

Following all queries received from trustees, LP will explore the idea of a Nursing Patron with PCUK as they have some knowledge of this.

Reflective report- As previously posted on Trustee Area Discussion Forum 7th Aug 2018.

Telephone meeting with Angela Culhane CEO PCUK-

Hi Ladies, had an interesting conversation with Angela Culhane regarding the issue of patrons.

- PCUK are in the process of re-vamping their system – due to historical issues

The learned advice was- Think of Patrons more as 'Ambassadors'

- Be clear and specific on what you expect from them, also very importantly - be clear on what time period the patronage will be valid for.
- Have in place a clause to enable BAUN to disassociate with the Patron if their reputation affects the reputation of the Charity, putting the charity at risk.

She explained by having Celebrity ambassadors their role is to increase the Exposure/ coverage of the charity.

whereas Financial Ambassadors bring in finances

- Be clear and specific on what you want that ambassador to do- e.g. a celebrity- may be an ambassador for getting the word out there about what BAUN does, an 'endorser' . OR
- Think about whether you want them as an '**endorser**' or a '**influencer**'.

From a 'Patron/ Ambassador' point of view- they find it easier if the role is clearly set out too.

Hope this helps xx

President activity

Date: Jan 2019

Brief summary of activity of the group since last meeting/Items of interest

NICE - expert commentator for MIB 417 Axonics Technology

BJN contract – deadlines, editorials, writers, subjects, Invoice – written report

RR - Newsletter/ IJUN – conversation re. succession planning

TG & ST COG

CW Membership

EAUN/ANZUNS

Exec team

Emma – speed up turn around of minutes, weekly call to plan business

Curriculum - JT

GRIFT - JT

Management contract - JB/JT, monthly contact with Paul 08/01

Risk register

Business plans

Coloplast - March 1st in Peterborough Tim/Duncan + Mary Spiers re. team of the year

JCN - wound care conference 26-28 Feb Alec O'Dare

Adrian English - teleconference 7/01 – conference/exhibition ideas (Sue/Tina)

Time for Trexit - written report/CW conversation/emails Rick Popert Guys/Trexit lead

PCUK meetings

JB and Leceia meeting 15/01 leading on CNS and the people's choice award, great working relationship with BAUN and education programme, discuss current developments in the CNS project; specifically, where BAUN could support and Prostate Cancer could support BAUN?

*Prostate Cancer UK Education Advisory Group meeting (EAG) JB & CW 11/02

***Complimentary CNS Learn & Share event in Birmingham, 1 March 2019 – anyone going?** (I'm interested in seeing programme/G&O's)

ABC - Allen Knight, chair of Action for Bladder Cancer 14/01 meeting

MGP - diagnosis and management of recurrent UTI, clinical guidelines - Primary care/GP group – guidelines written/reviewing

UTA - annual parliamentary reception 7-9pm 28/01

Report Written ByJB.....

Council Report

Immediate Past President Report

Date: 14.1.19

Brief summary of activity of the group since last meeting/

Items of interest

The EQUIP report update is attached and identifies the time line and activity and the dissemination of the project thus far.

I had committed to the project until Dec 2018 when it was due to complete. Due to the progress and perceived benefits of the project and now embedded into the National Curriculum for Medical training. The project has attracted further funding and has now been extended for a further 2 years.

	Items for approval/action (including financial)
1	Julia to continue to report to BAUN Trustee re progress of project and continue to scope potential opportunities for BAUN in developing skill development in Quality improvement for nurses.
2	For information : Expenses form for this have been made available – just awaiting to see if process is in place for timely reimbursement.

	Items for discussion (including financial)
1	
2	

	Horizon scanning: highlight areas of potential interest/concern in future
1	Consider process to feedback after Nov 2019.
2	

Written by : J Taylor

BAUN RESPONSE TO GIRFT RECOMMENDATIONS 2018 – 2021 REPORT JAN 2019

Recommendation	Actions	Timeline
1. Develop a structured training curriculum for specialist urological nurses and establish accredited training departments.	1A: GIRFT to engage with BAUN, BAUS, Health Education England (HEE), Council of Deans, and the Royal College of Nursing (RCN) with a view to developing and implementing a specialist training curriculum for urological nurses, as well as an accreditation scheme for training within departments or networks. Any outputs would need to be consistent with the national ACP framework.	For completion June 2021.

Progress report :

1. BAUN and EAUN data have been considered initially and will be presented to delegates at both conferences [Bournemouth, November 2018 and Barcelona, March 2019]
2. Drafting has commenced on a summary paper for IJUN with consideration of combined data and curriculum models of others [e.g. EONS] to explore what our potential end points could be
3. BAUN is facilitating World Café participation / contribution with ANZUNS delegates April 2019
4. BAUN is committed to curriculum development in draft format by November 2019
5. BAUN and EAUN will meet in a summit to discuss possibilities for advancing the project jointly (Invitation extended to include ANZUNS following Executive meeting with ANZUNS President) :
6. Planning of direction of travel and landmarks in understanding and constructing a draft curriculum articulating what our end-points will be
7. Consultation with members on any draft
8. Consideration of how any educational curriculum comes to life in the support and development of urological nursing
9. Discussions on formal qualifications in urology nursing
10. Invitation extended to include ANZUNS following Executive meeting with ANZUNS President
11. All of the above have been communicated to GIRFT lead for feedback on National GIRFT recommendation.

Recommendation	Actions	Timeline
2. Provide job planning for clinical nurse specialists and ensure appropriate skill mix	2A: Trusts to provide job planning for clinical nurse specialists, and review skills mix to ensure clinical nurse specialists carry out work appropriate to their grade, utilising their skills as fully as possible	December 2018.
	2B: GIRFT, BAUN and NHS Clinical Productivity programme to develop any guidance product to support further improvement.	December 2018.
	2C: Trusts to review skills mix and job plans using the guidance product.	June 2019.

