Introduction

About ENT UK
The principal address of ENT UK and its registered office is ENT UK at The Royal College of Surgeons, 35-43 Lincoln’s Inn Fields, London WC2A 3PE. ENT UK is registered under the charity number 1125524 and is incorporated with the company registration number 06452601.

ENT UK is the professional membership body that represents those involved in Ear, Nose and Throat and its related specialities.

ENT UK represents over 1526 medical and paramedical practitioners from Surgeons, Staff Associates, Trainees, Medical students and Foundation doctors and other allied professionals both based in the UK and abroad.

History

ENT UK trading as the British Academic Conference in Otolaryngology (BACO) and the British Association of Otorhinolaryngology - Head and Neck Surgery (BAO-HNS), is the result of an amalgamation between the British Association of Otorhinolaryngologists - Head and Neck Surgeons founded in 1943 and the British Academic Conference in Otolaryngology (founded in 1960).

ENT UK was incorporated on 13th December 2007 and became a registered charity on 14th August 2008. It is governed by the rules and regulations set down in its company Memorandum and Articles of Association originally dated 13th December 2007 and amended by special resolution on 12th March 2008 and 5th May 2016.

About this report

This Annual Report includes the Trustees’ (‘directors’) report as required by company law. It is written for the year ending 30th September 2017.

The finances were submitted for an independent examination to Eric Williams FCA, a partner of the chartered accountants Edmund Carr LLP, appointed by ENT UK for the year ending 30th September 2017.

Activities and Performance

Public Benefit Report

ENT UK Trustees have a duty to carry out their charity’s purposes for the public benefit, and demonstrate awareness of the Charity Commission’s guidance in this respect. The Charities Act 2011 states that the charitable activities must benefit a significant section of the public and not give rise to more than incidental personal benefit to trustees as a by-product of the public benefits.
Mission Statement
“IMPROVING CARE FOR ENT PATIENTS”

Charitable Objectives

The charitable objectives for which the charitable company was established, and under which ENT UK is registered as a charity, are as follows:

- The advancement for the public benefit of education, training and research in the fields of Otorhinolaryngology – Head and Neck Surgery; and
- The relief of patients suffering from diseases in the ear, nose and throat and related areas.

ENT UK Activities 2016-2017

To attain their charitable aims and objectives ENT UK has been:

1. Encouraging uptake of membership by as many ENT professionals as possible
   This will further raise the profile of ENT UK and give a greater impetus to the development of good practice and policy, ultimately ensuring the best possible patient care and safety.

   As at 30th September 2017, ENT UK has total of 1,524 members of which 1,387 pay subscriptions. There are 137 non-paying members who are either life members or honorary members of ENT UK.

   The new database came into operation at the start of this financial year which meant members are now able to access their own accounts online and update their personal and professional details. This also allows them to see the history of their activity with ENT UK.

   As part of an on-going improvement to services, members of ENT UK have now been able to spread their cost over 10 instalments starting this year.

   As at 30th September 2017, 120 members have opted to spread their payment under this direct debit scheme.

   The membership application process has been upgraded and now new members can apply for membership and setup direct debit for their subscription payment directly from the online portal of the ENT UK website.

   This has helped with a steady rise in the number of new members applying for membership during the year. This year total of 251 members joined ENT UK and almost all did it so via the online portal.
2. Providing an accessible website which holds all information about ENT for professionals, student and Foundation Doctors, Trusts and other patient bodies, patients and other members of the public

- There were 136,506 visitors to the ENT UK website between October 2016 and September 2017 with the total pages viewed standing at 391,680 pages.
- There was a total of 173,439 recorded sessions during the period. Of the sessions recorded, 22% were started by a new user and 78% were returning visitors.
- Top 5 visitors by country were the UK (72%), USA (6%), India (4%), Australia (2%) and Canada (1%). The dominance of the UK visitor is due to the members, UK hospitals and patients visiting the ENT UK website for information.
The most viewed single page was Nasal Polyps which was viewed 35,596 times during the period.

ENT UK are looking forward to making some major improvements on the website’s User Interface (UI) over the next year to make the website more agile and interactive to meet the visitor’s need.

3. **Supporting Students and Foundation doctors in Otolaryngology (SFO) and encouraging them to consider and then choose ENT as a career**

   Current SFO membership has risen from 61 at the end of last year to 142 which is an increase of 133%.

   There are currently 46 SFO representatives who are representing universities and foundation training schools/deaneries across the UK and have a key role in promoting and representing ENT in career fairs etc.

   Three new members were invited to join the SFO committee from the prize winners of 2016-17: James Schuster (Elective prize winner 2017), Peter Gaskell (2016 Undergraduate Essay prize winner) and Declan Murphy (2017 Undergraduate essay prize winner).

   The SFO event was held on 30th September 2017 at University Hospital Birmingham which saw a surge in the number of delegates attending the event. This was mainly due to the hard work of the SFO Chairman, Jayesh Doshi, and his organising team and the commitment shown by the Area Representatives.

   A total of 85 delegates attended the 7th SFO UK Conference where 30 posters and 3 oral presentations were accepted. Feedback from the participants at the event was very positive and encouraging and ENT UK will build on this success in planning for future events.

   Prize winners at the event were Jack Gao (JLO prize, best oral presentation), Junaid Aamir (Grant Bates prize for best poster), Zahra Salimi (Peoples’ Poster Prize) and James Schuster (Elective prize).

