

BRITISH NEUROSCIENCE ASSOCIATION LIMITED

(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 30 SEPTEMBER 2018

Trustees

- | | |
|--|----------------------|
| 1. Professor S L Lightman (President, and Officer), | appointed April 2017 |
| 2. Dr EC Toescu (Association Secretary, and Officer) | elected 2015 |
| 3. Professor C. Harmer (Treasurer and Officer) | elected June 2017 |
| 4. Professor A. Dolphin (President Elect), | appointed April 2017 |
| 5. Professor J Aggleton (Immediate Past President) | appointed April 2017 |
| 6. Dr R. Langston (Groups Co-ordinator) | elected June 2017 |
| 7. Professor N. Ramnani (Research Policy) | elected June 2017 |
| 8. Professor A. Lingford-Hughes (Professional Liaison) | elected June 2017 |
| 9. Professor A. Isles (Communications) | elected June 2017 |
| 10. Dr M Berners, (Independent Trustee) | appointed April 2017 |
| 11. Dr K P Cox, (Independent Trustee) | appointed April 2017 |
| 12. Professor A M Palmer, (Independent Trustee) | appointed April 2017 |

Company registered number

04307833

Charity registered number

1103852

Registered office

The BNA Office
Dorothy Hodgkin Building
Whitson Street
Bristol BS1 3NY

Accountants

Goodman Jones LLP
Chartered Accountants
29/30 Fitzroy Square
London W1T 6LQ

BRITISH NEUROSCIENCE ASSOCIATION LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018

The Trustees present their annual report together with the financial statements for the year 1 October 2017 to 30 September 2018.

Our vision and purpose:

The BNA is a membership organisation committed to preserve and protect health and advance public engagement in neuroscience, through supporting, promoting and representing neuroscientists and neuroscience research.

Our objects:

The Association's objects (The Objects), as formulated in the Articles of the Association (Article 4) and in the Rules of the Association (Rule 1.3), both documents coming into force in April 2017, are:

To preserve and protect health and advance public education in neurosciences related to health and disease, in particular but not exclusively) by:

- (a) Promoting on a multidisciplinary basis the study of the development structure and function of the nervous system in health and disease;
- (b) Promoting the dissemination of information to all those interested in the neurosciences and related disciplines by means of lectures, discussions, meetings and reports from time to time obtained from such researchers;
- (c) Advising as far as possible on issues in neurosciences related to health and disease;
- (d) Endeavouring to increase public awareness and understanding of neuroscience research in health and disease;
- (e) Assisting in the training of neuroscientists and other professionals engaged in neuroscience teaching and research;
- (f) Representing the interests of neuroscience researchers and promoting the case for the advancement of neuroscience research in the United Kingdom to government, to agencies providing research funding and to bodies engaged in science administration, regulation and standards.

All trustees had due regard to the Charity Commission's public benefit guidance when exercising powers and duties on behalf of the charity.

Our aims:

We have three interconnected aims that are central to achieving our vision and purpose, and are the means by which we deliver our objectives: these are to **Inform, Connect, and Influence**. The aims to *Inform, Connect and Influence*, were arrived at through a series of strategic workshops and engagement with members, and they help the BNA Council and Committee to direct activities throughout the year.

Message from the Chair and Chief Executive

October 2017-September 2018

With the British Neuroscience Association having been formalised in 1968 (then called the Brain Research Association) the year 2017-2018 marked fifty years since the start of the organisation.

What a wonderful and fitting privilege it is to report, then, that this anniversary year saw the BNA awarded the largest grant in its history, embark on a ten-year programme of potentially its most significant work to date, reach its highest membership levels and be able to appoint more staff than ever before.

To take the last point first; thanks to funding awarded by Wellcome the previous year (YE2017) in November 2018 we were able to recruit for a new post, the BNA Development Director. Sophie Sykes-Jerrold rapidly established herself as a core member of the team, bringing valuable skills and experience in fundraising and corporate engagement that were previously lacking in the BNA. In order to ensure the BNA could maximise potential of this new position, the Trustees also decided to expand the administrative support for the BNA office from just one to two half time posts. Along with the placement students routinely hosted by the BNA, this meant that the office team grew to five individuals - the largest yet.

In March 2018 the Trustees made another key decision: that 'credibility in neuroscience' would be the core theme for the BNA over the next five to ten years. In addition, it was decided to introduce annual themes running in parallel to this core theme. To clarify, neither the core nor annual themes replace our previously aims stated to '*Inform, Connect, Influence*' but instead help us to deliver them, as will become apparent in the full Trustees' report below.

