British Association of Head and Neck Oncology Nurses

End of Year Finance Report

Financial Year: April 2025 – May 2026

This report provides an overview of the current financial position of the British Association of Head and Neck Oncology Nurses and confirms that all accounts and expenses are fully up to date.

Savings and Reserve Accounts

The association currently holds **£10,111.69** in a fixed-term deposit account with an interest rate of **2.04%**. These funds are being retained as part of the organisation's longer-term financial reserves and future planning.

A further **£1,031.01** is held within a commercial instant access savings account with an interest rate of **0.50%**. These funds are intended to support deposits and early expenditure associated with the planning and organisation of the next annual conference.

Current Account Activity

The current account opening balance at the beginning of the financial year was **£1,328.67**. The closing balance stands at **£1,127.71**.

Membership income is paid directly into this account and has been used throughout the year to support operational and organisational costs including:

- Travel expenses and meeting venue costs totalling **£1,922.32**
- Website provider costs to Adeo totalling **£720.00**
- Information Commissioner registration fee of **£47.00**
- Postal Hub and Capital Office costs for the official charity address totalling **£74.99**
- A charitable donation of **£350.00** to HANCU

Financial Position and Sustainability

As of **12/05/2026**, the total funds held across all three charity accounts are **£21,270.41**.

All expenses and payments have been fully cleared and reconciled up to date. The association remains in a stable financial position with healthy reserves available to support future activities and conference planning.

The association remains committed to financial sustainability and responsible long-term planning. Maintaining appropriate reserves across both savings and current accounts ensures the organisation can continue to support educational opportunities, professional networking, and future conferences whilst remaining financially secure. The current level of reserves is considered appropriate to support anticipated operational and conference-related expenditure.

All funds are held in the name of the charity, and financial records are maintained in accordance with recognised charity governance and accounting standards. Appropriate records of income, expenditure, and account activity are maintained to ensure transparency, accountability, and effective financial oversight.

Treasurer: Hayley Steptoe
Approved: 12/05/2026

CONSTITUTION

British Association of Head & Neck Oncology Nurses

TITLE

The name of the organisation shall be 'The **B**ritish **A**ssociation of **H**ead & **N**eck **O**ncology **N**urses', hereafter referred to as 'BAHNON'

AIMS & OBJECTIVES

BAHNON is a professional organisation with charitable status. It's principle aim is to ensure that every patient with Head, Neck & Thyroid Cancer receives care that is informed by expert nursing knowledge, research and compassion.

The organisation's key objectives are:

- To raise the profile of Head, Neck & Thyroid Cancers
- Support improvements in patient care by influencing national policy and practices.
- Provide an expert nursing resource and a supportive voice for its members.
- Provide a professional network to share experience and expertise.
- Promote research and developments in Head, Neck & Thyroid Cancers.

MISSION STATEMENT

BAHNON is a professional, member-led organisation dedicated to advancing excellence in Head, Neck, and Thyroid Cancer nursing. We provide a collective voice for nurses and allied health professionals, promoting evidence-based care, professional development and interdisciplinary collaboration. Through advocacy, education and research we aim to influence national policy, improve patient outcomes, and support the delivery of safe, effective and compassionate care.

We work in partnership with aligned organisations including BAHNO, ENT UK, and the Head, Neck & Thyroid Cancer Coalition to shape clinical guidelines, contribute to research and innovation and foster a dynamic professional network. BAHNON empowers its members to lead, influence and thrive in a constantly evolving healthcare

landscape. As well as hosting biennial conferences, BAHNON's council maintains a professional members website and delivers regular updates via its social media platforms.

EQUALITY, DIVERSITY AND INCLUSION STATEMENT

We uphold, promote and embed Equality, Diversity and Inclusion [EDI] as an essential aspect of our association and foster a culture where every individual has a sense of belonging, can feel safe and is empowered to achieve their full potential. The association is clear that EDI matters relate to every individual who is affiliated with BAHNON and as such it remains a part of everyone's responsibility. The Association will therefore operate under an ethos of fairness and respect, ensuring that everyone feels appreciated and included. EDI will feature as a standing agenda item at every meeting. Discussion will focus on how our work and decisions impact: Physical and Mental Health (including age, disability and gender), Relational factors (including ethnicity, culture and sexual orientation) and societal factors (including social class). As NHS employed nurses, each member will undergo mandatory EDI training through their own employers.

SUSTAINABILITY STATEMENT

The organisation is committed to environmental sustainability and will adopt and maintain a Sustainability Policy to guide its operations [appendix 1]. This policy will outline principles and practices aimed at minimising environmental impact, promoting responsible resource use and supporting long-term ecological health. As part of this commitment, the organisation will take action to reduce waste, improve energy efficiency, limit carbon emissions and prioritise ethical and sustainable sourcing. The organisation recognises sustainability as a core value and will ensure that its activities align with this commitment through regular review and continuous improvement.