   SFO will shortly publish their iBook which is based around the undergraduate curriculum and will act as an important learning resource for students. This will be free to SFO members of ENT UK and will be available at a small charge for non-members.

   Members of the SFO committee attended over 15 careers events across the UK this year. They utilised a range of materials to provide career information and advice to new student doctors who might then wish to consider ENT and its related sub-specialities for their future development.

   These activities have generated a great deal of interest and have successfully raised the profiles of both the ENT speciality and ENT UK.

4. **Ensuring that ENT UK members have key information disseminated in a timely manner.**

   To ensure that the ENT UK members are up to date with the ENT UK news and events, the ENT UK round-up is sent on a fortnightly basis.
ENT UK is also making full use of social media platforms and its website to disseminate information to the members and the public more generally. Monitoring shows a year-on-year increase in those following ENT posts on social media.

Twitter continues to be ENT UK’s most popular social media platform. Members and other organisations interact with us here with more frequency and interest than on Facebook and LinkedIn. We generate more content to be posted on Twitter in order to meet the demand from followers.

During the new financial year, ENT UK will be looking for more news stories to post in addition to the tried and tested event promotion. The news articles that have been posted have received the most interactions with followers by far.

5. Giving members access to journals

a) Clinical Otolaryngology
This is the official journal of ENT UK. This is now an e-journal since January 2016 and has been made accessible electronically for more than a year. The Board of Trustees of ENT UK is in the process of reviewing the future of this arrangement.

Prior to this arrangement, paper copies were sent out to the members which meant it was impossible to measure accurately the readership of this Journal.
b) ENT Masterclass journal
This is distributed annually to all members of ENT UK as a hard copy journal by the Publisher ENT Masterclass. ENT UK is very grateful to Mr Shahed Quraishi for this journal.

c) The Otorhinolaryngologist
This is distributed to all ENT UK members electronically approximately three times a year. It is a peer reviewed e-journal designed to meet the continuing educational needs of practising ENT professionals.

The Otorhinolaryngologist has been accredited by ENT UK for the purposes of providing ENT specialists with online e-learning Continuing Professional Development.

The content of the publication covers a wide range of CPD related topics including clinical reviews, operative techniques, case reports and a trainee section. The articles are all peer-reviewed.

d) ENT UK Newsletter
The ENT UK Newsletter is sent electronically to all members on a quarterly basis. A regular feature of the publication is the Speciality Advisory Committee (SAC) update. The newsletter features stories and issues that are of interest to the ENT readership as well as miscellaneous articles such as new societies and obituaries.

The newsletter is the primary vehicle for the ENT UK Executive to communicate its views and activities to the membership, including current medico-political issues and other relevant information. It is issued to every members’ registered email address and includes updates from the President and Executive members. In addition, it occasionally features obituaries for deceased ENT UK members, and announcements of members’ achievements, e.g. academic promotions, honours, exceptional charitable activities. Contributions are also welcome from sub-speciality groups.

Over the past few years the newsletter has changed in appearance, and now incorporates hyperlinks to all relevant websites, online documents and email addresses.

The ENT UK Executive do a huge amount of work on behalf of the speciality, and this newsletter keeps members informed of these as well as acting as a vehicle for communication to the ENT UK membership.
6. **Working on behalf of its members to raise their concerns, contribute to policy making and act as their ambassador for safe practice in ENT related areas, both nationally and locally**

ENT UK has been a member HPV Action since late 2015 and during this year encouraged members to contact the Joint Committee on Vaccination and Immunisation (JCVI) prior to their 7th June 2017 meeting to decide whether or not to vaccinate boys against the Human Papilloma Virus (HPV).

There has also been significant progress with the **Getting it Right First Time (GIRFT)** initiative and CQC about standards in ENT.

7. **Ensuring adequate representation for otorhinolaryngology, head and neck surgery, as a speciality within the medical profession and beyond**

ENT UK represents the speciality at the following national and international associations and subscribes to their membership where applicable:

- The Federation of Surgical Speciality Associations (“FSSA”)
- The Surgical Forum
- The Royal Colleges of Surgeons
- The International Federation of Otolaryngological Societies (“IFOS”)
- The Union of European Medical Specialities (“UEMS”)
- The Specialist Advisory Committee in Otolaryngology (“SAC”)
- The Federation of Independent Practice Organisations (“FIPO”)
- The European Union Federation of Otolaryngological Specialities (“EUFOS”)

8. **Organising and delivering events and conferences for Otorhinolaryngologists and others in the United Kingdom (BACO and other sub-speciality conferences)**

ENT UK has employed a full time staff member with expertise in event management since the start of this financial year. The Events Officer works closely with the local course organiser to ensure events are run smoothly.

This has led to vast improvement in the experience of delegates and exhibitors at these events which has helped ENT UK to attract more delegates and exhibitors than before.

These events are effectively managed with policies in place to ensure consistency and quality assurance in the delivery of the courses. The course organisers are encouraged to at least break even so the cost does not have to be subsidised from ENT UK’s funds. Now ENT UK is able to provide personal feedback to individual speakers as well as to course organisers.

Events have been delivered in new venues, both in London and around the UK regions. These new venues have been well researched, vetted and evaluated before confirming them. Delivery across all regions has reduced the view held by some people that ENT UK was London-centric.

Marketing of events has improved, however further work in this area is planned for the future.
Delegates, Exhibitors and Speakers can now register themselves for events using self-service online registration available through the ENT UK website.