The Trustees' decisions to expand the office staff and identify core themes were soon justified, as in June 2018 the BNA was awarded a grant from the Gatsby Foundation to support the credibility in neuroscience in work and, concomitantly, help grow and develop the BNA. We are excited to embark on this work and look forward to reporting on progress next year.

Further funding, this time from Roche, has also enabled us to greatly expand the educational work we are doing in schools. With education, informing, engagement and understanding being threads running through and through the BNA, it's brilliant to be in position to deliver this right at a grass roots level.

The year hasn't been entirely cheerful. Conversation has been dominated by Brexit, i.e. the departure of the UK from the EU. As a membership organisation it's our responsibility to represent our members' views, and we know that our members are gravely concerned that Brexit is a threat to neuroscience and neuroscientists. You can read about actions we have taken to represent members' concerns below.

However, at the time of writing we can look ahead with a growing excitement to the 2019 Festival of Neuroscience, and the presidency under Annette Dolphin when she steps into the role in April 2019. And to the next fifty years of the BNA being the best yet.

Report of the Board of Trustees

Aim 1: Inform

Neuroscience in schools - During the year 2017-2018 the BNA undertook two separate projects dedicated to informing pupils about the science of the nervous system and increasing the 'science capital' in UK schools.

The first project, 'Core Concepts of Neuroscience' was conducted in partnership with the US-based Society for Neuroscience (SfN) and supported by Wellcome. Its purpose was to make the wealth of educational resources developed by SfN accessible to schools in the UK, a necessity due to the UK's educational system being distinctly different to the US. This was achieved by identifying all the neuroscience learning objectives contained within the 21 UK biology syllabuses at Key Stages 4&5, matching them to SfN material that would support teaching of their learning objectives, and then creating an online portal where both teachers and pupils can easily find resources to explain learning objectives relevant to their own particular syllabus. The UK 'Core Concepts' was celebrated at an evening reception at Wellcome on 8th December 2018, followed by an official launch at the Association for Science Educators annual conference in Liverpool, 3-6 January 2019, where it was very well received by science teachers.

With the success of 'Core Concepts' for Key Stages 4&5, we were delighted to receive funding from Roche to enable us to extend our education activities, this time covering all Key Stages from 1 to 5. This second project met two purposes: that of increasing neuroscience in schools, and also meeting the desire of BNA members to have materials to help them undertake more schools' visits, something we had ascertained from membership surveys. By the end of the year, work was well underway in developing flexible resource 'tool-kits' consisting of presentations, written information and activities, across a range of neuroscience topics including learning, mental health, drug development, neuroethics and the adolescent brain, ready to be used by BNA members or teachers in the classroom.

Public engagement of neuroscience: The BNA extended neuroscience to the wider public with a number of activities focused around Brain Awareness Week (BAW), 12-18 March 2018.

This global initiative to celebrate the brain sees events taking place across the world, but there has never been a calendar of all those taking place in the UK. The BNA co-ordinated the first ever BAW calendar for the UK and Ireland, enabling people to easily find events taking place near them, and helping to ensure those BNA members running activities were able to reach the maximum number of people.

The BNA was directly involved in events during BAW, via an in-kind sponsorship of public lecture by Professor Paul Howard-Jones, and by running activities at the three-day Bristol Neuroscience Festival.

Scientific Journal: Our most important vehicle for informing the profession about the latest neuroscience research is our scientific journal, *Brain and Neuroscience Advances*. Now into its second year, the journal - a Gold Open Access online journal published by Sage and wholly owned by the BNA - is progressing very well under our excellent Editor-in-Chief Jeff Dalley. Two special collections were started during the year: "*Prefrontal Cortex*" and "*Emerging Experimental Methodologies in Translational Neuroscience*". During the 12 months October 2017 - September 2018 twenty original research and review articles were published.

During the course of the year, Trustees decided to redirect plans to publish a book celebrating 50 years of the BNA, and instead publish the book chapters as review articles in the journal. A key reason for this decision was that converting the book's contents into open access articles, would make them instantly and freely available to all. The subsequent publication of these review articles will be discussed in the report 2018-19.

As well as informing neuroscientists about research, the journal is also playing a crucial role in furthering our aim to influence how neuroscience is done. Read more on this aspect of the journal below.