Progress report 2B :

1. Shared evidence re Apollo nursing resource development
2. Awaiting feedback from GIRFT lead via Simon Harrison re development of guidance product support further improvement

Recommendation	Actions	Timeline
7. Review guidance for urology cancer MDT working*. <small>*In the event that implementing new guidance would affect payment, this may need to be considered locally with commissioners prior to implementation.</small>	7A: National Cancer Board to continue work reviewing cancer MDT meetings.	For continuation.
	7B: GIRFT, BAUS and BAUN to collaborate with the NHS England on implementation in Urology on forthcoming guidance on cancer MDT working.	Upon completion of 7A and in agreement with BAUS.
	7C: GIRFT, working with national and professional bodies as appropriate, to identify best practice case studies in effective MDT use	Upon completion of 7B.

Progress Report 7B :

1. No action

Recommendation	Actions	Timeline
10. Provide consultant-delivered emergency urology care in every trust by reducing elective commitments for consultants on call.	10A: GIRFT to work with NHS Clinical Productivity to assess impact of recommendation on workforce capacity.	December 2018.
	10B: Conditional on outcome of 10A, Providers to move progressively to a business as usual where consultants on call for emergency care have no, or reduced, elective commitments whilst on call.	Following 10A.
	10C: To achieve 10B, providers should consider adoption of the consultant of the week model.	Concurrent to 10A.
	10D: GIRFT to progressively build a catalogue of best practice case studies in this field, troubleshoot any challenges in adoption, and support the commissioning of further quantitative research to demonstrate causal impact of reducing elective commitments for on call consultants, including through the consultant of the week model.	For continual development, until business as usual.

Progress report :

1. No action
2. Consider how BAUN can catalogue the impact of Urological nursing case studies to highlight the importance of the role and supporting the implementation of 'Consultant of the week model'.
3. Need to identify the process to deliver the above e.g write up in IJUN & then submit references to NHS Clinical Productivity.

Recommendation	Actions	Timeline
14. Establish urology area networks (UANs), comprising several urology departments that provide comprehensive coverage of urological services, beyond existing network arrangements, to optimise quality and efficiency.	14A: GIRFT National Team, BAUS and BAUN, drawing on advice from NHSE, to develop guidance for model urological area networks, to support service specification development and service design locally.	In agreement with BAUS, BAUN and NHSE.
	14B: GIRFT Hubs and clinical lead, working with STPs and local partners, to identify pilot areas for development of UANs.	Upon completion of 14A.
	14C: Pilot UANs to be implemented and evaluated within STPs	Upon completion of 14B.
	14D: Concurrently, GIRFT Hubs to identify further network areas in a way which leads to a coherent model of urology UANs that covers the whole country.	Upon completion of 14C.
	14E: STPs to progress implementation of UANs.	On completion of 14C and D, with a targeted completion time frame of one to three years.

Progress report :

1. No action
2. Consider BAUN proactive approach

Recommendation	Actions	Timeline
16. Align data collection efforts across urology and ensure that data are collected that are relevant and has a value that is in proportion to the resources needed for its collection.	16A: GIRFT, NHS Digital, NHSE, NHSI, BAUS and BAUN to collaborate in order to achieve this.	June 2020.

Progress report :

1. No action
2. Consider BAUN data collection strategy

Recommendation	Actions	Timeline
17. Enable improved procurement of devices and consumables through cost and pricing transparency, aggregation and consolidation, and the spreading of best practice.	17A: GIRFT to work closely with sources of procurement data such as PPIB and PLICS, and use relevant clinical data to identify optimum value for money procurement choices, considering both outcomes and cost/price.	September 2018.
	17B: GIRFT to identify opportunities for improved value for money, including the development of benchmarks and specifications, and locate sources of best practice and procurement excellence, identifying factors that lead to the most favourable procurement outcomes.	October 2018.
	17C: Trusts and STPs to work with GIRFT and the new Category Towers, to benchmark and evaluate their products and seek to rationalise and aggregate demand with other trusts to secure lower prices and supply chain costs.	November 2018.

Progress Report :

1. No action
2. Identify best practice and procurement excellence NB Identified at BAUN 2018 conference that nurses clearly are leaders in this area.
3. Consider showcasing the impact nurses have at Silver Jubilee 2020.

Company registration number 07266955
Charity registration number 1140616



British Association of Urological Nurses (BAUN)
Company limited by guarantee

Trustee's Annual Report
(Incorporating the Directors report)

Year ended 31st March 2018

**British Association of Urological Nurses
Company limited by guarantee
Financial statement
Year ended 31st March 2018**

Content	Page
Reference and Administration details	3 & 4
Trustees annual report (incorporating the director's report)	5 to 11
Structure, governance and management	
Objectives and activities	
President's objectives 2016-2017	
Achievements and performance	
Core activities	
President's activities	
Plans for 2018	
Trustee's responsibility statement	
Statement of financial activities (Including income and expenditure account)	
Statement of financial position	
Notes to the financial statement	

Reference and administration details

Registered Charity Name - British Association of Urological Nurses

Registered Charity Number - 1140616

Company Registration Number - 07266955

The Trustee Officers are:

Julia Taylor	President (Appointed 16 Nov 2015)
Jane Brocksom	Vice President (Re-appointed 16 Nov 2015)
Emma Chappel	Secretary (Appointed 15 Nov 2016)
Theresa Neale	Treasurer (Appointed 15 Nov 2016)

Trustees are:

Susan Thompson	(Re-appointed 16 Nov 2016)
Lucy Powell	(Appointed 15 Nov 2016)
Jan Farrell	(Re-appointed 27 Nov 2017)
Clare Waymont	(Appointed 27 Nov 2017)
Sam Holliday	(Appointed 27 Nov 2017)
Sherly Jose	(Appointed 15 Nov 2016)
Tine Gehring	(co-opted 27 Nov 2017)

Reference and administration details

President:	Julia Taylor
Incoming President:	Jane Brocksom
Registered office:	4 Clyde Bank cottages Hensting Lane Fishers Pond Eastleigh Hampshire England SO50 7HH
BAUN Secretariat: Principle office:	Fitwise Management Limited Blackburn House Seafield West Lothian EH47 7AQ
Bankers:	National Westminster Marylebone & Harley Street Branch PO Box 2021 10 Marylebone High Street London England W1A 1FH
Solicitors:	J F Dawson 34 Tisworth Road Beaconsfield Buckinghamshire HP9 1TP
Accountants:	Barrie Scott & Co Accountants and Tax advisers 30 Mid Street Bathgate West Lothian EH48 1PT

Structure, Governance and Management

The British Association of Urological Nurses (BAUN) is both a company limited by guarantee, incorporated on 27th May 2010, and a registered charity with effect from 01 March 2011. BAUN was founded in 1995, it is a professional membership association for the promotion of education in urological nursing and Urological patient care.

