



THE ULSTER CANCER FOUNDATION

***Report
Year ended 31st July 2009***

Charity No. XN48265

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31ST JULY 2009

The Directors present their report along with the financial statements of the charity for the year ended 31st July 2009. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum & Articles of Association, the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

Legal and administrative information

Directors:

Professor R. Spence OBE (Chairman)
(& Chairman, Research Advisory Panel)
Dr. J.D. McMullan (Honorary Treasurer)
Mrs. N.J. Roberts (Chairman, Finance & Policy Committee)
Mr. M. Devlin
Dr. J. Birnie
Mr. M. Boyd
Dr. B. McConnell (Resigned 3rd March 2009)
Mr. B. Carson
Mrs. E. Lowe
Mrs. K. Murphy MBE
Mr. B. Carson
Mr. G. Hill
Dr. T. Maguire
Mr. J. Curran
Mrs. L. Keegan
Dr. H. Campbell CB

Patron:

His Grace the Duke of Abercorn KG

Chief Executive:

Ms. A. Spiers OBE

Registered Office:

Ulster Cancer Foundation
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Fax: 028 9066 8715

Website: www.ulstercancer.org

Auditors: PricewaterhouseCoopers, Waterfront Plaza, 8 Laganbank Road, Belfast, BT1 3LR

Bankers: Northern Bank Limited, 1-9 Victoria Street, Belfast, BT1 3GA

Solicitors: Cleaver Fulton Rankin, 50 Bedford Street, Belfast, BT2 7FW

Investment Managers: Cunningham Coates, 19 Donegall Street, Belfast, BT1 4FF

STRUCTURE, GOVERNANCE & MANAGEMENT

Directors & Organisational Structure

The Ulster Cancer Foundation is a Company Limited by Guarantee and not having a share capital constituted under the Companies (Northern Ireland) Order 1986 and is a registered charity, number XN48265.

The Memorandum & Articles of Association allows for 15 directors to be appointed. Two local group representatives and the Chairman and Treasurer are exempt from retiring in rotation and may serve for a maximum of six years. Of the remaining directors, one quarter or the number nearest to one quarter, must retire at each Annual General Meeting; those longest in office retiring first.

The Memorandum & Articles of Association are reviewed on an annual basis to ensure that our governance arrangements are appropriate and effective.

When new directors are appointed they are given an introduction to the work of the Ulster Cancer Foundation with the information they need to fulfil their roles, which includes information about the role of directors and charity law.

At the quarterly directors' meeting (Council) the directors agree the broad strategy of the Ulster Cancer Foundation and monitor all the activities of the charity. Each director takes collective responsibility for monitoring the work of the Ulster Cancer Foundation. There are three main sub-committees established to assist the Council; namely the Finance & Policy Committee, the Research Advisory Panel and the Services Advisory Panel. Each sub-committee must include at least one director and each committee reports on activities and makes recommendations to Council.

The charity's Chief Executive is responsible for the day to day operation of the charity, manages the staff of the charity on behalf of the directors and is also the Company Secretary.

The Ulster Cancer Foundation is a member of the International Union Against Cancer, Association of European Cancer Leagues, Association of Medical Research Charities and works as Action on Smoking & Health (Northern Ireland). The charity also works closely with a wide range of partner organisations and umbrella bodies.

Risk Management

The charity's directors and senior management team have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage those risks.

Major risks are identified and ranked in terms of their potential impact and likelihood. Major risks, for this purpose, are those that may have a significant effect on the charity.

- * Governance & Management
- * Finance
- * Operations
- * External Factors
- * Legal & Regulation compliance

Risks are reviewed on an annual basis to ensure that adequate systems and procedures are in place. Where appropriate, risks are covered by insurance.

In assessing risk, our directors recognise that some areas of our work require the acceptance and management of risk, if our key objectives are to be achieved.

The directors and senior management team are involved in managing the areas of higher risk on an ongoing basis through the implementation of our Strategic Plan 2005 – 09.

