as NHIVNA Virtual Study Day Webinars, three evening study day webinars.

NHIVNA closely monitored the situation surrounding Coronavirus (COVID-19) and considered the pressure on colleagues during the pandemic. With great regret, the decision was taken to cancel the 22nd Annual Conference of NHIVNA which was due to be held from 16–18 June 2020 in Cardiff. The conference was rescheduled to take place in June 2021.

NHIVNA continued to provide membership of the editorial board of the HIV Nursing journal, which published three issues in the year.

Throughout the pandemic, NHIVNA provided updates to NHIVNA members with emails, the online news feed and social media output. NHIVNA linked to the British HIV Association (BHIVA) statements on Coronavirus (COVID-19) and HIV, which have been published throughout the pandemic.

The collaboration with the European HIV Nursing Network was maintained, although there was no European conference in 2020.

The Association continued its representation on the NHS England Clinical Reference Group (CRG) and advocated to ensure that advanced nursing practice and clinical nursing practice are included in the HIV service specifications developed within NHS England.

What would usually be a travel bursary to attend the lead international conference (International AIDS Society conference in July 2020) became a registration for the 'AIDS 2020 Virtual' conference. A NHIVNA representative participated in the meeting and the association published feedback reports, which were made available to members in the members' area on the NHIVNA website.

The NHIVNA research awards, which were launched in 2019, were suspended for the year 2020, as members did not have enough time to prepare submissions and restrictions laid down by NHS trusts, which suspended all non-COVID-19 research.

Work continued to review the NHIVNA web-based e-learning modules, with our usual benefits for members, maintaining and making regular updates to our website.

Thanks go to the other officers and all the trustees for their hard work during the year. In addition, we thank our community representative trustee, Garry Brough, who is on the executive committee representing people living with HIV.

The elections were suspended due to the COVID-19 pandemic and trustees' terms extended by one year through to the AGM in June 2021.

Thanks go to our major sponsors, Gilead Sciences, MSD and ViiV and to our conference exhibitors for their invaluable support for the work of the charity and to MAC AIDS Fund, who have been regular contributors to the work of the association.

As part of its national role, NHIVNA maintains relationships with other groups and charities. NHIVNA is an affiliated association of the British HIV Association (BHIVA) and has developed important links with other

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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relevant organisations, encouraging exchange of information between national and international nursing groups, such as the Association of Nurses in AIDS Care, USA (ANAC); the Children's HIV Association of the UK and Ireland (CHIVA); British Psychological Society (BPS); and the European HIV Nursing Network (EHNN). NHIVNA has a close relationship with the UK Community Advisory Board (UK-CAB), who elect the community representative trustee on the NHIVNA executive committee.

During 2020, like all entities in the country the charity was impacted by the COVID-19 pandemic. The charity has mitigated the financial impact as optimally as it reasonably can. The trustees meet regularly and have considered the likely financial impact on the charity and have planned accordingly. The trustees consider that the charity remains financially viable in the long-term, and consequently have concluded that sufficient funds are in place for the charity to continue to operate on a going concern basis.

**Shaun Watson**  
**Chair of the Association to June 2021**

**Liz Foote**  
**Chair of the Association from June 2021**

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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#### Honorary Secretary's Report

I would like to welcome all new members and thank existing members for their continued support of the association. The total number of members in 2020 was 181 members, including overseas members from Australia, Belgium, Canada, Italy and Norway. The membership numbers are down on the previous year, which was 219 members. NHIVNA members work in a variety of areas, including GU and HIV medicine, infectious diseases, community and sexual health, antenatal and paediatric, research, academic, mental health, midwifery and intensive care. It is hoped that numbers will strengthen in the long term and the association continues to advertise the membership benefits to past members and potential new recruits.

Members work in different areas of the country (see Table 1) and the different membership categories (see Table 2) cover all areas of the nursing grades across a wide range of nursing professionals.

