

**Trustees' Annual Report and Statement of Accounts  
OGCancerNI**

**For period ended 31 December 2022**

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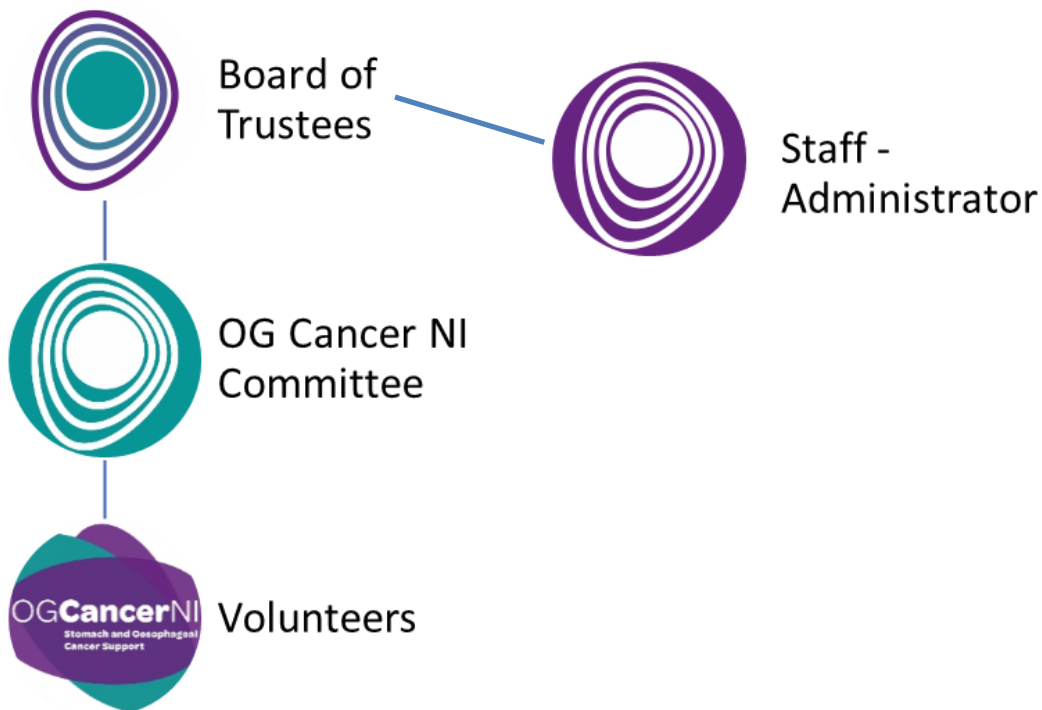
## Governance Arrangements

OGCancerNI (OGC) is a registered charity with the Charities Commission of NI (CCNI) established specifically to help patients and families affected by Oesophago-gastric cancer within Northern Ireland. The remit of the Trustees of the charity is outlined within the governing document, our Constitution. We aim to support the Constitution by establishing a Governance Handbook in 2023/24.

## Background

OGCancerNI was set up in 2018 specifically to benefit patients and families affected by Oesophago-gastric cancer.

## Governance Structures and Documents



## Information and Administration

OGCancerNI  
Patrick G Johnston Centre for Cancer Research  
Queen's University  
97 Lisburn Road  
Belfast  
BT9 7AE  
Email: [info@ogcancer.org](mailto:info@ogcancer.org)  
Phone: 07568 157450

## **Trustees**

Please see below a list of the Trustees of OG Cancer NI for the period ended 31 December 2022:

- Helen Setterfield, Chair of the Board of Trustees
- Paul Alexander, Trustee, Hon Treasurer
- Helen Hall, Trustee, Hon Secretary
- Stewart Dickson MLA, Trustee
- Lorraine Pinkerton, Trustee
- David Setterfield, Trustee

During the 2022 year, we received three resignations from the Board of Trustees. These resignations were for health reasons and time/commitment restraints due to caring responsibilities. During the final period of 2022, Trustees agreed to actively begin the recruitment competition for new Trustees.

## **Objectives and Activities**

OG Cancer NI has three main objectives, as listed below:

### **Support**

To support patients and carers affected by Oesophago-Gastric Cancer

### **Communication**

To communicate the early signs and symptoms of Oesophago-Gastric Cancer to promote early intervention

### **Advocate**

To work in partnership with healthcare providers to be patient advocates and promote best outcomes.