Objectives & Activities

The objectives of the charity, according to the Memorandum & Articles of Association are:

“For the public benefit and primarily within Northern Ireland to support and further the control of cancer and allied diseases and to alleviate trauma, pain and suffering there-from and in particular to provide caring services and information for patients with cancer, their families and all concerned both for them and about cancer to fund internationally competitive, high quality research into the causes, treatment and prevention of cancer to reduce the incidence of cancer and promote its early diagnosis and treatment, and to raise professional and public awareness of cancer issues and influence policy makers to improve cancer services and public health policy”.

Mission Statement

The Ulster Cancer Foundation is a local charity that helps to save lives and enhance the quality of life of everyone affected by cancer through care services, research, prevention, public campaigns and advocacy.

The activities carried out by the Ulster Cancer Foundation, as outlined in our Strategic Plan 2005 – 09, can be broadly categorised into the following programmes:

Care Services

Aim: To provide a range of care services and information to meet the needs of all those affected by cancer

Cancer Research

Aim: To promote and support internationally competitive, high quality research into the causes, treatment and prevention of cancer.

Cancer Prevention

Aim: To reduce the risk of developing cancer and promote its early diagnosis

Campaigning & Advocacy

Aim: To raise professional and public awareness of cancer issues and influence policy makers to improve cancer services and public health policy.

Annual objectives, as outlined in the Operational Plans, are informed by the Strategic Plan 2005 – 09 and in the period included:

Care Services

- Providing up to date and easily understood information on all aspects of cancer
- Providing a network of support groups
- Providing a peer support service of people who have had cancer to help those with a cancer diagnosis
- Providing a fitting service for women who have had breast surgery and those with hair loss following treatment
- Providing a range of therapeutic and social activities

Cancer Research

- Supporting high quality programmes of cancer research

- Publicising and disseminate research findings
- Communicating research activities to the general public
- Exploring funding opportunities

Cancer Prevention

- Working in partnership to provide a comprehensive range of prevention programmes
- Initiating and developing public campaigns
- Providing a consultancy and training service
- Targeting prevention services at hard to reach groups and those most at risk
- Focusing prevention programmes particularly at young people
- Facilitating policy implementation in community settings
- Reducing the prevalence of smoking
- Eradicating smoking in all public places

Campaigning & Advocacy

- Acting as an advocate for best practice and policy in relation to cancer issues
- Monitoring, reviewing and responding to cancer services and prevention strategies
- Influencing key media, opinion formers and policy makers to advance the Ulster Cancer Foundation's aims and objectives

Income Generation

Underpinning all of the charity's activities is income generation, the aim of which is to raise sufficient income in the most cost effective manner to meet the aims and objectives of the organisation.

The directors receive a progress report on the implementation of the Income Generation Strategy twice per year.

Grant Making Policy

The Ulster Cancer Foundation invites applications for cancer research grants from Queen's University Belfast (Centre for Cancer Research and Cell Biology (Oncology) and the University of Ulster (Faculty of Life & Health Sciences). Proposals are independently peer reviewed and assessed in detail against the scientific research criteria established by the Research Advisory Panel and the Board. (Policy Statement on Research Funding reviewed 2005).

The Research Advisory Panel receives the proposals and annual progress reports each Spring and makes recommendations to the Board of Directors each June.

Research Grants are funded on a three year programme grant basis and the continuation of the grant within that term is subject to a satisfactory annual progress report. Grant recipients are required to present this report annually before the Research Advisory Panel to answer questions on scientific progress or direction.

Voluntary Help

The directors are very grateful to the hundreds of volunteers who help us in our work; staffing our shops, carrying out fundraising on our behalf and, in particular, those cancer survivors who work as patient befrienders. Over the past year we have extended our volunteer programme and now offer opportunities in areas of our frontline services.

Achievements & Performance

The Ulster Cancer Foundation's aims and objectives for our key areas of work are outlined in the previous section. The process of how the charity measures performance against the objectives is clearly outlined in the Strategic Plan 2005 – 09. Annual operational plans are agreed and detailed reports on progress presented to the directors twice each year.

The achievements and performance of the charity's four key areas of work in the period includes both qualitative and quantitative analysis and reports. The key developments in the period were:

Care Services

Aim: To provide a range of care services and information to meet the needs of all those affected by cancer.