The BAUN Trustees are the management group responsible for the daily management of the association and consists currently of members who are both directors under the companies act, as well as trustees under the charities act. It acts as both the professional body in the provision of education to its members and the business arm of the association. BAUN council derives its authority from the membership and from the ratification of the business plan at the association's annual general meeting. Annual General Meetings are held on a yearly basis during annual conference.

BAUN Trustees host council meetings four times per year. Trustees are elected onto the council by postal or electronic ballot by the full voting membership. The officers of the association are elected by the current trustees. The office of president is elected by postal or electronic ballot of all members of the association. BAUN council must comprise of at least 3 trustees.

Objectives and activities

The charity's objects are specifically restricted to the promotion of the advancement of education in Urological Nursing and Urological patient care.

Every trustee is personally responsible and accountable for the prudent management of the assets of the association and is required to work prudently in the interests of the charity. An annual return of accounts and activities is required and provided in the production of proper accounting records which disclose the reasonable accuracy, at any time during the financial year, the financial position of the charity. All such records relating to financial statements must comply with existing legislation and the association meets all its obligations in this respect.

The aims of the association a charitable company, limited by guarantee as set out in the memorandum and articles of the association require the trustees / directors to discharge their responsibilities under the charities act 1996 and the companies Act 1996.

The BAUN aims are to:-

- 1) Help to improve the care of urological patients in all healthcare settings
- 2) Organise conferences, courses of instruction, exhibitions, lectures and other educational activities
- 3) Provide and procure educational materials including guidelines, websites, newsletters and an international urological nursing journal for BAUN members
- 4) Provide personal development opportunities for BAUN Members through involvement in running the association
- 5) Work collaboratively with other organisations and exchange information and advice with them to the benefit of patients
- 6) Promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available
- 7) Alone or with other organisations nationally and internationally seek to influence the urological healthcare agenda

The BAUN Values are:

- B** Business efficiency (Continuous improvement)
- A** Accountability (Transparency / Trustees)
- U** Urological Nursing Vision (holistic needs of **all** members -novice to expert)
- N** National Representation / Networking (raising profile)

The President's objectives for 2016 – 2017 were as follows:-

1. Undertake scoping exercise of the educational requirements urology nurses
2. Development of an outline curriculum (to include initial induction of nurses into the speciality - and established practitioners)
3. Collaborate with key stakeholders (local , national and international)
4. Influence the development of (long term) project(s) to meet the aim of association in collaboration with others.
5. Raise BAUN profile – Develop strategic influence by using Political awareness.
6. Identify organisations motivated to work collaboratively to the benefit of patients in line with national agenda National health Service improvement (NHSi) /and horizon scanning
7. Clarify roles for all Trustees
8. Influence and develop communications strategy within the association
9. Develop governance processes to enable a pro- active approach and reduce risks to the association
10. Clarify and agreed key performance targets for Management team and identify reporting arrangements.

Achievements and performance

1. Core Activities

In addition to the President objectives the Core Activities of the association continue. These include the delivery of:

- **Annual Conference**
- **Educational Programme**
- **BAUN Newsletter**
- **BAUN Journal - *International Journal of urological Nursing*.**

BAUN annual conference and exhibition continues to grow and builds on the success of the previous years, we were able to produce a successful conference programme for 2017. The conference was held in Glasgow on the 27th and 28th November 2017, it attracted a total of 287 delegates. It generated constructive and positive feedback which we have used to generate a programme for 2018. The surplus generated was up comparable to previous years. BAUN operates in partnership with industry and continues to run a skilled based workshop at conference.

The past year has seen the continued educational programme being rolled out around the country both at national and regional level for Urology Nurses, providing free study days for members and asking for a nominal fee from non-members. Trustees have been reviewing the models of education delivery. BAUN enjoys successful collaboration with charities, professional organisations or industry collaboration to support delivery with the aim to bring financial viability, relevance to membership and the association in the future. The introduction of a strategic approach to delivery of education will allow a proactive and more cost effective approach.

BAUN ran the following educational days during the year:-

Essential Urology Day Wednesday 20th September 2017
Bladder cancer Study Day Friday 16th June 2017

Over 150 delegates attended the study days. BAUN also engages with Industry to facilitate study events including chairing duties and programme development.

The association provides the publication The International Journal of Urological Nursing (IJUN) to its members. The membership fees are used to finance the cost of publishing the Journal. The journal is flourishing worldwide and the Trustees although seeing a small profit are planning to undertake a review of the financial modelling and delivery to ensure that the journal continues to be fit for purpose and meet the needs of the members and non- members of the association.

The association produces a quarterly newsletter to its members, which provides up to date news on topical issues. It generates income from advertising which finances the cost of producing the newsletter. This continues to be popular with members and enable a 2 way form of regular communication.

From 2014 there has been an annual business planning process in place which outlines key association priorities and activities and resources allocated to achieve them. The process of business planning has within the last 12 months become more mature and Trustees are held responsible for their goals and objectives. This is in line with the BAUN values.

BAUN continues to be active on Twitter, LinkedIn and Facebook with an increase in activity of followers over the last 12 months. BAUN continues to develop its website, attracting visitors both nationally and internationally. Website activity is especially high at times of launching study days and annual conference. The website helps to project BAUN's image and branding, which requires regular and consistent updating. In response to GDPR essential investment has been undertaken to ensure the site is in line with these regulations. There have been no data breaches at the time of writing.

BAUN membership has continued to grow. Members are emailed on a monthly basis with a report from the President which includes activities and updates on clinical issues. Members are notified of future study days, education events and encouraged to attend these free events. The Trustees actively see and encourage the members to take on new educational opportunities and become more involved with the association through writing, speaking or joining as a Trustee. A corporate introduction to study days has been developed to ensure consistency in messaging.

BAUN works with Urology UK, a partnership to promote and raise the profile of Urology in collaboration with BAUS, BJUI, and links with industry and charity partners to access parliament. Connections with European and world wide Urological Nursing associations are highly valued; collaboration and attendance at conferences and communication is promoted.