The value of exhibitors and their contribution to ENT UK cannot be underestimated. Throughout the year, ENT UK has sought to demonstrate this by trying to improve the exhibitor experience at our events by allowing them to showcase their latest products and services to our delegates. The Events Officer has worked hard to establish a working relationship with exhibitors and the 25 Exhibitors at the ENT UK autumn meeting in September 2017 was solid proof of more exhibitors wanting to attend many of our events.

During the year, there were 9 events held and the income was £103,000 compared to the cost of £99,000. With this performance, we have reached our short-term target of at least breaking even. The second phase will be to focus on cost control and maximising the revenue from delegates through increased attendance to ensure a surplus can be generated which can be invested in other charitable objectives.

<table>
<thead>
<tr>
<th>Delegate numbers for events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td>Head n Neck</td>
</tr>
<tr>
<td>SAS</td>
</tr>
<tr>
<td>HENT</td>
</tr>
<tr>
<td>BSO BC</td>
</tr>
<tr>
<td>BSO AM</td>
</tr>
<tr>
<td>FPS</td>
</tr>
<tr>
<td>Spring meeting</td>
</tr>
<tr>
<td>Annual meeting</td>
</tr>
<tr>
<td>SFO</td>
</tr>
</tbody>
</table>

9. Developing continuing professional training and educational resources to aid revalidation

As our effort to develop the skills of our member base, ENT UK organises simulation courses like the Paediatic ENT skills Course (PES). To date, 229 Consultant and 3 SAS members have been trained on these courses.

These course were historically made available to our Consultant members for free. But to meet the growing cost of organising these events and lessen the burden on ENT UK, the Board of Trustees of ENT UK decided to charge all the delegates a nominal amount.

The Staff Associate grade members were also allowed to participate on these courses from this year and the PES course in Glasgow held in March 2017 was the first course to charge and allow the Staff Associate members to attend the course.

3 out of the 4 budgeted PES courses were held in the financial year ending 30 September 2017. The PES course scheduled for Newcastle during the year has now been rescheduled for 2019.
Average attendance for the PES course was 14 out of 16 places available and the PES Glasgow had 12 delegates. The PES courses in London are quick to fill while those outside Greater London are generally still struggling to attract sufficient attendees.

The first pilot Emergency Surgical Skills course was held at the Manchester Surgical Simulation centre on Monday 6th March 2017. 14 delegates attended, comprising of ENT surgeons from a variety of backgrounds, i.e. SAS doctors, DGH and teaching hospital consultants, old and young. The programme delivered scenario-based presentations and cadaveric dissection with the aim of improving the competencies in managing ENT emergencies.

Feedback, both informal on the day and thereafter and through completion of structured evaluation forms was universally positive, with all delegates finding it a useful programme delivering the right sort of content. It was felt to be good value for money.

The second pilot was held on the 2nd of October 2017 just after the financial year in Bristol.

10. Supporting members to gain ACCEA awards through an assessment process and through provision of citations for those who meet the criteria for consideration

As in the previous years, in 2017 ENT UK was entitled to submit citations for up to 8 bronze awards, 4 silver awards and 2 gold awards. All renewals needed to meet the standards agreed for the new awards by ACCEA.

ENT UK drew together an expert’s panel for scoring the applications received to scrutinise and grade as per the rules of ACCEA.

All applications received were sent to the panel members for marking. Once the applications were individually marked by each panel members, the scores were collated by the ENT UK staff and averaged.

The panel members then took part in a teleconference to discuss the merit of the individual applicants based on the average score and a unanimous decision was reached on the applicants whose application for ACCEA award would be supported by ENT UK and provided with a citation as required.

In the year ending 30th September 2017, 9 members were supported by citations for new awards and 5 for renewals, 8 of those members were successful in gaining their awards (7 new and 1 renewal).
11. Providing accreditation for postgraduate meeting

The Accreditation Committee of ENT UK awards accreditation points to all courses run internally and externally. This is to ensure that course content is quality assured prior to awarding any recognitions and any courses being advertised to ENT UK members. This ensures a greater opportunity of gaining knowledge and skills, and better use of study days and finances.

<table>
<thead>
<tr>
<th>Month</th>
<th>2016-17</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Dec</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Jan</td>
<td>4</td>
<td>11</td>
</tr>
<tr>
<td>Feb</td>
<td>11</td>
<td>8</td>
</tr>
<tr>
<td>Mar</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Apr</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Jun</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Jul</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Aug</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>Sep</td>
<td>6</td>
<td>9</td>
</tr>
</tbody>
</table>

Total accreditation applications received for the financial year was 78 compared to 101 last year. The fall in the number of accreditation applications was due to the application fee being raised during the year.

The new online portal for accreditation applications has gone live post year-end for a pilot run to automate the application process via a web portal for a trial period.

The Board of Trustees of ENT UK will make the final decision on the online portal once the data is collated from the pilot.

12. Developing more international connections especially with projects for third world countries

The ENT UK Global Health committee was set up to coordinate activities and foster links, seeking to improve global health in ENT.

The committee has sought to establish partnerships both in the UK and around the world particularly in lower income countries. A nationwide appeal was made by ENT UK Global Health at the beginning of the year to support refugee ENT doctors that have fled to the UK from war-torn countries e.g. Syria. In order to facilitate the development of links, a Twitter account: @ENTUKGlobal, was created which has steadily grown over the year with hundreds of followers from around the world.