Table 1: Members' geographical work region

Region	Percent
London	32%
Southeast	18%
Midlands	12%
Northwest	11%
Northeast and Yorkshire	10%
East of England	6%
Southwest	4%
International	2%
Scotland	2%
Wales	2%
Northern Ireland	1%
<b>Total</b>	<b>100%</b>

Table 2: Membership in 2020 by category

Member category	Percent
Band 6–7	63%
Band 5	13%
Band 1–4 and affiliated members <sup>1</sup>	9%
Band 8	6%
Student Nurse	3%
Life Member <sup>2</sup>	3%
International Networking	2%
Annual Member <sup>3</sup>	1%
<b>Total</b>	<b>100%</b>

<sup>1</sup> Includes community members

<sup>2</sup> Past Chairs (N Perry, S Morris, N Brito-Ault and M Croston) and Patrons (R Fieldhouse and A Namiba)

<sup>3</sup> Annual Member – UK-CAB Community Trustee (2020) and questionnaire prize draw winner

The trustees committed to keep membership fees at a reasonable rate and these were not increased for 2020 membership (the last fee increase was in 2015). A discounted membership rate is available for those NHIVNA members wishing to join the British HIV Association (BHIVA) and the Children's HIV Association (CHIVA), while increasing uptake of the convenient direct debit facility, with payments in monthly instalments, has been useful

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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for members and financially beneficial to the association.

*Table 3: membership subscription fees for year 2020*

<b>Membership category</b>	<b>Annual Fee</b>
NHIVNA Band 8 incl. Consultant Nurse/ Manager / Matron (UK)	£75
NHIVNA Band 6–7 including Academia	£60
NHIVNA Band 5	£35
NHIVNA Band 1–4 <sup>4</sup> incl. Healthcare Assistants / voluntary sector / affiliated membership <sup>5</sup>	£20
NHIVNA International Networking <sup>1</sup> includes non-UK residents only	£20
Student Nurse <sup>1</sup>	£10

<sup>4</sup> Members receive e-copies of all publications

<sup>5</sup> Affiliated membership includes those not working within the HIV sector, but who have an interest in HIV, such as primary care and practice nurses etc., and other specialist nurses

In return for members' subscriptions, which are so vital in supporting the independence and educational work of the Association, NHIVNA offers a wide range of benefits (see below). The charity trustees conduct an annual review of the benefits offered and the fees charged, to ensure that these are kept up to date and reflect the requirements of NHIVNA members.

Benefits of membership:

- a) Free subscription to HIV Nursing journal (up to four issues p.a.)
- b) Discounted registration to NHIVNA Annual Conference
- c) Free registration for NHIVNA Study Days (up to two each year)
- d) Online members' area for access to your account, current and past issues of the journal, as well as forum for exchange of documents and information
- e) Free subscription to NHIVNA eRoundup email (up to six issues p.a.)
- f) Access to grants and scholarships
- g) Free subscription to HIV Treatment Bulletin (up to six issues p.a.)
- h) Voting rights for NHIVNA Executive Committee elections (eligibility subject to joining date)
- i) Discounted membership to partner associations (BHIVA £20; CHIVA £10)
- j) Membership subscription fees approved for income tax relief

#### ***Policy for cancellation of membership***

Providing that written notice is received no later than 14 working days before the renewals due date of 31 March each year or the collection date (if paying by Direct Debit), a full refund will be made. No refunds will be made for any cancellations received after this date. Written notice should be emailed to [nhivna@nhivna.org](mailto:nhivna@nhivna.org).

The charity trustees continue to work to increase awareness of NHIVNA and encourage other nurses, such as primary care workers, to join the Association. Current members confirm that the benefits are well-received and that NHIVNA-events are useful educationally, and relevant to members' practice. NHIVNA members also find the regular email bulletin, NHIVNA eRoundup, useful, which includes regular updates with news and developments in HIV nursing.