Objective: To provide up to date and easily understood information on all aspects of cancer

The total number of calls to the Freephone Information and Support Helpline was 1,448 and calls typically lasted less than 12 minutes. The majority of queries are centred on care and support, site specific information and screening issues. The Helpline telephone number is promoted alongside our switchboard number in the telephone directory, online, on our information leaflets and in general publicity about the organisation as a whole.

Objective: To provide a professional and accessible counselling service

The counselling service provides vital support for cancer patients and their families. During the year the demand for the service has been high and we operated at maximum capacity.

Objective: To provide a network of support groups

UCF provided a network of support groups across Northern Ireland. These took place in Armagh, Ballymena, Belfast, Coleraine, Downpatrick, Enniskillen, Lisburn, L'Derry, Newry, Omagh, Craigavon and Newtownards. Depending on the group's needs, meetings are held monthly bi-monthly or quarterly.

Objective: To provide a peer support service of people who have had cancer to help those with a cancer diagnosis

The peer support service continued to offer cancer patients the opportunity to talk and get support from volunteers who had already been through a similar experience. Development of this service is underway.

Objective: To provide a fitting service for women who have had breast surgery and those with hair loss following treatment

Our professional fitting service for women, who have had breast surgery, and those with hair loss following treatment for cancer, continues to expand. In order to offer a local service we have developed partnerships with Cancer Choices in Dungannon and the Southern Area Hospice in Newry. During the year 554 women used the service.

Objective: To provide a range of therapeutic and social activities

The provision of **Art Therapy** for those affected by cancer is now well established. UCF has now expanded this service to be available across all of Northern Ireland and during the period a total of 115 people took part in 8 week programmes.

The **Family Support Service**, launched in February 2008, has exceeded all expectations and is operating at full capacity. Programme strands continue to be developed, according to need, including; CLIMB for 4 to 10 year olds, parental support and bereavement groups. Response from families who used this service during the last year was overwhelmingly positive.

UCF offers a further range of therapeutic activities to help cancer patients to move on with their lives. These include:

- Creative Writing
- Life Story Groups
- Love Your Life and Live Well courses

Also during the year 5 information seminars were delivered.

Volunteer Transport Service

This service has been developed to provide cancer patients who have no other alternative means of transport as a result of financial or social circumstances with free transport to their cancer related hospital appointments. A pilot for the service has been run in the South Eastern Health Trust area and has 24 active volunteers who have been through the required recruitment and training programme. It is planned to extend the service to patients living in the Western Trust area during the coming year.

Cancer Research

Aim: To promote and support internationally competitive, high quality research into the care of people living with cancer, the causes, treatment and prevention of cancer.

Objective: To support high quality programmes of cancer research

In the year to date UCF has invested £444,929 in cancer research programmes in Queen's University Belfast, the University of Ulster and NICAN.

UCF's support for high quality cancer research continues in both Queen's University Belfast and the University of Ulster. Owing to the financial situation, no new developments in cancer research have been authorised for the next year. Ongoing projects continue to be supported.

The current research programmes funded by UCF are:

Queen's University Belfast

Professor Patrick Johnston's Programme Grant:

'Determinants of Response to the Epidermal Growth Factor targeted antibody therapies in Colorectal Cancer'

Dr. Anna Gavin, Director, Northern Ireland Cancer Registry

'Development of a Northern Ireland Colorectal Polyp Register'

Dr. Anna Gavin
'Why do Cancer Patients Die in Hospital'

University of Ulster
Dr. Sinead Keeney, Institute of Nursing Research
'Investigating the actual and potential role of the GP & Primary Health Care Nurse in the prevention of cancer: a mixed methods study'

Dr. Eilis McCaughan, Institute of Nursing Research
'Developing and evaluating a self-management psychosocial intervention for men with prostate cancer and their partners – a feasibility study'

Northern Ireland Cancer Network
Funding of the Nurse Director Post, which is responsible for contributing to the strategic development of cancer services across Northern Ireland and has particular responsibility for leading on "improving the quality of patient experience".

Cancer Prevention

Aim: To reduce the risk of developing cancer and promote its early diagnosis

As two thirds of cancers can be prevented, this area is an ongoing priority for UCF. During the period work included the following:

Objective: To work in partnership to provide a comprehensive range of prevention programmes

UCF's partnership working with a wide network of organisations and individuals across Northern Ireland has continued to help us meet our objectives.