The committee’s aim to focus on education has initiated negotiations to make certain ENT UK educational resources more easily accessible to clinicians from low income countries. Additionally, two travelling fellowships of £2,000 each have been instituted to facilitate a UK clinician’s international project as well as an international clinician’s visit to the UK.
Partnerships and links with various projects around the world were created. Members of the committee organised a stand at the March Royal Society of Medicine meeting to raise awareness of World Hearing Day and to pique interest. ENT UK Global Health was subsequently well represented at the Royal College of Surgeons’ Global Frontiers meeting in April with a stand and an oral presentation on Global ENT Health. A presentation of ENT Global Health was delivered in the Sheffield Town Hall to the next generation of ENT Surgeons at the AOT conference in May. Furthermore, the committee was represented at the stakeholder’s meeting on the prevention of hearing loss at the WHO headquarters in Geneva in July.

A survey to the membership was sent out which has resulted in the formation of a database of 132 clinicians with an interest in global health, many of whom have great experience.

Throughout this year the burgeoning partnership with the British Society of Audiology has been nurtured resulting in the organisation of an inaugural conference on global health in ENT and audiology planned for mid-2018. Future activity of the committee will be focussed on fundraising to generate sums to enable further projects around the world.

13. Encouraging overseas trainees in ear, nose and throat diseases to enhance their educational development in the United Kingdom by acting as a sponsor and supporting candidates through the Medical Training Initiative (MTI) placement schemes

ENT UK participates on the MTI scheme which is now run by Health Education England (HEE) on behalf of the Department of Health (the Government sponsor) and operates under the Home Office Tier 5 Government Authorised Exchange visa scheme.

As the MTI is no longer funded by the Department of Health and distributed by the Academy of Medical Royal Colleges (AoMRC), this is the first year the participants of the MTI scheme had to find alternative ways to recoup the cost incurred and like others, ENT UK has had to charge the relevant trust for the placement service.

At present, ENT UK charge Trusts £1,000 for every candidate that is successfully placed to recover some of its costs and charges. The Education Officer is in charge of running the scheme at ENT UK. 6 placements have been confirmed for the year and the relevant Trusts invoiced for the service provided.

14. Encouraging the prioritisation, publication and dissemination of research

Following a joint AGM at the spring meeting of the BSAO and ORS at the Liverpool Medical Institution on 10th March 2017, all members present voted unanimously for the two societies to merge. Thus the British Otorhinolaryngology and Allied Sciences Research Society (BOARS) was formed from the Otorhinolaryngological Research Society (founded in 1979) and the British Society for Academic Otorhinolaryngology (founded in 1991).

Further to this, the joint council members of the ORS and BSAO agreed a new constitution that included bringing the BOARS within ENT UK as agreed by ENT UK Trustees. As the BOARS will be part of ENT UK, no separate subscription will be payable, but future meetings will require payment of a modest registration fee to cover expenses.
A forum for the best current research in ENT, hearing and balance, and other related
discipline in the UK, bringing together discovery scientists and clinical researchers of all
disciplined, levels and grades. The new society will also champion education and training
in research for ENT trainees of all levels and in all settings as well as continuing to provide
a forum for academic trainees to get support and mentoring. It will aim to maintain two
meetings per year; the spring meeting will be a one-day meeting that will precede the
spring ENT UK meeting, and the autumn meeting will sit within the existing autumn ENT
UK meeting. The BOARS council will meet at both meetings one of which will be the Annual
General meeting. Prof Anne Schilder is the BOARS President; Prof Carl Philpott is the
BOARS Vice-President; Mr Mat Daniel is the BOARS Secretary; Mr James O’Hara is the
BOARS Treasurer. Prof Shak Saeed and Dr Justin Weir will remain on the council. Other
remaining council positions will be filled at the spring meeting in March 2018.

In 2018, we hope to develop the ENT UK website resources for research.

**Integrate and trainee collaborative**

Integrate, the national ENT trainee network has gone from strength to strength since its
inception and has recently delivered the national epistaxis audit in conjunction with BRS
and ENT UK. The first main academic paper with the results of the National Epistaxis Audit
has recently been accepted for publication in the Journal of Laryngology & Otology. This
fantastic achievement represents the hard work of many people from over 130 sites across
the UK. The project aims to produce a new set of guidelines for the management of
epistaxis through three complementary components: a national audit of management, a
series of systematic reviews and a consensus opinion of experts, are now being realised.
Beyond this regional collaborative are also developing opportunities to run projects.
The Integrate team will now look to continue their success by identifying successive
national projects, aiming to move from audit into research. The opportunities that these
initiatives provide will help all trainees to have the opportunity to engage in research and
deliver on meaningful outputs relevant to their career development and requirements for
CCT.

15. **Publishing guidance documents**

ENT UK has been very active in guideline development and has been working in
partnership with NICE on some of the guidelines being developed. Some of activities
undertaken in this year are listed below:

- **14th December 2016**: A guideline scoping workshop for the NICE guidelines
  for Specialist Neonatal Care was held in London. Dr Christopher Pepper
  attended to represent ENT UK.
- **2nd January 2017**: The ENT UK guideline for decontamination of endoscopes
  for Otorhinolaryngology, Head and Neck Surgery was completed and reviewed
  by the Trustees.
- **5th January 2017**: Mr Brian Bingham provided comment on behalf of ENT UK
  for the NICE guideline for Cerebral Palsy in adults.
- **17th January 2017**: The NICE draft scope consultation for specialist Neonatal
  Care was opened for Consultation. ENT UK provided comment.
2nd February 2017: Comments from ENT UK on the NICE guideline for specialist Neonatal Care were submitted after completion by Mr Benjamin Hartley, President of BAPO.