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**NATIONAL HIV NURSES ASSOCIATION**

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**TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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NHIVNA continues to contribute their members' expertise and input to the HIV Nursing journal editorial board

Please continue sending your feedback to me through the Secretariat. I look forward to the continued success of NHIVNA and all its activities and hope to see you at the next conference.

**Andy Marshall**  
**NHIVNA Honorary Secretary.**

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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#### Education Subcommittee

Members during 2020: D Flower (Chair), L Foote, L Panton, A Marshall, J McLuskey, K Rogers, K Salthouse, S Watson and M Wills

Academy: The subcommittee has considered the leadership academy programme, which previously ran from 2015 to 2017 and will review the scope and consider if funding should be sought to reactivate this high-level education offering.

Advanced practice: Guidelines were prepared and published in 2018 and were reviewed during 2020 and it was agreed the guidelines remain current and no updates are yet required.

Education strategy: The subcommittee continued to develop the strategy for nurse education and funding has been allocated from the MAC AIDS Fund grant to this piece of work.

HIV nursing competencies: Originally written in 2007 and last updated in 2013, these are currently available as an e-book on the NHIVNA website with a full range of open-access downloadable resources for nurses and members to use to assist their professional development and training. It has been agreed a rewrite could be started in 2021.

CPD and training resources: NHIVNA offers a range of online resources, all open access, covering a wide range of topics including continuing professional development (CPD) articles, best practice guidelines and shared resources.

Education: Scholarships have been available to enable NHIVNA members to undertake original research, further their education, clinical practice and to encourage and support nurses to present at national and international meetings. This is in accordance with the aims of NHIVNA of providing research, education and support for nurses working in or who have an interest in HIV nursing. Christina Antoniadis attended the AIDS 2020 Virtual conference and wrote up an article for online publication in the members' area.

Web learning HIV nursing modules: NHIVNA has a programme of online web learning educational modules on HIV nursing, all of which are open access on the NHIVNA website with the aim of supporting nurses who are working toward Levels 2 and 3 of the national HIV nursing competencies, whether working in a hospital or community setting. Currently, there are eight modules available: understanding HIV; caring for people with HIV; antiretroviral therapy; health promotion; HIV testing; advanced module on managing complexity in antiretroviral therapy management; treatment as prevention; and HIV and ageing. All modules meet the CPD requirements for Nursing and Midwifery Council revalidation. Modules are regularly reviewed to keep them up to date and additional topics are considered by the NHIVNA Education Subcommittee. NHIVNA is grateful for industry support to continue with these educational modules.

#### Events subcommittee

Members during 2020: J Phillips (Chair), J Williams (Vice-Chair), C Antoniadis, G Brough, D Flower, A Marshall, L Panton, S Watson and M Wills

Conference: NHIVNA usually holds one conference each year in June in different cities around the country to try and give all members across the UK the best opportunity to attend. Unfortunately, due to the COVID-19 pandemic, the conference was cancelled in 2020. The meeting usually attracts around 200 delegates and there was inevitably an impact on the finances of the charity due to the loss of registration fees, and sponsor and exhibitor income. The subcommittee had already developed a programme for the conference and took these topics forward to the conference in 2021.

COVID-19 survey: In September 2020, NHIVNA conducted a survey of its members. Over the years, HIV nurses have changed the way they work from managing and supporting those with acute HIV related illness to the care and management of HIV as a long-term chronic illness. COVID-19 has changed the way nurses live and deliver

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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care, placing healthcare systems worldwide into emergency mode. During the pandemic, with the redeployment of HIV colleagues, HIV services have been delivered differently as nurses have worked on the frontline. NHIVNA invited feedback from members on their experience and how they feel about the future of HIV care delivery. The survey results formed the basis of one of the study day webinars. NHIVNA will use the data to respond to changes and develop other activities to support NHIVNA members, as the feedback from nursing colleagues allows a broad picture of changes and future concerns.

Study days: Following the cancellation of the NHIVNA study day due to be held in March 2020, the programme was broken down into three live online webinars covering various topics on each date. These events were free to attend for NHIVNA members and webcast live each including opportunities for live Q&A sessions.