Financial Review

For the year ending 31st March 2018, the surplus on the unrestricted funds was £28,466 for the year.

The balance of unrestricted funds excluding designated funds at 31st March 2018 was £89,147 to financial year end.

The charity also continues to receive donations towards the Bruce Turner Legacy Fund amounting to £13,737 this fund supported two winners of the Bruce Turner award to attend conference which proved very successful and will be an annual event at conference.

The balance of funds as at 31st March 2018 was £102,884 (including the Bruce Turner Legacy Fund).

Conference last year was the most successful to date in terms of delegate numbers, and the valued financial support we received from industry through exhibitors and sponsorship resulting in a healthy surplus. We used this surplus to fund the charitable activities of BAUN namely education as its key function.

BAUN are looking at investing monies whilst enabling BAUN to continue its day to day running expenses. BAUN are seeking advice and discussing with an independent financial advisor as to the best option for investment and in line with the low risk approach outlines in BAUN M&A's.

Risk management

BAUN trustees and directors have previously discussed the nature of BAUN potential risks however to ensure continuous improvement it was identified in the President goals the need to identify BAUN:

- a) risks to the charity as part of its business planning and financial forecast process
- b) develop a risk register
- c) Identify actions to reduce risks
- d) Prioritise risks by means of a scoring system
- e) Process for review on a quarterly basis.

A monthly financial reporting process ensures that the directors and trustees are kept up to date with income and expenditure and are in a good position to pick up quickly on financial trends. Insurance is taken out to cover activity especially in respect to the annual conference.

2. President Activities

Education

Initiation of BAUN Members engagement including

- Trustee scoping exercise
- BAUN World Café engagement exercise Conference 2017 in Glasgow
- Explore dialogue with stakeholders
- Facilitation at European Association of Urological Nurses (EAUN) Conference March 2018 in repeating engagement exercise 'Creating our Urology Nursing Curriculum – at the 'no fairy-tale café' in Copenhagen

Research / Audit

- BAUN President Chair of National Infection Prevention Society Conference Feb 2018
- Shared Catheter associated Urinary Tract Infection (CaUTI) work nationally whilst representing BAUN.
- Participated in Bladder Cancer Parliamentary Roundtable
- The Guardian newspaper Article
- Highlighted need for workforce review of bladder cancer nurse specialists (Parliamentary roundtable)
- Continued collaboration with Bladder cancer charities (Fight bladder cancer / Action on Bladder Cancer.) to support development of patient information and drive need for workforce study.
- Engagement and influence via Department of health (DoH) to support development of 'Getting it Right first time' (GIRFT) recommendations during review in progress 2017.
- Sub analysis report via Nursing Times – experiences of Urology nurses in MDTs

Leadership

- Clarified roles for all Trustees including executive and lead roles.
 - Initiated the development of a BAUN communications Strategy which continues to be refined.
- Introduction of:

- Annual Team building activity to maintain and continuously improve a high performing BAUN Trustee
- Frequent structure for executive meetings to maintain momentum of continuous development
- Build on Annual business planning process to consider strategic goals (3 years)
- Continuous development of Trustees training in line with needs of the individual Trustees.
- BAUN Leadership Feedback pilot, positive feedback received.
- Initiated the Bruce Turner - Steering group to launch Inaugural Bruce Turner award BAUN Conference 2018
- Review process for identification of reporting on Key performance Indicators (KPIs) for Trustees and Management Company prior to consideration of renewal of contract
- Draft risk register (include Website security)
- Review of Medtech guidance
- Scoping exercise for the development of BAUN Bursary pilot planned Conference 2018

Plans for 2018 Strategic Plan in addition to the delivery of BAUN Core activities:

- Utilise BAUN & EAUN members views from World Café to inform future development (Data analysis)
- Joint BAUN/ EAUN paper (IJUN) to share data internationally
- Consider opportunities to undertake further study internationally (Society of Urology nurses and associates (SUNA) / Australia and New Zealand Urology Nurses Society ANZUNS).
- President meeting BAUN Conference 2018
- BAUN President invited as keynote speaker April 2019.
- Contribute to **Summit** (for key enablers) to review data analysis, develop recommendations and options for implementation of Urology nursing Curriculum framework
- Share with national societies / key collaborators / stakeholders
- Consider timelines (Long term goal) 20:20 Vision & BAUN 2020.
- GIRFT - Act on recommendations of GIRFT report (due June 2018). Clinical Lead to share at BAUN Conference Nov 2018
- Act on recommendations from Parliamentary roundtable with aim to have a greater number of clinical nurse specialists (CNS) made available to urology teams, with more CNS's also trained to specialise in bladder cancer.
- A comprehensive study should be carried out of nurses working with bladder cancer patients; exploring nurse titles, roles and workload
- Continued collaboration with Bladder cancer charities (Fight bladder cancer / Action on Bladder Cancer).
- CaUTIs - Build on Links with IPS & Mr Dunmore re national CaUTI project
- Trustees to provide BAUN Leadership feedback annually at end of President first year for the purpose of personal development and embed into communications strategy
- Provide Trustee opportunity to utilise Leadership feedback for purpose of professional development and an opportunity to utilise for revalidation.
- Continue to evaluate Trustees development plan evaluation and make appropriate additions
- Consider the strategy to build on the work of the Bruce Turner Steering group for the Continuous development of the BAUN awards portfolio
- Evaluate the pilot BAUN Bursary post BAUN Conference 2018
- Develop model for BAUN Bursary 2019 / 2020

- Agree Management Company KPIs (Renewal Contract for consideration)
- Agree draft communications strategy
- Agree draft risk register for sign off prior to March 2019
- Explore governance arrangements BAUN (Need to consider accessing professional advice)

Trustee's responsibilities statement:

The trustees, who are also directors for the purposes of company law, 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). Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for the 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 in the applicable Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption. The trustee's annual report was approved on and signed on behalf of the board of trustees by:-



BAUN President

I report on the financial statements for the year ended 31st March 2018, which comprise of the statement of financial activities (Including income and expenditure account) statement of financial position and the related notes.