Informing members: Communications with members takes a number of forms. The *BNA Bulletin* is our printed members' newsletter, sent out three times a year. This informs members about recent events, prizes, news from the BNA, funders or regulators, and activities across the BNA community, as well as highlighting research undertaken by members. A popular section within the *Bulletin* is *Bright Brains*, written by and for students and Early Career Researchers.

Alongside the *Bulletin* members receive a monthly email newsletter, the eBulletin. This provides more frequent way to keep members updated with relevant information.

Online communications: The website continued to be a well-used resource for informing any and all visitors about the BNA and neuroscience. Sections about jobs and careers consistently come out as the most visited pages, and we have responded to this by increasing the amount of information available. The BNA's social media platforms also continue to prove very useful in communicating, informing and engaging with both neuroscientists and members of the public.

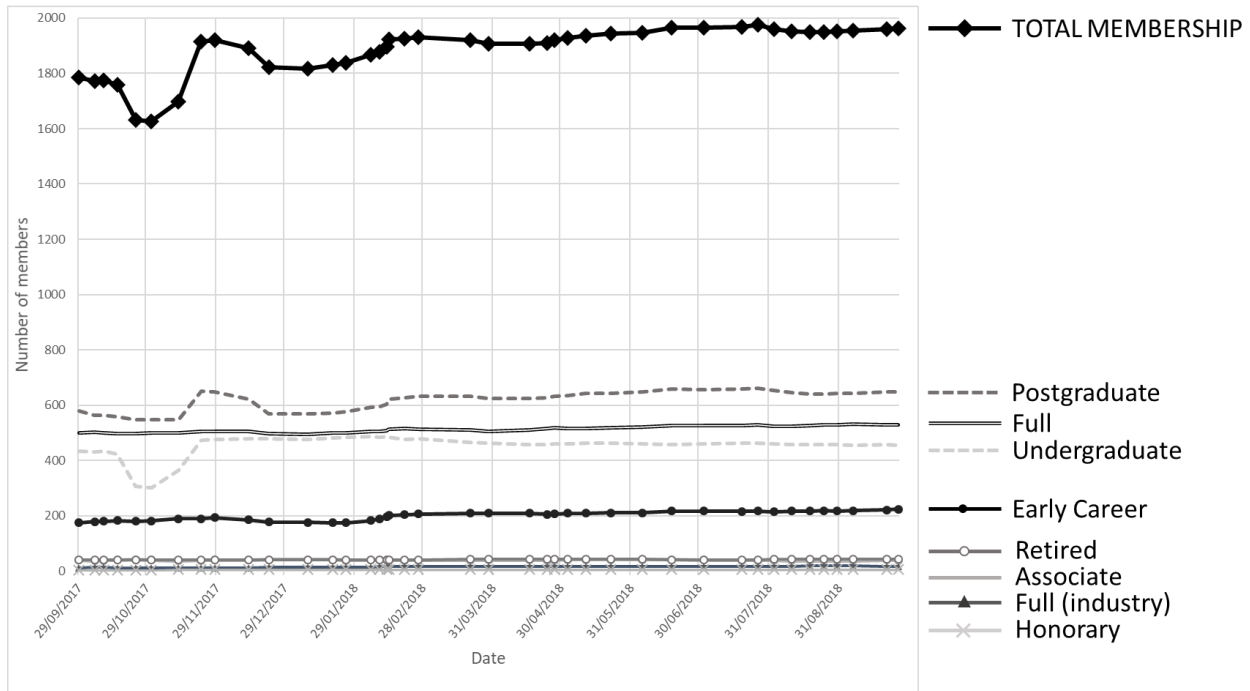
Both the website and social media makes the BNA readily accessible to members of the public, and the office receives enquiries from journalists, patients, prospective students and more.

During 2017-2018 the website attracted 171,000 users and 426,000 page views. This compares to 106,000 users with 478,000 page views in the period 2016-2017. Information on careers consistently remains the most used section of the site, showing how the BNA is used as a way to find out how to study and pursue a career in neuroscience.

By the end of YE2018 the BNA had 14k, 11.6k, 1.3k and 418 followers on Twitter, LinkedIn, Facebook and Instagram respectively.

