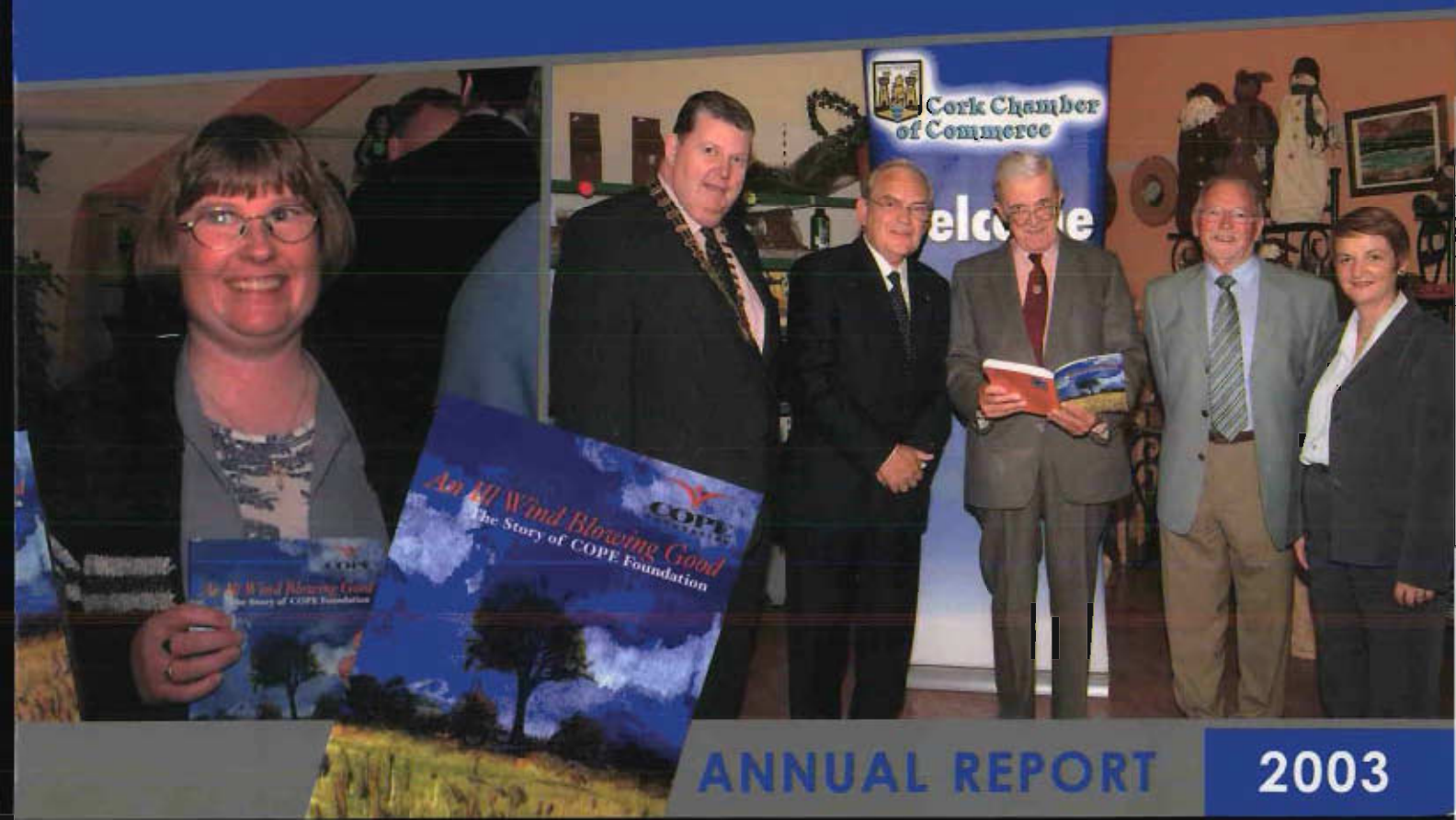




Fulfilling **the** Potential **of** Persons **with** Intellectual Disability



ANNUAL REPORT

2003

## Directors' Report & Statement of Accounts

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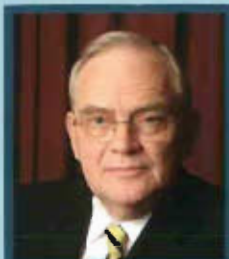
## DIRECTORY OF SERVICES