Council Report



Section/Group/Business Plan: Secretary

Date: January 2019

Brief summary of activity of the group since last meeting/Items of interest

2019 meeting dates

2020 meeting dates

Jan 13/14 London **UJC**

Jan 19/20

April 7/8 Leeds Optimum Medical Offices, Leeds

April 26/27

July 17/18 ? Brimingham & 16 for exec & Sam re finance

July 15/16

Oct 6/7 Liverpool

October 4/5 Edinburgh?

Exec teleconferences and planning of January meeting

	Items for approval/action
1	2020 meeting dates Jan 19/20 April 26/27 July 15/16 October 4/5
2	2020 meeting venues and conference venue
3	Representation at meetings (confirm during agenda)
4	Trustee nominations November 2019- Emma, Lucy Theresa (first term) Sue (second term)

	Items for discussion
1	Plan for Council meetings and trustee development programme Jan - team building/new council – Website/IT Feb – EXEC Face to face meeting April - business plan and strategic development July - bookkeeping and finance report reading Oct - final prep before conference
2	
3	

	Horizon scanning: highlight areas of potential interest/concern in future
1	
2	
3	

Action Points: to be recorded after council discussion and added to council Action Points spread sheet

-

Report Written By
Emma Chappel



Brief summary of the activity of the treasurer and deputy treasurer since last meeting

Items of interest

- Support for Sam continuing. Signing off payments / process of approving payments going well
- Have had a number of video conference calls with Sam since last council meeting, and conference
- Faye looking to put a draft forecast together for Exec meeting and to be ready for signing off by April Council meeting.

Finance Update;



Summary expenses
for 2018 Update Doc

- **Investment company Progress - see attached document**
Investment. St James' Place (Andrew Daldry). Payment Due to be signed off next. Total of £30,000.
- **Bursary financial update; see attached document** 50 bursary places at a cost of £20,000.
- **Auditors;**
- Please be aware expense forms only need to be sent to Louise who will forward them on to Faye. Have three months to put in claim forms as easier for financial team to balance books.
- **Change of Auditors agreed at conference**

Recent Payments

First payment for Conference 2019

ACC Liverpool £ 6,056.16

Auditors - Barrie Scott Ltd £ 3,000.00

Investment - £30,000 (not paid out as yet Faye planning to set transfer next week)

Conference outgoings

Total Amount in Bank as of the 8th Jan = **£168.863**

	Items for approval/action / discussion
1	February BAUN sexual dysfunction study day, meaning attendee numbers are at 60, and the event is fully booked. Education group are keen to increase these numbers to accommodate the people have been

	<p>enquiring.</p> <p>The proposal is to open up another 20 places</p> <p>The room can accommodate up to 120 theatre style</p> <p>On average 10 – 15% non attendees for BAUN study days</p> <p>Proposal is to charge £60 / additional delegate (no Cost to BAUN) open to member and non members</p> <p>Break down of proposed costs / delegate (to include Fitwise and hotel costs).</p> <p>FW cost £13.20</p> <p>Venue cost £30</p> <p>Total cost £43.20</p> <p>Cost for Fitwise is all in the marketing for this</p>
	Items for discussion
1	<p>Stacy Martin from events has forwarded a query,</p> <p>We have received a query from Bryan of PCUK regarding a delegate payment we are pursuing them for. The delegate registered online and was issued an invoice, we then have correspondence from Bryan indicating that he would be paying for the registration and supplying a purchase order number. Bryan also added this attendee to his stand attendee list, however as we do not cross check registrations against stand attendees we were not aware of this.</p> <p>Bryan is now disputing the registration as he believes the stand attendee registration supersedes the conference registration, we had no correspondence at all to indicate this.</p> <p>I know that you have a good relationship with PCUK and don't want to tarnish this by continuing to pursue this without your permission, the cost is £280. Please let me know whether you wish a credit note raised or if you wish us to pursue the £280?</p> <p>For Discussion and approval / non approval</p>

Action Points: to be recorded after council discussion and added to council Action Points spread sheet

-
-

Report Written By; Theresa Neale
Honorary Treasurer

Samantha Holliday
Deputy Treasurer

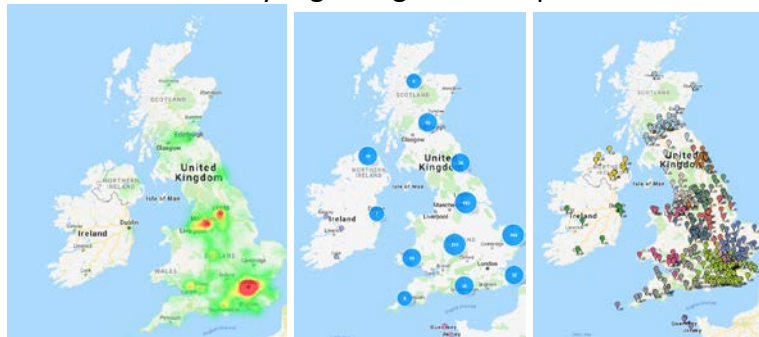
Section/Group/Business Plan: Membership

Date: January 2019

Brief summary of activity of the group since last meeting/

Items of interest

- **Membership figures – present figures December 2018 – 840. Increase from 791 at end of July 2018. 64 new members since last report. 19 - September 19 - October 18 - November 8 - December. Total to date of new members - 190.**
- 26 lapsed members since August 2018. Total lapsed members for 2018 are 155. Total 225 lapsed membership in 2017.
- 3 retired members
- No report of any lapsed member survey since last report.
- Discussion with Rory regarding visual maps for illustration of membership.



- New members receive an immediate membership number to be able to join and then book straight on to a study day.
- Membership sign up form and included speciality speaker questions.
- Retired members category on BAUN Website- Ongoing- contacting retired members

	Items for approval/action (including financial)
1	Do we have an existing contract BJN for a BAUN membership advert?
2	Membership direct debit scheme

	Items for discussion (including financial)
1	<p>Membership retention strategies</p> <ul style="list-style-type: none"> • Aim for 75% retention • Membership engagement – place on website for membership testimonials, good user-friendly website • Personal touch – contact a number of members each month for feedback • Promote on line discussion forum • Track membership engagement. Engagement scoring chart and personal card/report – reach out to low engagement members • Consider membership engagement plan – key times to contact members

2	How to identify our target group and promote membership <ul style="list-style-type: none"> • Membership maps to show current members and locality gaps where education venues can be targeted • Promote BAUN at local/regional meetings
3	<ul style="list-style-type: none"> • Consider other membership groups – students/gynae/theatre practitioner

	Horizon scanning: highlight areas of potential interest/concern in future
1	Withdrawal of Company funded membership sponsorship
2	Succession Planning- Consider new deputy lead for membership so Lucy Powell can fully support education

Action Points: to be recorded during council discussion and added to council Action Points spread sheet

-
-
-

Report Written by Clare Waymont

Council Report

Section/Group/Business Plan:

Website/SoMe

Date: Jan 2019

Brief summary of activity of the group since last meeting/Items of interest

BAUN website upgrade - Richard started and nearly finished, bill may be slightly more as time spent cleaning background has taken longer than expected. Found bugs...