MEMBERSHIP

1. Full membership is open to all Registered Nurses and Allied Health Professional members of a relevant professional organisation which has recognised involvement in Head, Neck and Thyroid Oncology. Relevant professions include (but not limited to) Dietetics, Speech and Language Therapy, Registered Dental Nurses, Therapeutic

Radiographers and Physiotherapy. Applicants shall provide the name of the organisation of which they are members.

2. All members must have fully paid membership.
3. All members have the right to cancel their membership with no given period of notice.
4. BAHNON has the right to cancel membership on non-payment of fees members will have the right to appeal by writing to the BAHNON council within 30 days of being informed of their cancellation
5. In line with charity recommendations, members may raise grievances or concerns by writing to the BAHNON council
6. Membership is payable annually via the website.
7. Membership is reviewed at each BAHNON meeting. Annual membership fees will be reviewed at the AGM.
8. In order to safeguard the reputation of the Association, the council has the right to cancel any membership with no given notice period, if this is felt be in the best interests of the Association and its wider members.
9. Registration to BAHNON is through an annual subscription via the BAHNON website www.bahnon.org.uk. Only those members who are fully paid-up will be granted access to all areas of the website.

DATA PROTECTION

Membership details are stored within the membership area of the website area. This is password protected and is only accessible to certain Council Officers who have administrative permission rights. No blanket emails will be sent out as this runs the risk of emails reaching those who have not renewed and are no longer members. Updates or events about BAHNON will therefore be advertised via the news and events [non-members] page of the website and via social media platforms. Any emails sent to members will only be for the purposes to promote events being run by BAHNON. All membership data including financial details is stored in line with GDPR guidelines and is not shared with any third parties. The role of Data Protection Officer will be integral to the role of the Website/Membership designated council member. Members can request deletion or correction of their data by contacting council in writing.

Types of Data We Hold, Why, and For How Long

Member/Staff Contact Details

- Why: To manage membership, communicate about meetings, activities, and roles.
- How long: For the duration of membership/employment, and up to 1 year after leaving.

Governance Records (e.g., minutes, agendas, decisions, election results)

- Why: To meet legal and governance obligations, maintain transparency, and provide an accurate record of council and Charity activity.
- How long: Permanently (as part of the organisation's official archive).

Financial Records (e.g., expenses, accounts, donations, payments)

- Why: To comply with financial regulations, audits, and reporting requirements.
- How long: Typically 6–7 years (in line with HMRC/charity law).

Volunteer/Participant Data (e.g., role applications, event sign-ups)

- Why: To administer events, allocate roles, and ensure safeguarding if applicable.
- How long: For the duration of involvement, and up to 1 year afterwards unless consent is given to keep in contact.

COUNCIL

1. The council shall be responsible for the business and activities of BAHNON and shall consist of 12 elected members.
2. The council shall aim to meet face to face twice a year (AGM plus one other) and have the option of attending 2 meetings either face to face or online, ideally in March, June, September and December.
3. All Council meetings shall be closed to non-Council Officers to maintain confidentiality and effective decision-making, with the exception of the Annual General Meeting (AGM) which shall be open to all paying members of BAHNON.
4. The tenure of a council member shall be for a minimum of 3 years but should not exceed 10 years. This will allow for new Council Officers to join, with the aim of creating a healthy balance of experienced and new offices and allow for continuity in succession planning. From December 2025, the new rule will apply, without retrospective consideration of the service of existing council officers.
5. Council Officers are expected to attend all 4 meetings per year, but if they are unable to attend must forward any reports necessary for the meeting. The Charity will be included as an agenda item at every meeting so that trustees can minute any formal

decisions or topics for discussion. If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided

6. If a council member does not attend 2 consecutive meetings without apologies and forwarding reports, they will be asked to stand down, except in exceptional circumstances.
7. Incoming Council Officers must familiarise themselves with the constitution prior to taking up their position, as the commitment needed to uphold the association will involve duties outside of regular NHS working hours which could have an effect on work life balance.
8. The offices of the Council shall be a President, President Elect, Honorary Secretary, Honorary treasurer, Honorary Membership & Website Secretary, Research & Education Lead, Audit & Governance Lead and a minimum of two Conference Secretaries.
9. Council officers have the right to stand down with no minimum term but ideally with 1 months' notice for business continuity. In the event of an unforseen vacancy or sudden change in council membership, the council may internally revise officer roles as necessary to ensure business continuity and maintain key functions. Such revisions may be made without input from the wider membership, to preserve the effective operation of the council. The Council can decide if a co-opted officer's term starts from their appointment or continues the term of the person they replaced. A majority vote will stand.
10. The President has both an ordinary vote and a casting vote: If their ordinary vote leads to a tie, they also have a second, casting vote to break the deadlock.
11. In the event of a council seat vacancy, a role description and person specification must be provided to all prospective applicants. Applications must be submitted in writing to the Honorary secretary. The successful candidate shall be a member elected officer, nominated by paying members through a secret ballot, either conducted in person and viewed only by the President and one other impartial council member, or via a secure online voting facility.
12. Nominations for routine Council officer positions must be submitted in writing to the Secretary no later than one full calendar month prior to the Annual General Meeting (AGM). All routine officer appointments shall be confirmed at the AGM.
13. Nominees for the council must have support from their line manager to be released for 4 meetings per year (full days) and the additional work required.