28th February 2017: The ENT UK guideline for decontamination of endoscopes for Otorhinolaryngology, Head and Neck Surgery was made available to all members via the members’ area of the ENT UK website.

3rd March 2017: The NICE Head and Neck Cancer quality standard was published.

9th March 2017: ENT UK agreed to support NICE with promotion of the Head and Neck Cancer quality standard

23rd March 2017: The ENT UK Outpatient Clinic Guideline was sent to all members for consultation which ended on Thursday 20th April 2017.

26th June 2017: ENT UK provided comment on the NICE draft guideline for Sinusitis (acute) Antimicrobial Prescribing.

14th July 2017: The ENT UK Outpatient Clinic Guideline was made available to all members via the members’ area of the ENT UK website.

11th August 2017: ENT UK provided comment on the NICE draft guidance on sore throat (acute) Antimicrobial Prescribing.

16. Publishing patient information for download from the ENT UK website and via printed patient leaflets available for order through the website

ENT UK publishes patient leaflets which are available free for download but organisations can buy in batches of printed versions from ENT UK for a nominal price of £35 per batch of 50 leaflets. NHS trusts and other private clinics hand out these to their patients.

Based on the download from the website and printed sales of leaflets, the top 5 leaflets for the year were as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Website</th>
<th>Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hearing loss</td>
<td>Grommets in Childhood</td>
</tr>
<tr>
<td>2</td>
<td>Functional Endoscopic Sinus surgery</td>
<td>Children tonsil surgery</td>
</tr>
<tr>
<td>3</td>
<td>Parotid surgery</td>
<td>Septal surgery</td>
</tr>
<tr>
<td>4</td>
<td>Septal surgery</td>
<td>Adenoid surgery</td>
</tr>
<tr>
<td>5</td>
<td>Hayfever</td>
<td>Adult tonsil surgery</td>
</tr>
</tbody>
</table>

The table below shows the numbers of patient leaflets sold to the NHHS trusts and clinics by month.
17. Developing and maintaining relationships with other associations and groups who contribute to the provision of ENT patient care

These relationships and collaborations are important to ensure that patients receive consistent good practice, advice and care. The activity and collaboration varies across the associations and groups. For example: organising and/or speaking at conferences and events, providing administrative services, offering free use of ENT UK boardroom, advertising events and promoting awareness of the associations/organisations, accreditation for events, collaborating when required to look at clinical areas of good practice, guidelines etc.

Examples of associations include:

- British Rhinological Society ("BRS")
- British Association of Paediatric Otorhinolaryngology ("BAPO")
- British Laryngological Association ("BLA")
- Thomas Wickham Jones Foundation ("TWJ Foundation")
- The British Society of Audiology ("BSA")
- Royal College of Anaesthetics (RCoA)
Financial review

Financial Results of Activities & Events
As a charity we have continued to improve on financial transparency and control. This has involved a range of measures.

- Close monitoring of financial markets by our investment managers Brewin Dolphin, who present a review of the performance of the portfolio annually to the Trustees.
- Ratification of our investment, financial and reserves policies.
- Further expansion of the financial audit committee with a lay chair appointed by Trustees and an increase in its frequency of meeting.
- Appointment of two new Assistant Honorary Treasurers focused on oversight of BACO and the charity at large.
- A more rigorous budgeting procedure was implemented, with activity forecasts requested from all stakeholders well in advance of the new financial year. This enabled the budget for 2017/8 to be balanced and signed off by June 2017. It is anticipated that a further iteration of this process will produce the 2018-9 budget by March 2018.

During the financial year, the Association total income and expenditures.

<table>
<thead>
<tr>
<th>Details</th>
<th>2016-17</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total income for the year</td>
<td>588,173</td>
<td>511,539</td>
</tr>
<tr>
<td>Total expenditure for the year</td>
<td>613,427</td>
<td>577,639</td>
</tr>
<tr>
<td>Total deficit for the year</td>
<td>(25,254)</td>
<td>(66,100)</td>
</tr>
</tbody>
</table>

The charity’s main recurring income comes from

<table>
<thead>
<tr>
<th>Income</th>
<th>2016-17</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscriptions</td>
<td>370,931</td>
<td>342,184</td>
</tr>
<tr>
<td>Meeting and conference income</td>
<td>102,261</td>
<td>64,041</td>
</tr>
<tr>
<td>ENT UK products</td>
<td>45,000</td>
<td>37,163</td>
</tr>
<tr>
<td>Investment income</td>
<td>60,496</td>
<td>64,236</td>
</tr>
<tr>
<td>Other income</td>
<td>9035</td>
<td>3,915</td>
</tr>
<tr>
<td><strong>Total income from regular activities</strong></td>
<td><strong>587,723</strong></td>
<td><strong>511,539</strong></td>
</tr>
</tbody>
</table>

Resources expended for the year are as follows

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>2016-17</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment management fees</td>
<td>16,393</td>
<td>14,394</td>
</tr>
<tr>
<td>Direct cost related to membership and events servicing</td>
<td>132,696</td>
<td>139,329</td>
</tr>
<tr>
<td>Support and Governance cost</td>
<td>464,338</td>
<td>423,916</td>
</tr>
<tr>
<td><strong>Total Expenditure for regular activities</strong></td>
<td><strong>613,427</strong></td>
<td><strong>577,639</strong></td>
</tr>
<tr>
<td><strong>Staff costs (included within Support and Governance cost)</strong></td>
<td><strong>281,744</strong></td>
<td><strong>236,129</strong></td>
</tr>
</tbody>
</table>
Reserves policy
The core requirements of ENT UK include a well-staffed office of support staff to administer and maintain the website and organize regular meetings to aid dissemination of knowledge within the specialty.