The recorded sessions are available to NHIVNA members:

Monday 5 October 2020 at 1800–1930

- HIV and Pregnancy
- IAS Feedback

Monday 12 October 2020 at 1800–1930

- Mental Health and HIV
- HIV and PrEP

Monday 19 October 2020

- COVID-19: Debrief and results of the NHIVNA COVID-19 survey

Awards and scholarships: In 2020, conference awards were not made, due to the cancellation of the usual annual conference.

#### **Research subcommittee**

Members during 2020: K Rogers (Chair), K Salthouse (Vice-Chair), C Antoniadi, M Croston, M Grundy-Bowers, C Hughes and J McLuskey

The NHIVNA Research Scholarship Awards were extremely successful and three awards were made, totalling £4,050. These were presented at the annual conference in Manchester. The awards scheme, which was launched in 2019, is open to all NHIVNA members and offers funding support for research and development projects that impact on the improvement of clinical care and management of people living with HIV in the UK. The topics awarded were 'Identifying priority areas for interventions to improve healthcare experiences for patients with a dual diagnosis of HIV and cancer and describing the barriers and facilitators to their implementation'; 'Initial perceptions of HIV nurses involved in delivering a community-based intervention to improve engagement of HIV patients in care and treatment – qualitative enquiry'; and 'What is the experience of HIV healthcare while in English prisons? An exploration of men's experiences.

Research strategy: Following the publication in 2019 of the national research strategy, which aims to develop research capacity within the HIV nursing workforce and research collaborations to advance the contribution of HIV nursing to the evidence base that is needed to underpin high quality HIV treatment and care. This is facilitated through a dedicated page with forum on the NHIVNA website and an awards programme.

Research awards: Started in 2019, when three awards were made, this programme was suspended during 2020. The NHS across all the UK home nations restricted research to COVID-19 related work only and there was no facility for nurses to conduct research during the pandemic.

#### **Website**

The website provides current information about all NHIVNA's activities and publications. It is good to know that many members find their membership useful and think it good value. The website functionality includes an online forum for members accessing the research area. NHIVNA members make good use of the website, which offers

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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online membership application and renewal and access to the journal. Education and research are always at the heart of the Association's work and full information on NHIVNA's activities is available online. The website provides information about the association, all its activities and current versions of the competencies and includes a news feed on the latest HIV issues. The members' only area allows members to share useful information with each other, upload documents and tools, and register online for conference, study days, and to renew their membership.

#### **Social media**

NHIVNA has a profile on Facebook, Instagram and Twitter and makes regular updates to keep its members and the wider public informed on issues relating to HIV nursing, advocacy for people living with HIV.

#### **FINANCIAL REVIEW**

##### **Results for the year**

Income for the year totalled £38,544 (2019: £179,764) and comprised £24,388 (2019: £61,994) from grants and donations, £13,225 (2019: £116,969) from charitable activities and £66 (2019: £801) of bank interest. Of the income from grants and donations, £15,010 (2019: £49,994) was unrestricted and £9,378 was restricted for specific purposes. Membership income was £8,325 (2019: £15,099), sponsorship income was £4,900 (2019: £60,000) and conference income was £nil (2019: £38,402).

Total expenditure for the year was £83,000 (2019: £183,353). The main costs included were for conferences, courses and events £11,989 (2019: £48,302), HIV nursing, journals and newsletters £15,273 (2019: £20,854) and secretariat fees £16,400 (2019: £70,296). In 2020, there was no restricted expenditure on awards and bursaries (2019: £4,467). In 2020, restricted expenditure on CPD articles was £7,000 (2019: £3,000).

Overall, expenditure exceeded income for 2020 by £44,456 (2019: £3,589 deficit) and the closing funds carried forward at the year end were £171,295 (2019: £215,751) of which £164,204 were unrestricted (2019: £207,577) and £7,091 (2019: £8,174) were restricted.