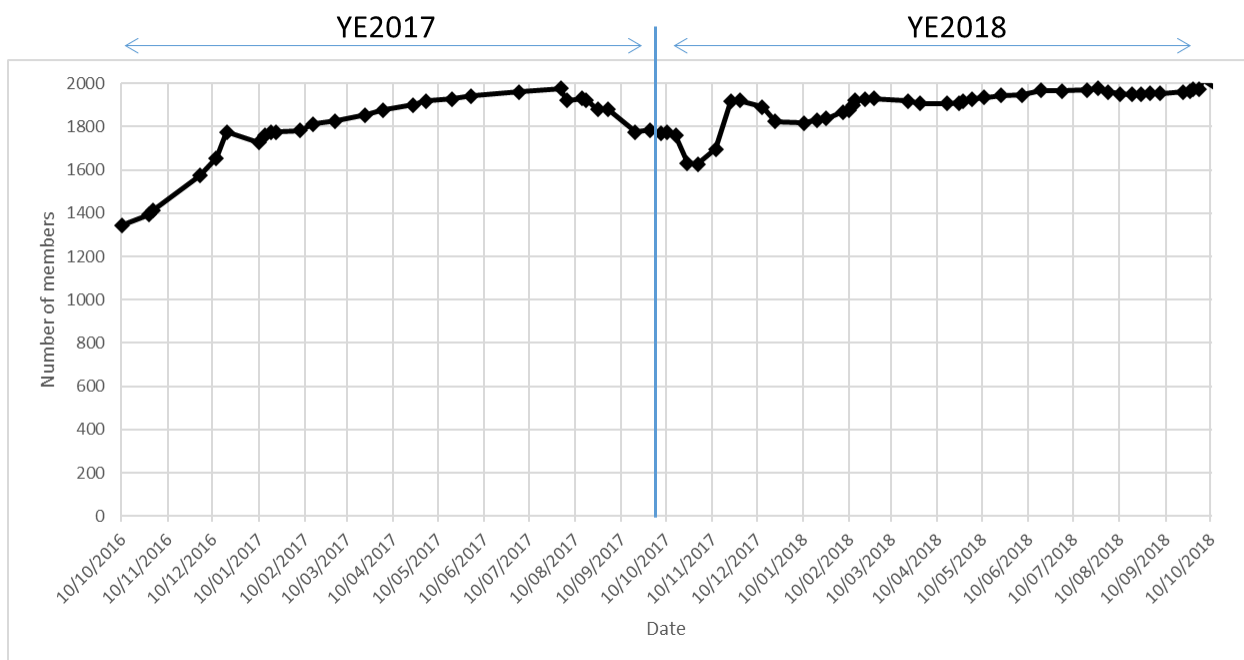
Aim 2: Connect

Connecting the neuroscience community through the BNA: Members are the lifeblood of the BNA, and it's wonderful to be able to report an increase of 179 members, from 1784 in October 2017 to 1963 by the end of September 2018 (illustrated below).



Over the course of the year the total number fluctuated (see graph) with most of the fluctuation driven by changes in student membership, both undergraduate and postgraduate. Full Members remained stable (at around 520) and Early Career Members saw a steady growth (from 175 to 224). The remaining membership categories of Associate, Retired, Industry (Full) and Honorary members all remain at modest levels, with summed total of ~100 members throughout the year.

To put the year in context, the graph below shows total membership numbers for YE2017 and YE2018.



BNA Local Groups: To facilitate two-way conversation between members and the BNA Council, and to provide local hubs for members, the BNA has a national network of Local Groups (LGs) each headed by a Local Group Representative (LGR). The LGs provide an important way for members to connect with colleagues near and far. LGRs, in some cases supported by LG Student Representatives (LGSRs), do a great deal to help the BNA connect and support neuroscientists.

During 2017-2018 the BNA had 39 LGs across the UK and Ireland. LGs can apply for BNA funding to support local activities which help promote the aims and objectives in the BNA: through the course of the year £3780 was awarded to nine LGs. We encourage LGs to collaborate, and were delighted to fund Kings College London and Queen Mary University London to co-host a series of public debates on controversial topics in neuroscience.

The LGRs are invited to attend an annual LGR Forum, preceded by a dinner the night before, where they can share ideas and feedback with the BNA. In 2017 this took place on 19th December.

BNA Meetings: Our meetings continue to be important opportunities for members to connect with each other and with experts speaking about their particular fields.

This year's BNA Christmas symposium, held on 18 December 2017 in London's Canary Wharf, focused on *'Brain technologies: A brave new world?'*.

The day saw 280 people come together to find out about neurotechnologies. As well as neuroscientists at all stages of their career, from undergraduates to professors, the BNA Christmas symposia are also designed to be accessible by non-experts, and we were delighted to see that those attending included members of the public from various career backgrounds.