| NAME                                | LOCATION  | YEAR OPENED |
|-------------------------------------|---|-------------|
| Administration Offices              | Bonnington, Montenotte, Cork                      | 1970        |
| Fundraising                         | Bonnington, Montenotte, Cork                      | 1996        |
| Information Systems                 | Bonnington, Montenotte, Cork                      | 1996        |
| Bridgeway                           | Units 6, 7 & 8 Penrose Wharf, Cork                | 2002        |
| <b>DAY SERVICES</b>                 |   |             |
| Early Intervention/Pre-School       | Rainbow Lodge, Montenotte, Cork                   | 1995        |
| Tracton House                       | Bonnington, Montenotte, Cork                      | 1961        |
| Therapy Pool                        | Bonnington, Montenotte, Cork                      | 1995        |
| <b>CHILDREN'S RESPITE SERVICES</b>  |   |             |
| Ballyvolane                         | 61 & 62 Kinvara Park, Ballyvolane, Cork           | 2000        |
| <b>SPECIAL SCHOOLS</b>              |   |             |
| Scoil Bernadette                    | Bonnington, Montenotte, Cork                      | 1958        |
| Scoil Eanna                         | Bonnington, Montenotte, Cork                      | 1959        |
| St Paul's                           | Bonnington, Montenotte, Cork                      | 1965        |
| St Killian's                        | Evergreen Street, Cork                            | 1969        |
| <b>ADULT DAY SERVICES (City)</b>    |   |             |
| QDS (HELP Industries)               | Vicars Road, Cork                                 | 1970        |
| Vocational Training Centre          | Bonnington, Montenotte, Cork                      | 1977        |
| Hollyhill                           | Hollyhill, Cork                                   | 1979        |
| John Bermingham Centre              | Sandymount Drive, Glasheen                        | 1987        |
| John Bermingham Centre (New Centre) | Sandymount Drive, Glasheen                        | 2001        |
| Doras                               | Penrose Wharf, Cork                               | 2002        |
| <b>ADULT DAY SERVICES (County)</b>  |   |             |
| Mallow                              | Quartertown Industrial Estate,<br>Mallow, Co Cork | 1989        |
| Midleton                            | Broomfield, Midleton, Co. Cork                    | 1990        |
| Clonakilty                          | Clogheen, Clonakilty, Co. Cork                    | 1995        |
| Fermoy                              | Duntahane Road, Fermoy, Co. Cork                  | 1999        |

| RESIDENTIAL SERVICES (City) |                                     |      |
|-----------------------------|-------------------------------------|------|
| Togher                      | Maple Place, Togher, Cork           | 1971 |
| Ashville                    | Bonnington, Montenotte, Cork        | 1973 |
| Togher                      | Westside Estate, Togher, Cork       | 1973 |
| Parkview                    | Bonnington, Montenotte, Cork        | 1973 |
| Silverheights Drive         | Silversprings, Tivoli, Cork         | 1976 |
| Hollyhill                   | Hollyhill, Cork                     | 1979 |
| Togher                      | Vicars Road, Togher, Cork           | 1981 |
| Deerpark                    | Mayfield, Cork                      | 1986 |
| John Bermingham Centre      | Sandymount Drive, Glasheen, Cork    | 1987 |
| Mayfield                    | Lotamore, Mayfield, Cork            | 1988 |
| Hartland's Avenue           | The Lough, Cork                     | 1995 |
| Riverview                   | Bonnington, Montenotte, Cork        | 1997 |
| Ennismore Lodge             | Middle Glanmire Road, Cork          | 1999 |
| Glasheen                    | 28 Riverview Estate, Glasheen, Cork | 2000 |
| Springfort                  | Montenotte, Cork                    | 2002 |