BAUN App - new provider & new layout

Twitter needs a tweeter very, very soon – anyone interested?

	Items for approval/action
1	Feedback on Conference App
2	
3	

	Items for discussion
1	Need an individual trustee or group of trustees to tweet... need to be interested
2	Need a website Lead – work with Louise re. clinical content and updates etc, need to be interested, training given no need to be a web designer!
3	

	Horizon scanning: highlight areas of potential interest/concern in future
1	Place on risk register
2	Forms basis of Communication strategy
3	

Action Points: to be recorded after council discussion and added to council Action Points spread sheet

Report Written By *LeB*

**Brief summary of activity of the group since last meeting/
Items of interest**

- Excellent conference seemed to be very well received!
- 210 delegates attended conference (excluding trustees)
- 15 attended flexible cystoscopy course (predicted 16 from previous years)
- 11 attended andrology course (predicted 26)
- 13 attended continence workshop (predicted 20)
- Conference survey sent as another document for information 95 delegates completed it (almost 50% response rate). Different to
- Received feedback from Fitwise Conference organising team. Some points for discussion below.
- Had debrief teleconferences x2 with Jane and 2019 programme already starting to take shape. The theme this year is "Developing/cultivating resilience"

	Items for approval/action
1	Tina to become official COG deputy now she is a substantial member of trustees
2	Criteria for all the awards needs to be looked at in detail and easy to understand for people applying. Also need to make sure these are promoted better/differently as now had 2 years where one hasn't been awarded.
3	Fitwise debrief report: <ul style="list-style-type: none"> • BAUN stand – was everyone happy with the size and position? • AGM – needs to be before coffee/lunch to allow overruns • App – some comments about difficulty to ask questions – I noticed a reduction in questions this way • Need to check the addresses for lead nurses being sent Flyer as I for one didn't receive one • Happy with photographer? Do we use him again next year? Do we increase budget to have him on Tuesday too?

	Horizon scanning: highlight areas of potential interest/concern in future
1	Bursary for conference going forward needs to be discussed as to how we can increase the funds available to allow more delegates to attend.

Section/Group/Business Plan: Education Group

Brief summary of activity of the group since last meeting/**Items of interest**

- **‘Sexual Dysfunction’ Study Day 6th Feb ’19 (Southampton)**- See Study Day Template Attached with links to full agenda, advert, speakers, venue and agreed costs. Sold Out in Nov ’18- 60 delegates. Last 4 Stands sold by Deputy lead visiting stands and liaising with companies during Conference.

Has been extra interest – Intend to advertise 20 extra places £60 each – therefore no extra cost to BAUN .

Delays in PCUK application process- unlikely to get in time- but development of standardised answers for the application in regards to Finance should save time in future applications.

- **‘Advances in Urological Cancers’ Study day (Leeds) 18th Sept 2019,**
Budget signed off by Treasurer and Venue Booked.
Speakers are currently being sourced.
Registration opens at the end of January/ beginning of Feb. Pauline Bagnall is confirmed as Chair, Jan Farrell will be reserve Chair- Template attached.
- Development of 3 year Education Plan agreed for 2019,– is completed and is available on the website. We are now in the process of sourcing venues for the 2 Benign and Uro-Oncology Parallel Educational Days to celebrate our Anniversary in 2020
- Opportunity to engage and involvement with National education programme for Keytruda® (as monotherapy is indicated for the treatment of locally advanced or metastatic urothelial carcinoma in adults who have received prior platinum-containing chemotherapy) with MSD – in progress. Plan to utilise this offer for the New Advances in Urological Cancers study day 18th September 2019 in Leeds due to changes in management this has been delayed. **JF** to approach re;- Educational grant in progress
- Orchid **‘Testicular and Penile Cancer’** Study Day. Euston , London April 2019 Rob Cornes from Orchid has asked BAUN to support this study day at **no cost to BAUN**. Orchid will pay expenses for 2 Chairs (JF & LP), Travel and Accommodation and courier fees for BAUN stand. Orchid are also keen to continue its link with BAUN
- **Feedback from BAUN/ BARD CAUTI/bladder catheterisation symposium 2018/19**
- 2 day events Feedback from BARD has been very positive and BARD would like to work with BAUN again. Final event is in Bristol 16th/17th January, Jan F and Sherly Jose are Chairing. Jan F has asked for analysis of delegate feedback when available.
- Annual wall planners were sent out to members in October and spare copies have been given out at our educational events, Verbal feedback has been very positive. **Do we want to continue producing Wall Planners?**
- Directory of Speakers – this has now been set up and members will be asked to join the directory, also any speakers we invite to present at study days/conference will be asked if we can add their

details to the Directory for future educational events – Louise has now set this up and will be regularly updated- in process of setting up access for Educational and Deputy Lead.