### **Public Benefit Statement**

As listed on the CCNI website our Public Benefit Statement is as follows:

Direct Benefits Flowing from the organisations purposes are:

- An improvement in the quality of life for patients, families and carers affected by Oesophago-Gastric (Oesophageal and Stomach) Cancer
- Patients and carers are supported, improving holistic wellbeing through their cancer journey.
- Access to latest medical technology for the treatment of patients
- Increased awareness of the early signs and symptoms of Oesophago-Gastric cancer leading to earlier intervention, thus improving survival rates.
- Improved patient pathway as a result of advocacy
- Increased funding for research and projects to improve patient outcomes.

The benefits identified can be demonstrated by:

- Improvement in survival rates, reference The NI Cancer Registry which provides up-to-date statistics for NI.
- Through the awareness campaigns, an increase in the number of patients coming forward for treatment at an early stage
- positive feedback from patients, families, carers and medical staff
- the use of equipment provided by funding from OGCancer NI
- through training of medical staff, better use of equipment and resource

There is no harm arising from any of the purposes.

The charity's main beneficiaries are: patients, carers & families affected by oesophago-gastric cancers.

There is no private benefit flowing from any of the purposes.

To achieve this objectives throughout the period ended 31 December 2022, we undertook a number of activities:

### **Mobile Unit and 2022 Awareness Campaign**

During early 2022, OGCancerNI began an application process with the Community Lottery Fund for an OGCancerNI Mobile Unit and associated costs. The aim of the Mobile Unit (Ford Transit Van) was to travel throughout Northern Ireland, raising awareness of the signs and symptoms of Oesophageal and Stomach cancer, and of the services provided by OGCancerNI. Fortunately, we were successful in our application and in June 2022 held the OGCancerNI Mobile Unit Launch at Parliament Buildings, Stormont. The launch was a huge success with Minister Swann attending along with a number of other MLA's, Community Lottery Fund representatives, past OG Cancer patients, carers and family members. This Launch event was also the beginning of our Awareness Campaign for 2022 and we attended a variety of events including a Golf Charity Day, our Autumn Well Being Meeting, Low County Dyno Day at Kirkistown, Belfast Mela and a Vintage Car Rally to name a few. In total for 2022 we attended over 11 very varied events. To complement the Mobile Unit, we engaged a Marketing Company - bill boards etc.

### **Comfort packs**

After a successful trial of the Comfort Packs for patients in the ward of the Belfast City Hospital, we have agreed to continue to provide these packs to the Ward Manager for distribution. We actively sought funding for these packs from medical/ pharmacy based charities throughout the UK, however were unsuccessful in the 2022 year in securing funding. It is the view of Trustees to broaden our search for funding for these packs and review the potential for the provision of the Comfort Packs to other hospital Upper GI wards in NI.

### **Well Being Meetings**

In 2022 we hosted two Well Being Meetings for all OGCancerNI patients, carers and medical professionals. These meetings were held in the Spring and Autumn. Unfortunately, the impact of Covid-19 protocols continued to impact the Spring meeting, meaning that we had to provide this Well Being Meeting via Zoom. This in turn impacted the numbers attending. However, we were extremely happy to be able to provide the Autumn Well Being Meeting in a face to face capacity. This was held in October 2022, with 75 registered to attend, we were very impressed that over 100 people attended the meeting. It was 'Standing Room Only'! It was great to see new faces attending as well as those patients and carers who would have attended our Well Being meetings before the Covid pandemic. There was open participation, conversations, chatting with old and new friends. It was an extremely successful Well Being Meeting and we look forward to hosting face to face Well Being meetings in 2023. We were also successful in the receipt of a grant from the John Moores Foundation, that assisted us in hosting our Well Being Meetings.

### **Information Stand**

Unfortunately, due to Covid-19 protocols in place we were unable to provide the Information Stand within Belfast City Hospital in 2022. Trustees agreed we needed to adapt our approach so we increased the number of newsletters circulated to those on the database. We remain hopeful that we can reinstate the Information Stand at the Belfast City Hospital in 2023.

### **Information Banner for the OG Clinic held in City Hospital**

Adapting to Covid-19 protocols has been a challenge. With restrictions preventing OGCancerNI from providing an Information Stand within Belfast City Hospital, it was agreed with medical professionals within the Hospital that we could provide a banner/sign that could be displayed outside of the site of the temporary OG clinic.