| RESIDENTIAL SERVICES (County) |  |      |
|-------------------------------|--|------|
| Skibbereen                    | Mill Road, Skibbereen, Co. Cork                  | 1982 |
| Clonakilty                    | Scartagh, Clonakilty, Co Cork                    | 1985 |
| Bandon                        | 4 Deerpark Estate, Castle Road, Bandon, Co. Cork | 1988 |
| Blarney                       | 57/58/59, Tower, Blarney, Co Cork                | 1988 |
| Ballincollig                  | Manor Hill, Ballincollig, Co Cork                | 1990 |
| Brooklodge                    | Glanmire, Co Cork                                | 1987 |
| Mitchelstown                  | Ballinwillin, Mitchelstown, Co. Cork             | 1990 |
| Midleton                      | Broomfield West, Midleton, Co. Cork              | 1991 |
| Macroom                       | Dan Corkery Place, Macroom, Co. Cork             | 1992 |
| Mallow                        | Bellevue, Mallow, Co. Cork                       | 1992 |
| Kanturk                       | Freemount Road, Kanturk, Co. Cork                | 1994 |
| Clonakilty                    | Clogheen, Clonakilty, Co. Cork                   | 1995 |
| Skibbereen                    | Townshend Street, Skibbereen, Co. Cork           | 1998 |
| Fermoy                        | Dun Aoibhinn, Duntahane Road, Fermoy, Co. Cork   | 1999 |
| Mallow                        | Glen Lodge, Fair Street, Mallow, Co. Cork        | 2001 |





CHAIRPERSON  
William H Sullivan



VICE-CHAIRPERSON  
Jerry Buttimer



Brian Bermingham



Michael Collins-Powell



Jerry Corkery



William Cuddy



Catherine Field



Hilary Grimes



Stuart Musgrave



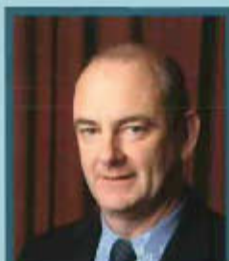
Derek Nolan



Fionnuala O'Donovan



Frank O'Flynn



Denis O'Mahony



James Walsh

REGISTERED OFFICES

Bonnington, Montenotte, Cork t: 021.4507131 f: 021.4507580  
e: hoadmin@cope-foundation.ie w: www.cope-foundation.ie

HONORARY MEMBERS  
OF THE FOUNDATION

Angela Beechinor  
Brian Bermingham  
Denis Bohane  
Ted Bradley  
Philip Burkley  
Jerry Buttimer  
Jerry Buttimer (Jnr.)  
John Cashman  
Michael Collins-Powell  
Jerry Corkery  
Michael Cotter  
William Cuddy  
Anne Daly  
Helen Dennehy  
Peter Dineen  
Catherine Field  
Noreen Fitzgerald  
Gearoid Gilley  
Patricia Gilley  
Hilary Grimes  
Liam Howe  
Rosaleen Hyland  
Sean Jennings  
Ann Keating  
William Kelly  
Canon Liam Leader PP  
Donal Lehane  
Edmond T MacSweeney  
Noel McCarthy  
Patrick Mullins  
Kay Murphy  
Maura Murphy  
William Murphy  
Stuart Musgrave  
Derek Nolan  
Patrick O'Callaghan  
Frances O'Donovan  
Fionnuala O'Donovan  
Frank O'Flynn  
Johnny O'Flynn  
Peter O'Flynn  
Denis O'Mahony  
John O'Mahony  
Mary O'Mahony  
Tom Potts  
Philomena Powell  
Seamus Scally  
William H Sullivan  
Elizabeth Walsh  
James Walsh

HONORARY LIFE  
ASSOCIATE MEMBERSHIP

Aylmer Barrett  
Richard McIntyre  
Thomas Monaghan  
Bernard O'Shaughnessy  
Maureen O'Sullivan

## CLIENT SERVICES/ DEVELOPMENT COMMITTEE

Michael Collins-Powell  
*Chairperson*

Catherine Field  
*Vice-Chairperson*

Angela Beechinor  
Anne Daly  
Hilary Grimes  
Liam Howe  
Don McAleese  
Noel McCarthy  
Kay Murphy  
Frances O'Donovan  
Bernard O'Shaughnessy  
Elizabeth Walsh  
Mary Desmond

## FINANCE & MANAGEMENT SERVICES COMMITTEE

William Cuddy  
*Chairperson*

Denis O'Mahony  
*Vice-Chairperson*

Peter Dineen  
Liam Kelly  
Edmond T MacSweeney  
William Murphy  
Pat O'Callaghan  
Peter O'Flynn