The major and most reliable income source comes from membership subscriptions, which with a small contribution from our investment portfolio approximately meets these office expenses. Our membership is currently robust in number and reliable, but recent increases in subscription rates may lead to a small reduction in subscriptions in future.

The major financial risk facing our office would be loss of our office space within the Royal College of Surgeons of England, with the necessity of paying commercial rents within central London relocation of ENT UK to a provincial base may lead to loss of senior experienced staff within the office and risks to ongoing, efficient provision of our services.

Potential turmoil in financial markets may also have a significant negative impact in the value of our portfolio, which is heavily exposed to equities (67.5% in total).

The major current financial risk facing ENT UK remains the funding of our major international meeting, BACO, which is projected to cost approximately £1 million this year. In past years the meeting has run a surplus of around £150k, but a decision to expand the scope and scale of BACO means that expenditure is likely to significantly exceed that of past meetings.

Preparations for BACO 2020 are already underway and lessons drawn from BACO 2018 will be implemented to ensure its success.

To continue ENT UK operating at its current level and servicing its core requirements to 2020 would require a contingency of a minimum of £800k for BACO and perhaps £300k for increase in commercial rents if Project 2020 impacts adversely on our office plus 10% for inflation over the period to 2020. The current book value of our investment portfolio rests at £1.8 million with around £400k in cash reserves. At our current investment risk level with our investment managers, Brewin Dolphin our risk is moderate, and the largest historical peak-to-trough fall in value of the portfolio has been 28% over the last 10 years.

It would therefore seem reasonable to maintain our reserves between £1.2 million and £1.6 million with contingency for a 40% loss of value of our investment portfolio, which would translate to a total £1.68-£2.24 million in reserves if our year-end cash balance of around £400k is maintained. It is the intention of the Trustees that the operational expenses of the charity should be covered by income generated activities, and the annual budgeting procedure is now undertaken on this basis, with an expectation that the cash balance should remain at a relatively constant level year on year. Our current total reserve of £2.9 million would therefore seem more than sufficient to continue our activities to the public benefit beyond 2020.

This policy is subject to annual approval by the Financial Audit Committee and Board of Trustees and will be reviewed on an annual basis, or more frequently should the financial risks facing ENT UK be subject to sudden change.
**Investments Policy**
There are no restrictions on the Trustees’ power to invest the funds of the Association, but the Trustees are cognisant of the health associated aims of the charity. The ENT UK investment policy was developed in January 2016 and approved by Trustees in order to provide more transparency.

The main recurring income source for ENT UK historically arose during October each year when the majority of members’ subscriptions were due. During the calendar year 2015-16 the vast majority of subscription collection switched to monthly Direct Debits of account, smoothing the income profile over the financial year. However, short term surplus funds are still required and held in interest bearing bank accounts to fund the day-to-day expenditures of the charity and meet any unexpected short-term financial demands.

Longer term surplus funds are currently invested by investment managers. Approval was granted by Trustees for the capital to be managed by Brewin Dolphin as investment advisors. A policy of diversified risk set at level 6 (moderate) for growth via capital appreciation and income yield was agreed between our investment manager and the Trustees, but with no investments in tobacco companies. Performance reviews are held on a regular basis.

The Association’s investment income was as follows:

<table>
<thead>
<tr>
<th>Portfolio Income by type</th>
<th>2016-17</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest received on Cash reserve</td>
<td>1,415</td>
<td>2,428</td>
</tr>
<tr>
<td>Dividend Income from Investment portfolio</td>
<td>60,496</td>
<td>61,808</td>
</tr>
</tbody>
</table>

As at 30th September 2017, the performance of the investment portfolio was as follows:

<table>
<thead>
<tr>
<th>Portfolio valuation</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market value of Investment portfolio at the year end</td>
<td>2,411,632</td>
<td>2,181,863</td>
</tr>
<tr>
<td>Book value of Investment portfolio at the year end</td>
<td>1,783,253</td>
<td>1,707,377</td>
</tr>
</tbody>
</table>

**Financial Pressures**
During the year ending 30th September 2017 there have been a number of pressures on the overall financial position of ENT UK. These are also likely to affect future years. These have included:

1. **2020 RCS England initiative**
   The redevelopment of the Lincoln’s Inn Fields site of the College obtained planning consent in January 2017. There are currently no plans to move the ENT UK offices whilst reconstruction works are carried out on the Barry building, due for completion in 2020.

   However, there is a need for a robust contingency plan for the potential surrender of the lease, and the Trustees did not sign a lease release, wanting to negotiate with the RCS and investigate alternatives to the RCS proposals along with FSSA.
A number of potential alternative sites within Greater London were explored to this end. In the short term there may be some costs associated with legal opinions and surveyors, but the Trustees are prepared for an increase in long term office rental expenses if the RCS proposals do not meet our needs.