### **Delta Project and Cytosponge Implementation Northern Ireland**

Cytosponge is a new innovative diagnostic tool that played a key role in the roll out of the Delta Project throughout the UK. Unfortunately, due to the continued issues with the nonfunctioning Government of Northern Ireland, the implementation of the Delta Project in Northern Ireland was delayed. This caused frustration for OGCancerNI and we took steps throughout 2022 to host a meeting with interested parties, aimed at identifying the challenges to the roll out of the project in NI. We are pleased to report that steps were taken by the key players to ensure that the Delta Project began in late 2022, and the cytosponge trial was rolled out.

### **CHAT vouchers**

As part of services that support patients and carers of those affected by Oesophago-gastric cancers, Trustees made the decision to trial hot drinks vouchers for use within the Belfast City Hospital. The use of these vouchers provides a much needed break from the wards. It is the intention to include these vouchers within the Comfort Packs.

### **Risk Management**

In October 2022, Trustees agreed, following guidance from the Charity Commission for NI, a new Risk Management Policy and Risk Register for the charity. We intend to review this Risk Register on a quarterly basis or when an issue arises. OGCancerNI is also a member of NIVCA, using their wide range of practical services, products and support they provide.

### **Recruitment of new Trustees**

As previously mentioned, during 2022, the Board of Trustees unfortunately experienced the resignation of some long standing members. At the Annual General Meeting held in October 2022, Trustees reviewed the current positions/ skills of Trustees and agreed to carry out a skills matrix that coincided with active recruitment for new Trustees. We expect to report on our new Trustees in 2023.

### **Requirement for Administrative Assistance**

As mentioned in our 2021 Annual Monitoring Return, it was agreed in 2021 that the temporary administrative assistance that had been secured through a recruitment agency, be made a permanent position within OGCancerNI. On 1st March 2022, we engaged the OGCancerNI Charity Administrative Officer on a permanent, part time basis.

### **Impact of Covid-19**

Adhering to Covid-19 protocols required much adaptation to the support services we provide to patients and caregivers. Whilst we remain vigilant with social interacting events, we hope that the continued reduction in Covid-19 protocols will allow us to continue to attend/ host face to face events in 2023.

## **Risk Position of OGCancerNI**

### **Financial Position of OGCancerNI**

A review of the charity's financial position is carried out regularly throughout the period by all Trustees. The Hon Treasurer provides monthly updates to Committee members and Trustees at scheduled meetings. As of 31 December 2022, the OG Cancer NI bank account total was £ 93,391.49

### **Financial Management**

During September 2023, we were contacted by a Debt Collection Agency called Lagan Financial Solutions, regarding claimed outstanding invoices from Kennedy Recruitment Agency. We entered into a contract with Kennedy Recruitment in 2021 for the placement of a temporary part time member of staff. Disputing the outstanding invoices, we conducted internal investigations and confirmed payment on said invoices directly with the company that now owns the trading rights of Kennedy Recruitment - 'Kennedy Business Solutions Ltd'. It is our opinion that this issue arose due to the poor financial administration within their organisation. Whilst these activities have occurred in the 2023 year, we report on them here as the so-called liabilities referred to the 2022 year. We now consider this situation closed.

### **Summary of Financial Position**

Trustees are satisfied with the total of the OG Cancer NI bank account for the period ended 31 December 2022. We are content with the level of spend on operational costs and charitable objectives for the period.

### **Trustees' Signatures of Approval**

*Helen Setterfield*

**Helen Setterfield**

**Chair of the Board of Trustees, OG Cancer NI**

**Date: 18 October 2023**

## **Independent Examiner's Report to the Trustees of OGCancerNI**

I report on the accounts of the Trust for the year ended 31 December 2022, which are set out in Appendix 1.

### **Respective responsibilities of charity trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act;
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

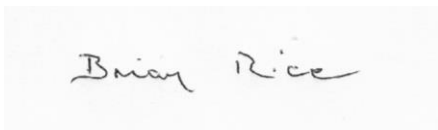
My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act;
2. That the accounts do not accord with those accounting records;
3. That the accounts do not comply with the accounting requirements of the Charities Act;
4. That there is further information needed for a proper understanding of the accounts to be reached.

### **Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.

### **Independent Examiners Signature of Approval**



**Brian Rice FCA**  
**Chartered Accountant**  
**20 Saintfield Road, Crossgar, Downpatrick, BT30 9HY**  
**Date: 18th October 2023**