Sessions ranged from bionic limb reconstruction to developments in Artificial Intelligence, and from treating Anorexia Nervosa with Transcranial Magnetic Stimulation to discussing the ethical considerations of neurotechnology. The programme also included a session shared between a neurologist treating and researching Parkinson's Disease, and a patient describing his experience of having Parkinson's Disease, which really brought home the importance of neuroscience research.

Another annual event of the BNA is the Anne Silk Lecture, which is a public event funded by the Silk Trust to share progress in neuroscience, 'across fundamental, translational or clinical neuroscience'. Professor Carol Brayne CBE gave the 2018 lecture, 'The Ageing Brain – A Population Perspective' on 18 April 2018 at the Royal Society of Medicine, London.

Partnerships with societies: The BNA connects members with other disciplines and researchers via partnerships and joint activities with other organisations.

The partnership with the Royal College of Psychiatrists (RCPsych) is helping to bring together psychiatrists and neuroscientists. This is thanks to an initiative being led by the RCPsych to increase the amount of neuroscience in the curriculum undertaken by psychiatrist trainees. We have welcomed the chance to work with the RCPsych on this initiative, e.g. at a 'Training the Trainer' event at RCPsych on 20th Oct 2017, identifying neuroscientists to join a UK network supporting psychiatrists to teach neuroscience, attending a neuroscience in psychiatry Spring conference in Cambridge, and the European Trainees Forum in Bristol in July 2018.

A second important partnership during the year was with the Israeli Society for Neuroscience (ISFN), with whom the BNA launched a prize scheme to, *“recognise and celebrate the outstanding achievements of young neuroscientists working within the UK and Israel”* and to support them in forging international collaborations. This initiative was funded by the Sieratzki Charitable Trust, and named The Sieratzki UK-Israel Prize for Advances in Neuroscience. Four winners were selected:

- UK Young Researcher’s Prize - Dr Linda Katona
- Israeli Young Researcher’s Prize - Dr Ella Striem-Amit
- UK Early Career Researcher’s Prize - Dr Charlotte Stagg
- Israeli Early Career Researcher’s Prize - Dr Nitzan Censor

The two UK winners subsequently attended and presented the ISFN annual meeting in Israel in December 2017. The two Israeli winners are, in turn, due to present at the BNA’s Festival of Neuroscience in 2019.

Further society-level partnerships during YE2018 included ones with the International Neuroethics Society (via the Christmas meeting, and with reciprocal membership benefits), the Association of British Neurologists (attendance of their Annual Conference, April 2018), The Physiological Society (attendance of Europhysiology, September 2018), the Lundbeck Foundation (for our Christmas Symposium) and with the Royal Society of Medicine (co-hosting the annual Anne Silk Lecture).

Membership of societies: The BNA is a member of three organisations which make sure the BNA membership is part of a larger voice. Membership of the Royal Society of Biology (RSB) connects us with all the life sciences across the UK. The Federation of European Neuroscience Societies (FENS) enables the BNA and BNA members to be part of European neuroscience, and membership of the International Brain Research Organisation (IBRO) connects the BNA with the global community.

Of the three organisations, the BNA is most actively involved in FENS. The BNA is a member of the FENS Governing Council, and was represented at a number of Council meetings through the year. In July 2018, the BNA attended the FENS Forum in Berlin, participating in a number of activities whilst there, and funding six bursaries for BNA’s junior members to attend and present their work. In addition, the BNA has been involved with some of the work related to Brexit. We are looking forward to being the host society for the 2020 FENS Forum, work for which was ongoing during YE2018.

Connecting with industry. In order to increase connections between neuroscience in academia and in the commercial sector (e.g. pharmaceutical, biotech, or medtech companies) the BNA created an ‘Industry Working Group’ which met in July and in September 2018. The working group established two main objectives to the industry strategy; to fulfil BNA’s aims of building a wide and connected neuroscience community, including the commercial sector, and to seek funding to help support the BNA via e.g. Corporate Social Responsibility. The Industry Working Group continues to pursue both these objectives.

Aim 3: Influence

It was an exciting to see activities which fulfil our aim to ‘influence’ increase through the year, including the largest ever funded project embarked upon by the Association; credibility in neuroscience.

Supporting and promoting credibility in neuroscience: Following an extensive interrogation of the sector's needs, the BNA identified that neuroscience is at a critical point in the way that research is carried out, reported and assessed, and that the BNA has an important role to play in helping neuroscientists to navigate new approaches in all three areas. Now is not the place to describe in detail, but the project can be summarised as '*Supporting and promoting credibility in neuroscience*'. The need is not unique to neuroscience - all biomedical sciences are affected - but there are specific requirements of neuroscientists that the BNA has committed to meet, and a special role in helping to nurture cultural change across the neuroscience community.