Objective: To initiate and develop public campaigns

A comprehensive range of public health campaigns were led by UCF. These included:

Action on Smoking and Health (ASH)

- No Smoking Day
- Care in the Sun
- Mouth Cancer
- Prostate Cancer
- Men's Health
- Bowel Cancer

Objective: To provide a consultancy and training service

UCF is the leading provider of smoking cessation training programmes. Brief Awareness, Two Day Specialist and half day Updates were held across Northern Ireland in partnership with Health Boards and Trusts.

Well evaluated Teacher training sessions were organised in L'Derry, Enniskillen and Omagh. UCF also worked with the Post Graduate Medical and Dental Training Agency to train dental professionals in Smoking Cessation.

UCF has also utilised volunteers to further our engagement with communities and participated in 140 health fairs across Northern Ireland.

Objective: To target prevention services at hard to reach groups and those most at risk

UCF continued to target hard to reach groups. In the period these included:

- Mental Health
- Migrant Workers
- Low Income Families
- Deprived Communities
- Older People
- Rural Communities

Objective: To focus prevention programmes particularly at young people

UCF delivered a range of cancer prevention programmes for young people, including:

- Smokebusters
- Genevieve Project
- Fit Factor Programme
- Living Willows for Shade
- Care in the Sun competition
- Helping to Keep Young People Healthy initiative
- Smoking Cessation Support in schools

Objective: To reduce the prevalence of smoking

The www.tobaccofreeeni.net website has been developed to cover all tobacco issues. The target audience are the public and professionals and includes information on:

- Stopping smoking
- Facts on smoking
- The risks of smoking
- The benefits of stopping
- History of tobacco

Campaigning & Advocacy

Aim: To raise public and professional awareness of cancer issues and influence policy makers to improve cancer services and public health policy

Objective: To influence key media, opinion formers and policy makers in advancing the UCF's aims and objectives

UCF instigated both 'one to one' and general meetings and events in Parliament Buildings during the period. The All Party Special Interest Group on Cancer has continued to develop and four meetings took place during the year. Press coverage of cancer issues has been extensive in the period.

Objective: To act as an advocate for best practice and policy in relation to cancer issues

The Patient Advocacy Group continues to meet regularly and provides the patients' perspective on service provision and cancer related topical issues.

Financial Review

During the year the charity incurred a deficit, net of costs of £503,843 (unrestricted).

As shown in restricted funds column in the Statement of Financial Activities, £138,401 of income was for particular projects and we still hold £80,148 which will be used as these projects progress.

As a result of the economic downturn, and the resultant drop in income observed throughout the period, cost efficiency savings were identified and implemented during 2008 - 2009. Based on these, a contingency plan has been developed, and agreed, to be implemented during the financial year 2009 – 2010.

Investment Policy

The directors have the power to invest in such assets as they see fit. The Treasurer is responsible for liaising with the Investment Managers and reporting to the Board at each meeting.

Reserves Policy

The charity has free reserves of around £1,508,241 which represents 6 months unrestricted expenditure on charitable activities. The directors believe that it is prudent to work towards holding 10 months funding and plans to do this over a period of ten years.

The main reason for holding reserves is to ensure that the charity has enough resources to fund the programmes it is supporting and to meet any emergencies that may arise.

Plans for the Future

In the coming year 10,700 new cases of cancer will be diagnosed in Northern Ireland and there are currently 55,000 people living in our community with the disease. As a result, the demand for our services and support will continue to increase. Despite the current economic recession, and the corresponding difficulties in raising income, UCF remains committed to continuing to do what we can to reduce the burden of cancer here in Northern Ireland.

In this context UCF has adopted a prudent approach to tackle the uncertainties of the future. Our current programmes will continue during the coming year; however there will be no development, or expansion, of services during that time.

At the same time we will carry out a review of all UCF's activities and develop a new Strategic Plan to take the charity forward through the uncertain financial times ahead. The Directors believe that this is a timely exercise given that the charity is now 40 years old.

It is envisaged that this new 5 year strategy will refocus UCF's work on key priority areas within our Aims and Objectives.

Approved by the directors and signed on their behalf by:

Arlene Spiers

Chief Executive