14. If no nomination is put forward, the council has the power to appoint (co-opt) someone to take that place.
15. The President and President Elect shall be elected by the Council Officers and shall be a current serving member of the council. The President's tenure is 3 years. The President Elect tenure is for 3 years after which time they will automatically succeed the President at the end of their term. The existing President may be re-elected for a further term only by the council if there is no President Elect to take over.
16. The outgoing President will, along with other Council Officers, have an equal opportunity to take up the position of Honorary secretary as it is felt that this will support ongoing business continuity
17. The President, President Elect and/or Honorary secretary will be expected to represent BAHNON at BAHNO and other relevant Head and Neck Cancer Coalition meetings to which they are invited.
18. Conflicts of interest must be declared at the earliest opportunity
19. The Council reserves the right to request that a Council member step down if it is deemed to be in the best interests of the organisation. Grounds for such a request may include, but are not limited to:
    - Persistent non-attendance without reasonable excuse
    - Misconduct
    - Breach of the Constitution or Code of Conduct
    - Actions or behaviours that bring the organisation into disrepute.

This decision may take effect immediately if the matter is deemed urgent. If the Council member declines to resign voluntarily, the Council may proceed to a Vote of No Confidence.

A Vote of No Confidence must be supported by a two-thirds majority of voting Council Officers (quorate), excluding the individual concerned. The Council member in question will be given the opportunity to respond to the concerns raised and where appropriate, may be accompanied by a representative or professional colleague. All proceedings will be documented, stating the reasons for the proposed vote of no confidence and handled in a manner consistent with the organisation's values, policies and commitment to fairness and transparency. The person subject to the vote must be formally notified in writing, ideally at least 14 days before the meeting. Notification should include:

- Date, time, and location of the meeting

- Details of the concerns or complaints
- Their right to respond or present their case
- Any rules on supporters or observers

The individual must be notified of the outcome of the vote in writing. Possible outcomes may include:

- Removal from the committee
- Formal loss of an allocated role or trustee status
- Other remedial actions, such as mediation, training or agreed development plans

20. Quorum for voting purposes must be a minimum of 6 Council Officers.

FINANCES

1. Money and property must only be used for the charity's purposes. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
2. All trustees and members of the BAHNON council will remain open and transparent about any payments made or received and will remain free from any financial affiliation to any persons or organisations. Any declarations of interest will be put to the President.
3. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses for the remuneration of persons for any events arranged by the organisation in furtherance of its objectives.
4. Money must be held in the charity's bank account.
5. The financial year end is 31st March of each year.
6. The financial accounts shall be audited annually by the Honorary treasurer and submitted to the members at the Annual General Meeting.
7. The Honorary treasurer will present a summary of accounts at each group meeting.
8. Any expenditure will be discussed at council meetings and agreed upon.
9. Finances will be sent to an independent examiner if income exceeds the Charity Commission threshold (currently £25k/year).

ACCOUNTABILITY

1. The council is accountable to members of BAHNON.
2. The President of the council will prepare an annual report every year and present it at the Annual General Meeting.

SELECTING, CARRYING OUT, PUBLISHING AND CHECKING RESEARCH

Any works or publications produced by the association shall remain the copyright of BAHNON. No publications, research, education, scientific reviews or reports of meetings or conferences shall be made in the name of the association without approval of Council at the Annual General Meeting. Any such teachings, reviews or opinions will remain within the spirit of the clinical specialties that we promote and will uphold the clinical and organisational objectives of the association at all times.