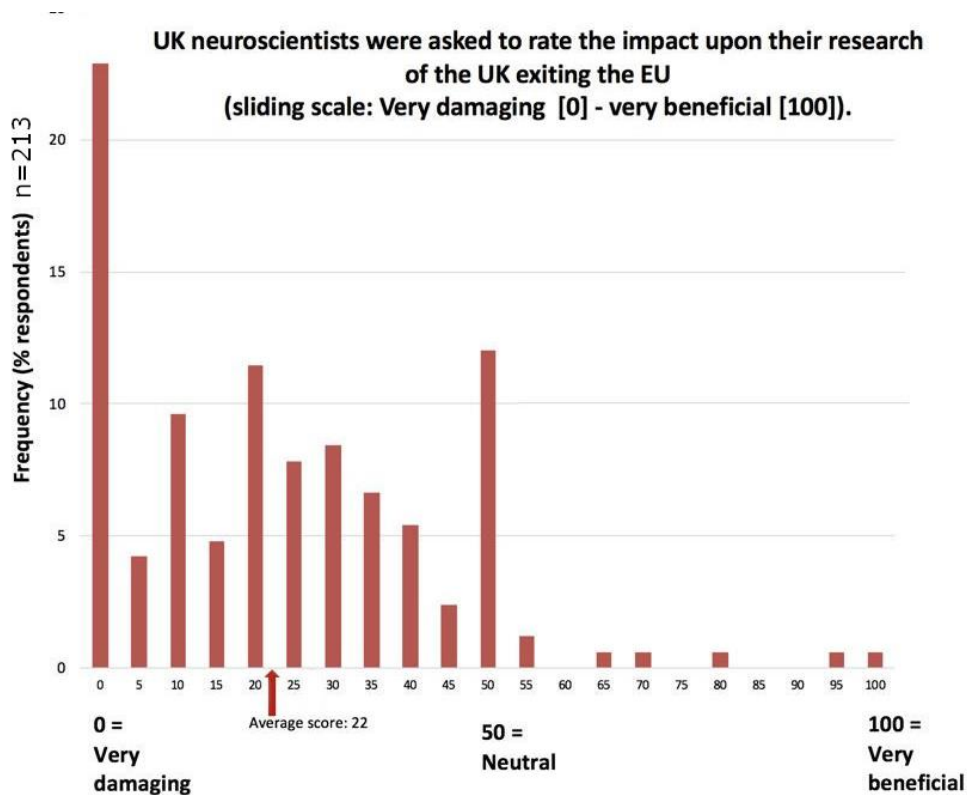
We were therefore delighted to be awarded, in June 2018, £450k from the Gatsby Foundation to carry out this 'credibility in neuroscience' project. (*Please note that this award is not reflected in the year-end accounts, as it is being given quarterly in arrears over a three year period, starting October 2018.*)

Our work in promoting and supporting credibility will influence neuroscience at all levels. It will change how neuroscientists undertake experiments, how neuroscience research is reported and shared, how the quality of research is assessed and how neuroscientists are recognised for their work. It will ultimately lead to more robust research findings, which will further influence the impact of neuroscience research on wider society.

This project is at early stages and will be covered further in future annual reports. However, a number of decisions were taken during YE2018 in line with the BNA's commitment to credibility. These included making the BNA journal, *Brain and Neuroscience Advances*, offer Registered Reports and introduce Transparency and Openness Promotion (TOP) Guidelines and Badges for Open Practices. In doing so it will become one of only a handful of journals worldwide to cover the full range of open science practices – in addition to being open access itself. A second decision was to launch preregistration posters at the 2019 Festival of Neuroscience, a first for any neuroscience conference of this scale.

Brexit and neuroscience: Following the referendum in June 2016 which triggered the process for the UK to leave the European Union (EU) there has been much disquiet amongst neuroscientists about the impact this would have on their research.

In order to properly assess neuroscientists' views and inform the BNA on what position would represent members, a survey was undertaken in October-November 2017. Of the 200+ responses collected, the overwhelming majority felt that Brexit would be very damaging (see graph below). Reasons behind these views included concerns about reduced funding for research, reduced ability to collaborate with EU researchers, loss of EU staff from UK institutions, difficulty in recruiting PhD students, downturn to the economy in general and more.