## FUNDRAISING COMMITTEE

Stuart Musgrave  
*Chairperson*

Tom Potts  
*Vice-Chairperson*

Denis Bohane  
Philip Burkley  
Jerry Buttimer  
Jerry Buttimer (Jnr)  
Noreen Fitzgerald  
Sean Jennings  
Ann Keating  
Pat Mullins  
Johnny O'Flynn

## HUMAN RESOURCES COMMITTEE

James Walsh  
*Chairperson*

Brian Bermingham  
*Vice-Chairperson*

William H Sullivan  
Donal Lehane  
Sean Abbott  
Mary Desmond

## PROPERTY RESOURCES COMMITTEE

Frank O'Flynn  
*Chairperson*

William H Sullivan  
Jerry Buttimer  
Edmond T MacSweeney  
Denis O'Mahony  
Michael Conway  
Sean Abbott

## RESEARCH COMMITTEE

Derek Nolan  
*Chairperson*

Brian Bermingham  
*Vice-Chairperson*

Ted Bradley  
Rosaleen Hyland  
Dr Robert A McCarthy  
Sean Abbott

## NURSE EDUCATION COMMITTEE

Fionnuala O'Donovan  
*Chairperson*

Jerry Buttimer  
*Vice-Chairperson*

Dr Robert A McCarthy  
Sean Abbott  
Mary Desmond  
Anne Mannix  
Hanora O'Sullivan  
Sr Mary John  
Two Student Representatives

## PENSION COMMITTEE

Frank O'Flynn  
*Chairperson*

William H Sullivan  
Jerry Buttimer  
Jerry Corkery  
Edmond T MacSweeney

## PENSION TRUSTEES COMMITTEE

Frank O'Flynn  
*Chairperson*

Edmond T MacSweeney  
Jerry Buttimer  
Jerry Corkery

## AUDIT COMMITTEE

William H Sullivan  
*Chairperson*

Jerry Corkery  
Maura Nash

## AUDITORS

ERNST & YOUNG  
STAPLETON HOUSE  
89 SOUTH MALL  
CORK



# Schools Boards of Management

## Scoil Eanna

Brian Bermingham  
*Chairperson*

Veronica Vaughan  
Marie O'Donoghue  
Marica Daly  
Finbarr McCarthy  
Noel McCarthy  
Hilary Grimes  
Ann O'Mahoney

## Scoil Bernadette

Jerry Corkery  
*Chairperson*

Don McAleese  
Kevin Byrne  
Maria Cunningham  
Billy O'Shea  
Canon Liam Leader  
Bernard O'Shaughnessy  
Ann O'Mahoney

## St. Paul's School

Jerry Buttimer  
*Chairperson*

Sr. Mary-John  
Margaret Meade  
Ann Keating  
Pioras O'Broin  
Derek Nolan  
Ted Kenneally  
Ann O'Mahoney

## St. Killian's School

William Cuddy  
*Chairperson*

Maureen Peters  
Martin Shiel  
Elizabeth Murphy  
Kevin Daems  
Patricia Gilley  
Denis O'Mahony  
Ann O'Mahoney

**Honorary Medical Consultant**  
Dr Robert A McCarthy

**Honorary Consultant Physician**  
Dr Michael Hyland  
(Gerontologist)

**Visiting Consultants**  
Dr Mary Hogan-Murphy  
(Consultant Psychiatrist)

Dr David Coughlan  
(Consultant Paediatrician)

**General Medical Officer Services**  
Dr Edmond Donovan

**Visiting Physician**  
Dr Pat Brett

**Pharmacist**  
Dr Mary Gantly

**Chaplain**  
Fr Michael Kidney





# Early *Intervention*

for children with special needs

*0-6 years*





Individual assessment forms the basis for planning a service which is suited to the needs of the individual child.

# Early Intervention Service:

- Caters for children with special needs from 0 - 6 years.
- Offers a comprehensive service to the child and family
- Ensures all aspects of the child's need are met by a professional team.

## 1 Home Programmes

The Community Nurse works with the child and family in the home on development.

## 2 Early Learning Groups

Children and parents have the opportunity to work together with team members on early skills.

## 3 Special pre-school

Focus is on development of cognitive, language, social, motor and self-care skills

Support is given to teachers who have children with special needs attending their local play school.

## Therapy Sessions 4

Children who need regular therapy can attend for individual and/or group sessions.

Occupational Therapy

Physiotherapy

Speech and Language Therapy

## Parent Support 5

Social worker/Community Nurse will be in contact with all parents/guardians of children to offer support on any issues of concern.