CHARITABLE STATUS

BAHNON has registered with the Charities Commission as a Charitable Incorporated Organisation (CIO), with 4 trustees who have been nominated at the BAHNON AGM and who will serve for a fixed term of no more than 3 years. There must be no less than 4 trustees in place at any time in accordance with the Charity Commission Guidance. The trustees shall be members of the BAHNON Council of 12 persons and will have the power to: (1) raise funds, receive grants and donations (2) apply funds to carry out the work of the charity (3) co-operate with and support other charities with similar purposes (4) do anything which is lawful and necessary to achieve the purpose. The council and trustees will serve as formal voting members. Every member has one vote. The Honorary treasurer shall present the annual report and accounts. The trustees will keep an up-to-date membership list and will have the right to remove a person's membership if they believe it is in the best interests of the charity. The member in question has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

BAHNON's application to become a registered CIO will be in accordance with the document "CIO association model constitution Charity Commission for England and Wales November 2023: Setting up a charity: model governing documents - GOV.UK (www.gov.uk)". The Charity will also conform to the Small Charity Constitution set out by the Charity Commission for England and Wales Small Charity Constitution (GD4) (publishing.service.gov.uk)

BAHNON's formal CIO and principal office address in England is 124 City Road, London, EC1V 2NX

DISSOLUTION

1. The dissolution of the organisation may be affected only by a resolution passed by a three-fourths majority of members present in person or by proxy at a Special Annual General Meeting convened for that purpose and of which notice has been served on every member of the organisation at her/his last known address.
2. In the event of the organisation being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be [at council discretion], transferred to a charitable institution or institutions having similar objectives to those of the organisation.
3. Dissolution of the charity must also be in accordance with the rules set out in the Small Charity Constitution by the Charity Commission for England and Wales Small Charity Constitution (GD4) (publishing.service.gov.uk)

ALTERATIONS TO THE CONSTITUTION:

Proposed amendments to the Constitution cannot be adopted unless approved by a majority of the members present at the meeting. The Constitution will be reviewed at regular intervals or whenever significant events occur. It will also appear as a standard agenda item at the Annual General Meeting (AGM), and any proposed changes will be discussed and agreed upon as a specified AGM agenda item.

This constitution was amended and approved by the BAHNON Council and formally adopted as the New Constitution on: 11.09.2025

President Name Claire Barber **Signature**  **Date** 28.07.26

Second Name Joanne Greedy **Signature** **Date**

END OF DOCUMENT

Appendix 1

Sustainability Policy

Effective Date: September 2025

Review Date:

Next Review Date: September 2026

Introduction

The British Association of Head and Neck Oncology Nurses [BAHNON], are committed to sustainability and the responsible management of environmental, social, and economic resources. We recognise that incorporating sustainability into our practices not only strengthens our long-term success but also positively impacts the well-being of our communities, stakeholders and the planet.

This Sustainability Policy outlines our dedication to reducing our environmental footprint. We aim to continuously enhance our sustainability efforts through strategic initiatives, active participation and collaboration with our partners.

Environmental Commitment

We recognise the importance of protecting the environment and aim to minimise our ecological footprint across our council. Our environmental goals include:

Carbon Footprint Reduction: We are committed to reducing our carbon footprint by promoting the use of public transport and limiting travel emissions.

Biennial Conference Locations: Our biennial conference will be held in locations with good public transport links to encourage sustainable travel options and minimise the carbon footprint associated with attendees' travel.

Sustainable Sourcing: We will prioritise the use of sustainably sourced materials and aim to support suppliers who share our environmental values. Access to digital resources, such as slides, videos, or reports after the event.

Minimising Face-to-Face Meetings: To reduce unnecessary travel and the associated environmental impact, we will keep face-to-face meetings to a minimum and prioritise virtual meetings using technology to connect stakeholders across different locations.

Paper Waste Reduction: We will reduce paper waste by utilising digital tools such as apps and virtual cork boards, to disseminate event information and promotional materials. Social media will be used widely to promote events and engage with our audience, further reducing the need for printed materials.

Partnership with other Organizations and the NHS :

Collaborating with other

Organisations allows BAHNON to pool resources, share knowledge and amplify collective impact, fostering both social and economic sustainability.

Utilising the Website for Sustainable Event Promotion

The BAHNON website will play a central role in promoting sustainable events and initiatives, minimising paper use and reducing the carbon footprint of events by providing all information digitally.

- Event Promotion: We will use the website to promote virtual events, webinars, or online conferences, reducing the need for travel. The website will provide details about the event format, sustainability initiatives, and how attendees can participate sustainably (e.g., via online platforms, using eco-friendly products, etc.).
- Digital Invitations and Registrations: All event invitations and registrations will be handled digitally through the website, reducing paper usage and eliminating the need for printed invites.
- Resources: The BAHNON website is dedicated to offering essential educational materials that help members and organisation.

Continuous Improvement

At BAHNON, we are dedicated to the ongoing enhancement of our sustainability practices. This policy will be reviewed at least annually and updated to incorporate emerging trends in sustainability, evolving stakeholder expectations and changes in regulations. We value the input of our stakeholders and partners, and their feedback will play a crucial role in guiding the continuous development of our sustainability strategy.