Informed by and in response to this clear message from neuroscientists, the BNA President Stafford Lightman spoke at the European Parliament on how Brexit might affect neuroscience, innovation and people affected by neurological conditions, highlighting the damage that Brexit (especially a ‘no-deal’ Brexit) would have on research and medicine supplies. The event was organised by the European Brain Council, of which the BNA is a member via FENS.

The BNA made a statement about the risks of Brexit on neuroscience and treating neurological disorders, and provided a template for members to write to their local MPs and MEPs.

Although, at time of writing, it’s difficult to see meaningful outcomes from these activities, they were welcomed by members and as a membership association it is important to represent members’ views.

Women in Science Database (WISDAT). In May 2018, this initiative to raise the profile of women researchers in psychology and neuroscience - founded by a BNA Trustee and financially supported by the BNA with the British Psychological Society - was officially launched. WISDAT is a searchable database which can be used by selection panels, programme committees or funders to identify women researchers more easily and tackle the problem of appointments being made according to whom the selection panel know. Following the launch, work continued on recruiting participants, prior to a second launch once 2000 names are in the database. WISDAT will help achieve a more balanced gender representation in neuroscience.

Research Excellence Framework 2021 - REF is the system for assessing the quality of research in UK higher education institutions, and hence highly relevant to the majority of BNA members. During YE2018 the BNA supported nominations for a number of individuals standing for the relevant assessment panel: sub-panel members for Unit of Assessment 4, Psychology, Psychiatry and Neuroscience.

Animals in Research: The BNA continues to be committed to openness on the use of animals in research and is a signatory of the Concordat on Openness on Animal Research in the UK. We are an active member of the RSB Animal Science Group, a special interest group representing the broad spectrum of UK bodies actively involved in supporting, funding, or formulating policy on research involving animals. This year, a publication co-authored by the BNA - Guiding Principles for Behavioural Laboratory Animal Science - was translated into Russian for the first time, extending its reach into other countries.

BNA individual prizes: Last but by no means least, another way of influencing neuroscience is by recognising and celebrating the achievements of people within it. Winners of the BNA's annual prizes in YE2018 were as follows:

- Honorary Memberships were awarded to three of the founders of the BNA when it first took shape in the 1960s: Steven Rose, Robert Balazs and John Lagnado
- Michael Owen (Outstanding contribution to neuroscience)
- Dervila Glynn (Public Engagement of neuroscience)
- Gido van de Ven (Postgraduate Prize)
- Irene Altura (Undergraduate Prize)

Objectives for 2018/19

The main objectives for the year ahead are to:

- Embark on our 'Credibility in Neuroscience' project
- Host a successful BNA2019 Festival of Neuroscience
- Increase our membership numbers to 2200 or above
- Meaningfully engage with the neuroscience community within industry
- Achieve indexing for our journal, *Brain and Neuroscience Advances*
- Maintain a financially viable position, with continued progress to self-sustainability

Review of financial position

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. Financial review

At year end 2018, the Charity had £390,428 in reserves of which £18,626 is held in restricted funds. Unrestricted reserves decreased from £415,250 for YE2017 to £371,802.

This decrease was largely due to investment of money, received the previous year, into appointing a new Development Director, alongside increased administrative support to allow this post to reach its full potential. This expenditure on staff is part of the Trustees' 5-10 year sustainability plan, which includes diversifying income streams into grants and donations (see below, Principle Funding Streams).

In addition, the charity has not benefited this year from income generated via the BNA Festival of Neuroscience, as this is a biennial event and did not take place during the reporting period.

The decrease in reserves is therefore due to higher costs of staff, and reduced income from the lack of a Festival, and is in line with expectations.

c. Reserves policy

The BNA's reserves policy (last updated January 2016) is that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three months' expenditure. The Trustees consider that reserves at this level will ensure that in the event of a significant drop in revenue they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised.

d. Principal funding

The BNA has four main funding streams.

The first is from membership subscriptions, and it was good to see that membership numbers increased during the year. However, this increase was largely driven by more junior members, and although this bodes well for future years they do not generate much income. The BNA is aware that membership-related income is significantly lower than our support costs, and we continue to work on growing our membership base.

The second key source of revenue is from the biennial BNA Festival of Neuroscience, chiefly via sponsorship, donations, and exhibition income. With the year in question - YE2018 - being a non-Festival year, there is no Festival-related income reflected in this year's accounts.