2. **BACO 2018, 2020 and beyond**

2018 is a BACO year and the Manchester event promises to be a far more ambitious event than any previously undertaken.

The total outlays on the last three BACO meetings were

- Liverpool 2009 (£510k, surplus £141k)
- Glasgow 2012 (£512k, surplus £132k) and
- Liverpool 2015 (£618k, surplus £155k)

The BACO 2018 being held in Manchester in July 2018 is set to exceed the expenditures from the last 3 BACO by a significant amount. The current budgeted expenditure for this event is £1.1 million.

On this basis, we will require minimum of 1100 paying delegates at the current advertised price to break even. This is felt to be achievable and the BACO organising committee expect their meeting will be the biggest and best BACO thus far.

BACO remains a linchpin in provision of our charitable aims, and to this end the Trustees have appointed an Honorary Assistant Treasurer with a mandate to oversee the BACO budget and liaise with both the local organising committee and the professional conference organisers.

The budgeting process for BACO 2020 is already in progress and it is expected the meeting will build on past successes.

3. **E-lefENT**

The e-learning for ENT project involves the provision of an interactive online platform for education of ENT clinicians and allied healthcare professionals at all levels.

It is free for ENT UK members.

It is kept up to date by voluntary efforts of dedicated clinicians, but regular IT support is required to update the platform. It is hoped that the long term financial security of the project will be assured by partnership with a commercial sponsor, and negotiations are progressing to this effect.

4. **Employment of a dedicated event organiser**

To facilitate the smooth running of the increased number of annual events taking place under the supervision of the ENT UK office, the decision was made to employ an event
organiser. This has led to a marked increase in both registrations and sponsorship income for the past year and enabled other office members to concentrate on their core activities.

5. **Subscriptions**

Membership subscriptions were frozen between 2007/8 to 2015/16. In the financial year of 2015-16, a decision was taken by the Board of Trustees of ENT UK to increase the subscription by 22% in 2016-17 and increase the fee by the rate of inflation thereafter to avoid the need for further such substantial corrections.

This has led to an increase in subscription receipts of 8.5% (2016/17: £370,931, LY: £342,184).

One of the reasons behind a lower increase in revenue from subscription is the suspension of memberships for non-payments and resignations. Most of the new members paid pro-rated subscription from the month they joined rather than pay the full price as in the past.

6. **SAUL**

The pension scheme for office employees of ENT UK is the Superannuation Arrangements of the University of London. This was formerly designated a “last man standing” scheme by the Pensions Protection Fund until April 2016. Loss of this status has led to significant increases in employer contributions to ensure the long term sustainability of the scheme. The triennial actuarial valuation of the scheme occurred in March 2017 but has yet to be made public. The Trustees intend to monitor its findings closely to review the requisite pension provision of former employees at the best market rate for ENT UK.

**Structure, Governance and Management**

The main elements of ENT UK governance are:

1. The Charitable Objects
2. The Articles of Association
3. The Board of Trustees
4. The Council
5. The Executive Committee
6. The Financial Audit Committee
7. BACO organising and academic committee
8. Central administration team
9. ENT UK Specialist groups

1. **The Charitable Objects**

At the core of ENT UK are its charitable objects. They are the reason for the existence of the charity and it is their effective pursuit and promotion that is the focus of the system of governance.
2. **Articles of Association**

The Articles of Association form the constitution of the organisation. They set out the detail of the governance arrangements for the Association and were adopted on 27th March 2012.

The Rules (Bye-laws) are the second tier constitutional document that includes provisions that supplement the Articles. They are made under powers contained in the Articles and are intended for provisions that may require updating or revision on a more frequent basis than the Articles. Bye-laws may be changed with less formality than the Articles but nevertheless are binding.

Changes to the Bye-laws were agreed by Council on 23rd September 2015, to take effect from March 2016.

3. **Board of Trustees**

The Board of Trustees is the key body responsible for the governance of the Trust. At any one time there can be between 8 and 12 Trustees. At the AGM 2016 the Bye-laws were modified to allow for up to 3 Trustees to be non-medical members.

The Trustees are formally appointed at the Annual General Meeting from nominations received from the membership of the ENT UK as per Articles of Associations and Bye-laws.

ENT UK is a company limited by guarantee. The Trustees are the Directors of the Company. The Board of Trustees appoints the Chair of the Trust.

The Trustees take responsibility for all strategic and financial activity including risk issues and any significant new initiatives.

The Trustees met four times during the year ended 30th September 2017 plus one extra ordinary meeting in order to determine the budget for 2016-17.

The members of the Board of Trustees for the year ended 30th September 2017 were:

**B J Bingham**
Trustee since 6th Feb 2015 as President-Elect (2015-2017) and President of ENT UK since 31st March 2017.

**B N Kumar**
Trustee since 4th Feb 2011 as Assistant Honorary Secretary of ENT UK (2011-2015). Honorary Secretary and Company Secretary of ENT UK (3rd February 2015 to 31st March 2017) and President-Elect of ENT UK from March 2017.

**A P Narula**
V J Lund CBE  
Trustee since 6th Feb 2009 as President-elect (2009-2012), President of ENT UK (2012-2015) and BACO Master from July 2015-6 July 2018.

G O’Donoghue  
Trustee from 3rd Dec 2015 and BACO Master-elect

J S Rubin  

C Potter  
Trustee since 7th March 2014 as Assistant Honorary Treasurer (2014-2017) and Honorary Treasurer since 31st March 2017

A Banerjee  
Trustee since 7th March 2014 as Assistant Honorary Secretary (2014-2017) and Honorary Secretary of ENT UK to (March 2017-June 2017. Resigned from the Board of Trustees in June 2017.