##### **Policy on holding reserves**

The Executive Committee has established a policy whereby the unrestricted funds not committed or invested in tangible assets (the free reserve) held by the charity should equate to approximately 18 months' resources expended. For 2020, this would equate to approximately £264,000. This policy, the Executive Committee feels, would allow the Association to continue the current activities of the charity in the event of a significant drop in funding. At present free reserves are £164,204, which is below this target level. The Executive Committee will endeavour to increase these funds accordingly.

##### **Going concern**

The Trustees have considered the impact of the Coronavirus pandemic on future income streams and planned activities of the Association and are content that the Association is in a position to continue to operate as a going concern.

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## NATIONAL HIV NURSES ASSOCIATION

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

**Liz Foote**

Chair

Date: 10 November 2022

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## NATIONAL HIV NURSES ASSOCIATION

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

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#### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NATIONAL HIV NURSES ASSOCIATION ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 December 2020.

#### RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### INDEPENDENT EXAMINER'S STATEMENT

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

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**NATIONAL HIV NURSES ASSOCIATION**

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**INDEPENDENT EXAMINER'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:

Dated: 10 November 2022

Mrs J Rowe

FCCA

For and on behalf of Peters Elworthy & Moore  
Chartered Accountants  
Cambridge

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**NATIONAL HIV NURSES ASSOCIATION**

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**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>INCOME FROM:</b>					
Donations and grants	2	15,010	9,378	24,388	61,994
Charitable activities	3	13,225	-	13,225	116,969
Investments	4	931	-	931	801
<b>TOTAL INCOME</b>		<b>29,166</b>	<b>9,378</b>	<b>38,544</b>	<b>179,764</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	5	72,539	10,461	83,000	183,353
<b>TOTAL EXPENDITURE</b>		<b>72,539</b>	<b>10,461</b>	<b>83,000</b>	<b>183,353</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(43,373)</b>	<b>(1,083)</b>	<b>(44,456)</b>	<b>(3,589)</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		207,577	8,174	215,751	219,340
Net movement in funds		(43,373)	(1,083)	(44,456)	(3,589)
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>164,204</b>	<b>7,091</b>	<b>171,295</b>	<b>215,751</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 20 to 27 form part of these financial statements.

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**NATIONAL HIV NURSES ASSOCIATION**

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**BALANCE SHEET  
AS AT 31 DECEMBER 2020**

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	Note	2020 £	2019 £
<b>CURRENT ASSETS</b>			
Debtors	8	46,208	2,545
Cash at bank and in hand		237,672	243,479
		<u>283,880</u>	<u>246,024</u>
Creditors: amounts falling due within one year	9	(112,585)	(30,273)
		<u>171,295</u>	215,751
<b>NET CURRENT ASSETS</b>		<b>171,295</b>	215,751
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>171,295</b></u>	<u>215,751</u>
<b>TOTAL NET ASSETS</b>		<u><b>171,295</b></u>	<u>215,751</u>
<b>CHARITY FUNDS</b>			
Restricted funds	10	7,091	8,174
Unrestricted funds	10	164,204	207,577
<b>TOTAL FUNDS</b>		<u><b>171,295</b></u>	<u>215,751</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

**Linda Panton**  
Honorary Treasurer  
Date: 10 November 2022

The notes on pages 20 to 27 form part of these financial statements.

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## NATIONAL HIV NURSES ASSOCIATION

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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#### 1. ACCOUNTING POLICIES

##### 1.1 BASIS OF PREPARING FINANCIAL STATEMENTS

The financial statements 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) (second edition of the Charities SORP October 2019, effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

National HIV Nurses Association constitutes a public benefit entity as defined by FRS 102.

There were no significant estimates or judgements made by management in preparing these financial statements.