## Toy Library 6

Parents and children may borrow suitable toys which aim to promote specific skills development.

## Therapy Swimming Pool 7

### Team Members

- Community Nurse
- Physiotherapist
- Pre-school Nurse Teacher
- Psychologist
- Leisure & Recreation Staff
- Social Workers
- Dietitian
- Occupational Therapist
- Speech & Language Therapist



# Elements of *Early Intervention*



*How does a child with special  
needs avail of this service ?*



Contact:

**COPE FOUNDATION**

Bonnington, Montenotte, Cork.

Telephone: (021) 4507131

Fax: (021) 4507580

Email: [hoadmin@cope-foundation.ie](mailto:hoadmin@cope-foundation.ie)

Website: [www.cope-foundation.ie](http://www.cope-foundation.ie)

# Chairman's Statement *William H Sullivan*

As an innovation to the Annual Report format into the future, the 2003 Report includes a Statement from our Chief Executive, Maura Nash. That Statement will deal with the initiatives, challenges and opportunities taken up by the Executive during the year, leaving it to me to report on events from the perspective of the Board.

Formation of policy is the primary responsibility of the Board of COPE Foundation. The workings and proposals emanating from the various Committees, which have been re-organised in recent years to sharpen focus, are crucial to that task. So too are the representations of the Executive through Chief Executive, Maura Nash, as well as taking into account the considered opinions of individual Board members based on their business, professional and, indeed, direct experience of intellectual disability. Through this process we have developed strategic plans to deliver quality person-centred services.

At the end of the day, policy implementation or any measure of the success of COPE Foundation is assessed against our "Vision, Mission and Goals" re-stated elsewhere in the Report.

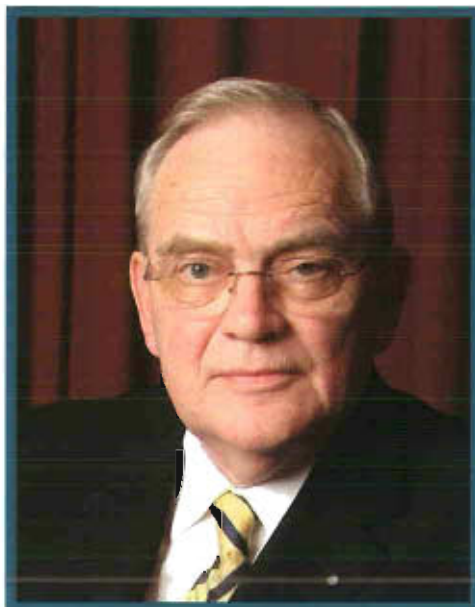
However, thoughtful policy formation and innovative planning to service our clients changing or unmet needs requires adequate funding. For 2003, Government made it clear that "existing levels of service" only could expect funding; indeed, in the early part of the year even these levels were effectively underfunded.

We continued nonetheless to plan for change within the framework of a rolling strategic plan. We were encouraged to do so by our ability to borrow and service debt which could reach €16 million cumulatively over coming years.

Simultaneously we continued to make representations to Government, which were well and truly grounded in the realities of meeting client needs. As the year advanced I am pleased to report some increases in Capital and Revenue funding were granted in response by Government. These monies, taken together with a con-

tinued successful drive to achieve value for money in every area of expenditure, have given us the courage to maintain our commitment to respond actively to client unmet or changing needs. Given the client profile, with an ageing and increasingly large number of severe and profoundly handicapped clients, there is no other choice.

In anticipation of continuing financial pressure on funding levels, we also initiated an independent audit of COPE Foundation service levels. That audit is currently in progress and is expected to provide a credible platform for our ongoing representations to Government.



*William H Sullivan*

It is, however, in the day to day response to serving our clients that COPE Foundation should take greatest pride. Our Mission to "Fulfilling the Potential of Persons with Intellectual Disability" is manifestly being realised at every location which I have visited over the years of my Chairmanship. In 2003 alone, I participated in at least three exhibitions of the artistic endeavours of clients where I was impressed, not alone by the work of our clients, but by the commitment from every member of staff

involved. For the same reasons I am delighted also to congratulate those clients and staff members who participated so joyfully and successfully in the 2003 Special Olympic Games in Dublin.