C Philpott  
Trustee- Honorary Secretary and Company Secretary since June 2017.

A Gamble  
Lay Trustee of ENT UK since 5th May 2016.

S Evans  
Lay Trustee since 31st March 2017 and Chair of Financial Audit committee of ENT UK

4. The Council

Council comprises of Executive Officers, regionally elected representatives and advisory and co-opted members. A number of sub-committees report to Council and these have various focussed roles and responsibilities in promoting the activities of the charity and reporting to Council.

The Council plays a dual role. On the one hand they act as a sounding board for important issues being considered by Trustees and must agree any substantive increase in rates for members; they are also integral to dissemination of matters germane to membership that are being undertaken by the Executive.
5. **The Executive Committee**

The Executive Committee was established by the Board of Trustees and is charged with the responsibility to oversee aspects of the organisation on a day-to-day basis, taking necessary decisions. It comprises:

<table>
<thead>
<tr>
<th>The President</th>
<th>President-Elect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorary Secretary</td>
<td>Assistant Honorary Secretary 1</td>
</tr>
<tr>
<td>Assistant Honorary Secretary 2</td>
<td>Honorary Treasurer</td>
</tr>
<tr>
<td>Assistant Honorary Treasurer (ENT UK)</td>
<td>Assistant Honorary Treasurer (BACO)</td>
</tr>
<tr>
<td>Director of Education</td>
<td>SAC Representative</td>
</tr>
<tr>
<td>Webmaster</td>
<td></td>
</tr>
</tbody>
</table>

6. **Financial Audit Committee**

The Financial Audit Committee (FAC) is a committee established by the Trustees in 2014 in order to introduce a body providing independent oversight. As subsequently amended in its detail, Trustees stated that the Financial Audit Committee would be a committee in charge of oversight of financial reporting and disclosure and will hold the Honorary Treasurer and the General Manager to account for the management of the finances by ENT UK through appropriate scrutiny. It will be report to the Trustees Board, where its recommendations will be considered for approval.

7. **BACO organising and academic committee**

This is led by the BACO Master, who has oversight of the conference and is responsible for the delivery with the local organising and scientific team. It is attended by members, non-members and international delegates.

The BACO Master-Elect is appointed by the Trustees. An Assistant Treasurer has been appointed this year to scrutinise and monitor the budget and all financial aspects of this conference.

8. **Central administration team**

The central administration team is responsible for the day-to-day management of the charity. Together they manage the operations of the charity’s administrative offices, are the main points of contact and communication for ENT UK, and play a vital role in the organisation and implementation of the Trustees’ decisions.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Full-time/ Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lyndy Pullan</td>
<td>General Manager</td>
<td>Full time</td>
</tr>
<tr>
<td>Janet Stephen</td>
<td>Education</td>
<td>Full time</td>
</tr>
<tr>
<td>Lidija Ivnik</td>
<td>Membership/Committees</td>
<td>4 days a Week</td>
</tr>
<tr>
<td>Phillippa Chinery</td>
<td>Communications</td>
<td>Full time</td>
</tr>
<tr>
<td>Bikram Gurung</td>
<td>Finance</td>
<td>Full time</td>
</tr>
<tr>
<td>Christy Hillman</td>
<td>Events</td>
<td>Full time</td>
</tr>
<tr>
<td>Sandra Okoli</td>
<td>Web and IT</td>
<td>Full time</td>
</tr>
</tbody>
</table>
9. ENT UK Specialist groups

At September 2016, the following committees/groups were active under the ENT UK umbrella, each with their individual chair/presidents and Council where applicable. The safety and clinical standards committee was chaired by the current President Elect.

- Education & Training Committee (ETC), including CPD accreditation, e-learning group, Student and Foundation Doctors committee (SFO), courses and simulation committee
- British Society of Otology (BSO)
- Facial Plastic Surgery UK (FPS)
- Head and Neck Society (HNS)
- Independent Practice Committee (IPC)
- Staff and Associate Specialist Committee (SAS)
- Global Health Group (GH)
- Safety and Clinical Standards Group

All of the above sub-committees meet at regular intervals throughout the year, but it is in the nature of these sub-committees that additional unscheduled meetings and correspondence are ad hoc, since members need to respond to issues in a timely and appropriate manner.

Other Professional appointments

The Trustees have made the following professional appointments during the year ended 30th September 2017

Independent examiner: Eric Williams FCA, Edmund Carr LLP, 146 New London Road, Chelmsford, Essex, CM2 0AW

Bankers: National Westminster Bank plc, Bloomsbury Parr’s, PO Box 158, 214 High Holborn, London WC1V 7BX
CCLA Investment Management Limited, St. Alphage House, 2 Fore Street, London EC2Y 5AQ

Investment Managers: Brewin Dolphin Ltd, 34 Lisbon Street, Leeds, LS1 4LX

HR services: LPA (HR) Ltd, Head Office: 84, Chart Lane, Reigate RH2 7EA
This Trustees’ Annual Report 2016-2017 was approved by the ENT UK Trustees and was authorised by them to be signed on behalf of the board by:


Professor Carl Philpott  
Honorary Secretary, ENT UK  
Date:


Mr Chris Potter  
Honorary Treasurer, ENT UK  
Date