##### 1.2 GOING CONCERN

The Trustees have considered the financial position of the Charity including the impact of Covid-19 and have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

##### 1.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

In pursuit of its charitable objectives, the Charity organises and hosts conferences, for which registration fees, sponsorship income and other sundry income is received. Where this income is received in advance of the given conference taking place, it is treated as deferred income and included within creditors in the accounts. The income is released once the conference has taken place.

Income from membership subscriptions is recognised in line with the period to which it relates.

Income from grants are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a grant is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until those conditions are fully met, or the fulfillment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

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## NATIONAL HIV NURSES ASSOCIATION

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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#### 1. ACCOUNTING POLICIES (CONTINUED)

##### 1.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Support and governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

##### 1.5 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### 1.6 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 1.7 CREDITORS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

##### 1.8 FINANCIAL INSTRUMENTS

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 1.9 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

NATIONAL HIV NURSES ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

**2. INCOME FROM DONATIONS AND GRANTS**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Grants, donations and scholarships	10	1,378	<b>1,388</b>	41,586
MAC AIDS funding	15,000	-	<b>15,000</b>	18,000
CPD articles	-	8,000	<b>8,000</b>	2,000
Nurse of the year	-	-	-	408
<b>Total 2020</b>	<b>15,010</b>	<b>9,378</b>	<b>24,388</b>	<b>61,994</b>

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Membership fees	8,325	-	<b>8,325</b>	15,099
Sponsorship	4,900	-	<b>4,900</b>	60,000
Conference income	-	-	-	38,402
Miscellaneous income	-	-	-	3,468
<b>Total 2020</b>	<b>13,225</b>	<b>-</b>	<b>13,225</b>	<b>116,969</b>
Total 2019	114,886	2,083	116,969	

**4. INVESTMENT INCOME**

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Bank deposit interest	931	<b>931</b>	801
Total 2019	801	801	

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>	Total funds 2019 £
Award and bursary costs	525	-	<b>525</b>	5,792
Scholarships	-	-	-	1,200
Conferences, courses and events	9,906	2,083	<b>11,989</b>	48,302
Establishment, committee and communications (support)	5,443	1,378	<b>6,821</b>	13,853
Website, app development and maintenance	7,617	-	<b>7,617</b>	11,415
Secretariat fees (support)	16,400	-	<b>16,400</b>	70,296
Accountancy fees (support and governance)	10,963	-	<b>10,963</b>	5,718
CPD articles	-	7,000	<b>7,000</b>	3,000
Irrecoverable VAT	6,412	-	<b>6,412</b>	2,491
HIV nursing, journals and newsletters	15,273	-	<b>15,273</b>	20,854
Research programme costs	-	-	-	432
<b>Total 2020</b>	<u>72,539</u>	<u>10,461</u>	<u><b>83,000</b></u>	<u>183,353</u>
Total 2019	<u>175,886</u>	<u>7,467</u>	<u>183,353</u>	

**6. INDEPENDENT EXAMINER'S REMUNERATION**

	<b>2020 £</b>	2019 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	<b>520</b>	500
Fees payable to the Charity's independent examiner in respect of:		
Preparation of statutory financial statements	<b>2,830</b>	2,750
VAT	<b>1,000</b>	570
Bookkeeping services	<b>700</b>	1,870

**7. TRUSTEES REMUNERATION AND EXPENSES AND KEY MANAGEMENT PERSONNEL**

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**7. TRUSTEES REMUNERATION AND EXPENSES AND KEY MANAGEMENT PERSONNEL  
(CONTINUED)**

During the year ended 31 December 2020, expenses totalling £2,531 were reimbursed or paid directly to 9 Trustees (2019 - £5,450 to 11 Trustees). The expenses were in respect of committee travel and meeting costs.