- Messenger teleconference set up – weekly teleconference between Lead and Deputy to update templates and discuss matters arising. Monthly meetings (2nd Tuesday of every month with Education group – continues to be very effective
- Monthly teleconference with Fitwise – awaiting Ipad update , still in progress
- BAUN representation agreed 2 to Chair / stand duties and 1 person as a reserve, still need Trustees to confirm either that they can either attend or not as soon as possible rather than Education group having to chase Trustees to volunteer, Can every Trustee volunteer **for at least 1** educational event

	Items for approval/action (including financial)
1	Agree to continue producing yearly BAUN Wall planner/ Calendars based on a budget of ??
2	Education Budget for 2019/2020
3	Approval for Educational events needs to be gained 6-12 months prior to event - on-going

	Items for discussion (including financial)
1	Trustees to volunteer for Chairing Educational events – can every trustee volunteer for at least 1 event
2	BAUN need to have a generic contract for joint education events as we have to give a lot of our time in organising events with no financial remuneration to BAUN.
3	Assistance in sourcing Speakers for all events – responsibility of all Trustees- Jan I think we can take this out now as all getting better at this x

	Horizon scanning: highlight areas of potential interest/concern in future
1	Joint Educational Events with industry – could be a risk against conference as industry are arranging 2 day

	events which are free and all expenses paid inc hospitality = on-going
2	Lack of Industry support at study day exhibitions – pod casts/ e-learning
3	<p>Delegate attendance may be affected by NHS pressures</p> <p>How can we offer our members education?</p> <p>Looking at other methods eg e learning, webcasts etc</p>
4	Rising costs for educational events - ongoing

Action Points: to be recorded during council discussion and added to council Action Points spread sheet

-
-
-

Report Written By*Jan Farrell*
2/1/2019

Brief summary of activity of the group since last meeting/

Items of interest

- Active Surveillance group (contact Andrew Seggie) – awaiting publication of consensus statements. Presented at BAUS
- Education group (contact Ellie Johnstone)
Education advisory group meeting 11/2/19 (contact Lucy Crane) - Jane to attend
CNS education day Birmingham 1/3/19 chaired by CW
- Knowledge, policy and impact (contact Karen Stalbow)
PCUK offering bursaries to support attendance for CNS's at Transperineal biopsy course
- PCUK are going to be developing a CNS commissioning support pack (contact Leceia Gordon-Mackenzie)
- Survey monkey report from Ellie Johnstone conducted at BAUN
- PCUK people's choice award winner – Sandie Jones

	Items for approval/action (including financial)
1	<ul style="list-style-type: none"> • CW to promote BAUN at PCUK education event
2	<ul style="list-style-type: none"> • CW to work with Leceia Gordon-Mackenzie regarding development of CNS commissioning support pack

	Items for discussion (including financial)
1	<ul style="list-style-type: none"> • Ongoing development/strengthening links with PCUK

	Horizon scanning: highlight areas of potential interest/concern in future
1	

Action Points: to be recorded during council discussion and added to council Action Points spread sheet

-
-
-

Report Written by Clare Waymont

Council Report

Section/Group/Business Plan:

Prostate Risk Management Programme (PCRMP)

Date: 14th January 2019

Brief summary of activity of the group since last meeting/

Items of interest

I attended the PCRMP meeting on 14th December 2018 (am).

The purpose of this meeting was to “refresh” the current patient and GP information to include MpMRI of prostate.

It was acknowledged that the current information is not up to date however to completely review the information a review of the evidence would be required. As Public Health England are remodelling a potential screening programme and the result is expected to be completed 2020. It was agreed to “refresh” the information only this year and await the result of the remodelling process.

	Items for approval/action (including financial)
1	None required (Public Health England pay travel expenses)
2	
3	

	Items for discussion (including financial)
1	Any further suggestions?
2	
3	

	Horizon scanning: highlight areas of potential interest/concern in future
1	
2	
3	

Action Points: to be recorded during council discussion and added to council Action Points spread sheet

-
-
-

Report Written By

Section/Group/Business Plan:

Date:14th January 2019

National Prostate Cancer Audit

Brief summary of activity of the group since last meeting/

Items of interest.

I attended the National Prostate Cancer Audit Meeting on December 14th.

The purpose of this meeting was to discuss progress on publication of the Audit last year and changes to data collection this year

Publication

The 2017 audit is available for view on <https://www.npca.org.uk/> The website has patient and professional sites as well as a separate site for looking at individual provider result

The 2018 audit will be published on the website once approved (NHS England)

The 2018 audit includes information about whether patients have an allocated CNS, but does not collect any more detail e.g. what involvement the CNS has in the patient pathway.

Data collection changes

Currently data is inputted into e.g Somerset database specifically for the audit, this duplicates data collected for other purposes e.g. Cancer Outcomes and Service Dataset (COSD), cancer registry. From this year NPCA data will be pulled in from these databases where possible to reduce duplication. No date has been agreed as to when exactly this will start.

Next meeting September 2019

The NPCA clinical reference group has agreed to meet twice yearly from 2020

	Items for approval/action (including financial)
1	N/A Expenses paid by NPCA
2	
3	

	Items for discussion (including financial)
1	
2	
3	

	Horizon scanning: highlight areas of potential interest/concern in future
--	---

1	
2	
3	

Action Points: to be recorded during council discussion and added to council Action Points spread sheet

Report Written By

Council Report

Section/Group/Business Plan: Presidents report

Date: Jan 2019

**Brief summary of activity of the group since last meeting/
Items of interest**

BJN Contract renewal due 2019
2 supplements per year - deadlines 22/04 & 23/09

BAUN Lead = Pauline
Editorial President,

	Items for approval/action
1	Topics, authors
2	JB to do editorial x2 for 2019
3	
	Items for discussion
1	Editorial for 2020 over to past Presidents??
2	
3	
	Horizon scanning: highlight areas of potential interest/concern in future
1	?? Impact upon IJUN
2	
3	

Action Points: to be recorded after council discussion and added to council Action Points spread sheet

-
-
-

Report Written By *jeb*

Council Report

Immediate Past President Report

Date: 14.1.19

Secret Life of catheters

Brief summary of activity of the group since last meeting/Items of interest

Following Presentation at BAUN Conference 2018

Request to continue to contribute via part of faculty by Review of Community Urology catheter service undertaken

	Items for approval/action (including financial)
1	JT & JB continue to collaborate & support faculty development of national project
2	arrange dates for teams to undertake training & identify contribution to National project for catheter training

	Items for discussion (including financial)
1	Agree potential costs and incorporate into 2019 – 2020 business plan
2	

	Horizon scanning: highlight areas of potential interest/concern in future
1	
2	

Written by : J Taylor

**Brief summary of activity of the group since last meeting/
Items of interest**

Time for Trexit

Objective: 'To make Transperineal biopsy the standard of care'

It was unanimously agreed that moving to LA TP in an outpatient setting was the preferable method for prostate biopsy. Many of you expressed an interest in starting to work towards this, using the PrecisionPoint device, and we will be reaching out to you with more detail in the coming weeks of how we can support you. **Actions:**

- Administration

Please click here

<https://www.dropbox.com/sh/w7vc99iqea89ryd/AAAMuRCCZW3KbPJ8sWNrFYdKa?dl=0f>

a link to a Dropbox folder with 'Time for Trexit' content and other supporting documentation, including a **draft copy** of the Guy's SOP document.