The BNA Trustees recognise that the above two sources do not allow the BNA to be wholly self-sufficient or achieve its aims and objectives. To this end the BNA approached and secured funding from Wellcome (reported in the YE2017 accounts) in order to appoint a Development Director, who started in post during the period of this report. For this reason it appears that support costs - specifically salaries - have increased this year without having funds to support them; however, investing the YE2017 donation from Wellcome in a Director of Development is part of a longer term plan to achieve self-sufficiency.

This investment in a Development Director has allowed us to expand the third funding stream for the BNA, that of grants and donations. During YE2018 we were delighted to receive a number of donations, the most significant of which was £450k from the Gatsby Foundation. This income stream is only reflected in part in this year's accounts, as the money will be awarded in arrears.

The fourth source, currently in its early stages, is the BNA journal *Brain and Neuroscience Advances*. The journal allows us to meet a number of our charitable objectives, but alongside this should also provide income in future years.

e. Investment policy and objectives

The Trustees' investment powers are governed by Article 5 in the Articles of Association. This permits the Charity to deposit or invest funds in securities or property as may be thought fit in order to further its Objects, or is conducive or incidental to doing so, subject to conditions and consents as laid down in the Association's governing documents.

The Trustees' policy is to optimise income on temporarily invested funds and to maintain a balanced portfolio of long-term investments. To this end, the Charity's investments have continued to be managed in conformity with our policy and Trust Deed.

Late in the year, the BNA Trustees appointed an investment sub-committee. However, activities of this group fall outside the report period.

Structure, governance and management

a. Constitution

British Neuroscience Association Limited is a company limited by guarantee, as defined by the Companies Act 2006. The Company is registered as a charity under the registration number 1103852.

The BNA is governed by its Memorandum and Articles of Association, and accompanying set of Rules. These were revised during the period of the previous report, and the new documents approved by the Charity Commission in June 2017. No changes have been made to governing articles since then.

b. Organisational structure

The British Neuroscience Association is a membership organisation, with seven membership categories (defined in the Rules), plus a number of Honorary members. With the exception of Associate members, all members have voting rights on the principle of "one member, one vote", which is exercised at the Annual General Meetings (detailed in Articles 15-27).

The association has 39 Local Groups (Rule 5), that provide for a national network between members and the Association's governance team.

The BNA is governed by a Council of Trustees, comprising between seven and twelve members of the Association (Article 29). Non-Trustee positions on the Council include the Meetings Secretary, other co-opted members for specific functions and other invited observers or advisors, for example the Neurology Advisor. The specific procedures for the appointment and retirement of the Trustees are detailed in the Articles (32-35).

To help with discharging the activities of the Association, the BNA has also a National Advisory Committee (formerly "The National Committee") whose role is to represent different demographics and interests within the Association's membership (Rule 4).

Supporting all activities and needs of the Council, Committee, and general membership is the BNA Executive. During the year this consisted of one full time and three part-time staff members.

c. Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Potential risks, once identified, will be monitored and controlled to mitigate any impact that they may have on the Association in the future.

To help with this the BNA has a Risk Register. Conflict of Interest (Rules 8 and 9) and a Register of Interests. BNA has a specific Declaration of Interests form, that is completed by all members of the Council and Committee of the BNA.

Statement of Trustees' responsibilities

The Trustees (who are also directors of British Neuroscience Association Limited 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 Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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 charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reference and administrative details

Members of BNA Council

- | | |
|--|------------------------|
| • *Professor S L Lightman (President, and Officer), | appointed April 2017 |
| • *Dr EC Toescu (Association Secretary, and Officer) | elected 2015 |
| • *Professor C. Harmer (Treasurer and Officer) | elected June 2017 |
| • *Professor A. Dolphin (President Elect), | appointed April 2017 |
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| • *Professor A M Palmer, (Independent Trustee) | appointed April 2017 |
| • Professor Hugh Piggins, (Meetings Secretary) | appointed October 2017 |
| • Dr Elizabeth Coulthard (Neurology Advisor) | appointed July 2017 |

* Trustee position

Members of the National Committee

- Professor John Jefferys (Membership Secretary)
- Dr Mark Ungless (Education and Engagement Secretary; resigned May 2018)
- Dr Crawford Winlove, (Education and Engagement Secretary; elected September 2018)
- Dr Natalie Doig (Students and Early Career Representative: Elected January 2018)
- Deborah Castle (Equal Opportunities Representative; resigned August 2018)

Executive

- Dr Anne Cooke (Chief Executive)
- Mrs Sophie Sykes-Jerrold (Development Director, commenced November 2017)
- Mrs Louise Tratt (Executive Officer, returned from maternity leave April 2018)
- Mr Alexander Collcutt (Executive Officer)