**8. DEBTORS**

	<b>2020</b>	2019
	£	£
<b>Due within one year</b>		
Trade debtors	<b>38,708</b>	-
Prepayments	<b>7,500</b>	2,500
Other taxation and social security	-	45
	<b>46,208</b>	2,545
	<b>46,208</b>	2,545

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2020</b>	2019
	£	£
Trade creditors	<b>11,664</b>	2,280
Accruals and deferred income	<b>100,921</b>	27,993
	<b>112,585</b>	30,273
	<b>112,585</b>	30,273
	<b>2020</b>	2019
	£	£
<b>DEFERRED INCOME</b>		
Deferred income at 1 January 2020	<b>5,960</b>	34,706
Resources deferred during the year	<b>90,245</b>	5,960
Amounts released from previous periods	<b>(5,960)</b>	(34,706)
	<b>90,245</b>	5,960
<b>Deferred income as at 31 December 2020</b>	<b>90,245</b>	5,960

**NATIONAL HIV NURSES ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**10. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 January 2020 £	Income £	Expenditure £	Balance at 31 December 2020 £
<b>Unrestricted funds</b>				
General Funds	207,577	29,166	(72,539)	164,204
<b>Restricted funds</b>				
Krattinger Rennison award fund	141	-	-	141
MAC AIDS fund	5,950	9,378	(8,378)	6,950
EHNN conference fund	2,083	-	(2,083)	-
	<u>8,174</u>	<u>9,378</u>	<u>(10,461)</u>	<u>7,091</u>
<b>Total of funds</b>	<u><u>215,751</u></u>	<u><u>38,544</u></u>	<u><u>(83,000)</u></u>	<u><u>171,295</u></u>

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 January 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2019 £
<b>Unrestricted funds</b>					
General Funds	218,782	165,681	(175,886)	(1,000)	207,577
<b>Restricted funds</b>					
Krattinger Rennison award fund	558	-	(417)	-	141
MAC AIDS fund	-	12,000	(7,050)	1,000	5,950
EHNN conference fund	-	2,083	-	-	2,083
	<u>558</u>	<u>14,083</u>	<u>(7,467)</u>	<u>1,000</u>	<u>8,174</u>
<b>Total of funds</b>	<u><u>219,340</u></u>	<u><u>179,764</u></u>	<u><u>(183,353)</u></u>	<u><u>-</u></u>	<u><u>215,751</u></u>

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**NATIONAL HIV NURSES ASSOCIATION**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**10. STATEMENT OF FUNDS (CONTINUED)**

**Krattinger Rennison award fund**

Awarded for an original piece of research presented at the NHIVNA Annual Conference either as an oral or poster presentation. A NHIVNA-invited expert panel will judge the award and will review presentations based on the following criteria: the principal investigator is a nurse; an original piece of research; demonstrates an understanding of the research process; has an impact on nursing-related HIV policy as well as patient care; research contains an explicit discussion of the relevance of the research to nursing practice/policy and considered ethical issues (if appropriate). Winning presenters will be required to write up their research for the journal HIV Nursing. This fund represents restricted funding received from the Krattinger Rennison Charitable Trust and expended awarding prizes. The Krattinger Rennison Charitable Trust ceased to exist in 2003.

**MAC AIDS fund**

MAC AIDS fund is a charity established in 1994 to support people living with HIV worldwide. It donates funds to communities and organisations that offer services to people with HIV/AIDS and help to prevent the disease through educational programs. Restricted funding has been received in the year for this purpose and the charity has specifically expended this on research awards and funding CPD articles.

**EHNN conference fund**

This fund represents monies received by the charity, which are to be put towards funding Eastern European nurses attending the EHNN conference in Rome. These funds were expended in 2020.

**11. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT PERIOD**

	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Current assets	246,515	37,365	<b>283,880</b>
Creditors due within one year	(82,311)	(30,274)	<b>(112,585)</b>
<b>Total</b>	<b>164,204</b>	<b>7,091</b>	<b>171,295</b>

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NATIONAL HIV NURSES ASSOCIATION

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

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11. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR PERIOD

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Current assets	237,850	8,174	246,024
Creditors due within one year	(30,273)	-	(30,273)
<b>Total</b>	<u>207,577</u>	<u>8,174</u>	<u>215,751</u>

12. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.