Governance completion certificate for ANPs and registrars and the Urology ANP Job Description from Dr Kate Haire, SELACN will be available shortly.

- Data

Rick's team will be drafting a patient audit based on EAU biopsy audit submission to ascertain data around biopsy protocol being followed and evidence of sepsis comparing TRUS and TP. There will be further communication around this audit and a timeframe for its execution.

Rick and his team are also working on a 'TREXIT Database', that we hope to share by the end of the year, collecting data from around the country.

- Training & Mentoring

Following a 'train the trainers' model, we will be establishing a programme of monthly training courses as well as TP training for Urology CNS and ANPs. Please watch for further communication on this.

We will also be developing a training course specific to Urology Trainees, to aide their understanding and knowledge of TP Biopsy, with an ambition to roll both of the above out regionally. Again further details to follow in the coming weeks.

In addition, there is a desire to communicate some of what we achieved on the day to a wider NHS and public audience. We are currently working with Rick on an open letter to Matt Hancock and would welcome your support on this. Please do let me know if you would be interested in getting involved with this.

Again, our sincere thanks and we look forward to working with you in the coming weeks and months.

Yours,

Rick Popert and Tim O'Brien

Contact: Laura.Kedzlie@bxt-accelyon.com

	Items for approval/action
1	Need a volunteer to lead from BAUN Trustees, attend meetings and report feedback

2	
3	
	Items for discussion
1	
2	
3	
	Horizon scanning: highlight areas of potential interest/concern in future
1	Add to representation list
2	
3	

Action Points: to be recorded after council discussion and added to council Action Points spread sheet

-
-
-

Report Written By *jeb*

Management Report - BAUN Board Meeting

Date: Monday 14th January 2019

Traffic Light Alerts

Green – Going Well		
Page	Item	Details
1	Exhibition Revenues	Up 8% (£16k on forecast)
2		
3		
4		
Amber – Be Aware		
Page	Item	Details
2	Fitwise-BAUN Contract	Out of contract on Jan 1 st /Interim measures in place
Red – Action Required		
Page	Item	Details

Annual Conference Final Results

Stand Sales – £190,170

Sponsorship – £20,860

TOTAL - £211,030 (8% over forecast)

Credit Control Update

Key PA/Admin Activities Delivered

- Worked with FML Events and trustees while in attendance at BAUN Conference in November
- Typed up AGM Minutes and made all necessary changes with Companies House and Charities Commission. New version M&A's submitted
- Typed up Urology UK meeting minutes from October face to face meeting.
- Organise travel and accommodation ahead of today's meeting and other associated tasks
- Organise meeting venue for April meeting, confirmed as Optimum Medical in Leeds – accommodation to be organised.
- Organise travel for IAUN. Organise travel and accommodation and event registration for EAUN attendees.

- Start looking at July meeting venue and accommodation.
- Deliver the President's update on a monthly basis.

Key Membership Activities Delivered

- Process membership payments and respond to any membership enquiries.
- Survey monkey link has not been sent for the past couple of months due to lack of time to do so however will start to send this out again from Jan 2019 and catch any missed lapsed members
- Contact any corporate members due for renewal, checked monthly.

Key Marketing Activities Delivered

- Final Conference Marketing Report:
https://www.baun.co.uk/files/6515/4504/4267/BAUN_2018_FINAL_Marketing_Report_7_-_November.pdf
- General Marketing:

Key Bookkeeping Activities Delivered (time period)

Following official signing at the AGM the Accounts to March 2018 have now been returned to Accountants who will submit the Accounts and Trustees Report to Companies House to meet the required Deadlines.

The VAT for Quarter 2- Aug-Sep has been processed and paid.

The Management Accounts to November are in process and will be delivered prior to Christmas Holidays.

We are on target to have a first draft of 2019-2020 Budget Forecast in time for the Council to peruse at the February Meeting

Key Director Activities Delivered (time period) Oct 18 – Jan 19

- Working closely with Fitwise sales team to identify further means to support BAUN Bursary program for 2019 onward – combining sponsorship, increased revenues, etc
- Reviewing of BAUN finances/accounts in advance of Council Meetings
- Met with Saffery Champness on 12th Dec 2018 at Fitwise – informed them of BAUN AGM decision to move accounts to SF in March 2020
- Saffery representatives looking to meet with BAUN Council here at Fitwise in July 2019 meeting
- Internal action points meeting with LW/CR/CW to address outstanding actions for BAUN
- Attended annual conference in Bournemouth to support Louise/Council at AGM, etc
- Attendance/travel to all BAUN Council meetings whether live/virtual
- Regular catch up call with BAUN President/Vice President

BAUN Newsletter

October 18 - £8,993.57

Feb 19 - £3,028 but hope to secure a bit more before deadline of 20th Dec

Website and Social Media Stats Update

Form *Website data from google analytics	2018 Period covered: December 2017 – December 2018 (For website stats)	2017 Period covered: January 2017 – January 2018 (For website stats)	% Increase/Decrease
Website – Sessions	22,462	20,824	+ 7.86%
Website - Users	13,162	12,128	+ 8.52%
Twitter - Followers	2,248	1,941	+ 15.81%
Facebook - Likes	433	366	+ 18.31%
Bullet point comments <ul style="list-style-type: none"> Please note: Fitwise does not manage BAUN Facebook or Twitter (however, we do manage the accounts for conference promotion) 			

Corporate Membership

Teleflex

Astellas Pharma Ltd

MSD

B Braun Medical Ltd

Optimum Medical

Wellspect Healthcare

CliniMed Ltd

medac Pharma

Convatec

Coloplast

BD/ BARD Ltd

iMEDicare Ltd

Membership Figures

Month:	Jan 2018	Jan 2019
Total membership	778	801
New members YTD	289	189
Lapsed members YTD	225	192
Corporate members	7	12

GDPR – Data Breaches

No data breach to report.