I could repeat these sentiments in respect of administration and services, nursing and carers at every level, research and specialist staff working within the Foundation. On my own behalf and on behalf of the Board, I extend to every member of staff our sincere gratitude and appreciation.

In particular, I wish to thank Maura Nash and her Senior Management Team for their professionalism and indeed courage in meeting the challenges of 2003 so successfully.

It is my task to ensure implementation of Board policy and report back to the Board on progress in that regard. I am very grateful for the strong support which I have received throughout my term from every single Board



Member and not least the Vice-Chairman, Jerry Buttimer.

During 2003, we launched the story of COPE Foundation in a book entitled "An Ill Wind Blowing Good" written by Professor John P Teegan. The publication subsequently inspired the producers of RTE's 'Leargas' programme to make what I believe to be an excellent 30 minute documentary on COPE Foundation. I congratulate all the clients and their family members for their sincere and excellent participation in the programme. In particular, I thank Derek Nolan whose pet project over many years has been to secure the publication of our story and of course the author, Professor Teegan for the excellence of his scholarship.

The Board established an Honorary Life Associate Membership of the Foundation during 2003. The purpose of doing so was to recognise exceptional service to the Foundation over many years. The recipients to date are Aylmer Barrett, Richard McIntyre, Thomas Monaghan, Bernard O'Shaughnessy and Maureen O'Sullivan.

We thank and congratulate each and every one of these Honorary Life Associate Members.

We also welcomed new Members to the Foundation. We look forward to working with Ann Keating, Noel McCarthy, Patrick Mullins and Johnny O'Flynn.

Whilst our dealings with the various Departments of State, principally the Department of Health and Children and the Department of Education and Science, are, to say the least, tense from time to time, we do recognise the essential goodwill toward COPE Foundation which underlies the relationships. The impasse between ourselves and the Department of Education and

Science regarding St Killians School continues to be a major source of worry and irritation.

The prospective "demise" of the Southern Health Board in the course of 2004 will obviously change the nature of our dealings with the Department of Health and Children. In the meantime, I wish to acknowledge the help and support we received from the Chief Executive Sean Hurley, and his appointed staff, in all our dealings with them over the years. Similarly, I acknowledge the sympathetic and helpful response whenever COPE Foundation has had cause to call upon Cork City Council and Cork County Council.

The continuing work and support of the Towns Committees, COPE Golf Alliance and members of the community generally is crucial to successful fundraising which gives us a level of independence and the capacity to service debt. Thank you all for your generosity in 2003, and I look forward to an even greater response in 2004.

2004 will see the commencement of some cherished projects such as the new hostel complex at Springfort and the ongoing renovation of the individual homes at Hollyhill. We also hope to start on a renovation of the hostel at Scartagh, Clonakilty. This year too will see the completion of the additional accommodation for the elderly at Beech-Hill, Montenotte. The refurbishment/re-building of the Day Centre at Hollyhill is on point of completion.

In all, the exciting work goes on and I am proud to be part of the team.

William H Sullivan

Chairman



## Chief Executive's Statement

*Maura Nash*

2003 has been a busy and challenging year with many positive developments, some of which I will highlight in my Statement.

### NEW AND ONGOING DEVELOPMENTS

COPE Foundation is continuing to expand and upgrade the environmental quality of its 60 centres through its five-year Capital Development Plan. In order to ensure up to date quality standards an extensive programme of upgrading some of our major centres is taking place:

- Upgrading of QDS (HELP Industries)
- Completion of a new Central Kitchen and Canteen
- Commencement of a new Service for the aging person with an Intellectual Disability - due for completion in July 2004
- Upgrading of Hollyhill Day Service
- Commencement of upgrading of six hostels at Hollyhill - first house completed
- Completion of a new Store at Clogheen Day Service Clonakilty

#### Other initiatives throughout the year:

- commenced the piloting of a Balanced Scorecard approach to performance management throughout the Foundation
  - this strategy incorporates goal setting, measurement and evaluation of results against particular standards set

- the re-organisation of committees, by introducing new voluntary members with various expertise onto the committees
- commissioned an external review of services by an independent Consultant
- introduced various new "value for money" initiatives which are being successfully implemented especially in the area of waste disposal, energy, purchasing and catering management.
- continued investment to enhance information systems and records management in all aspects of the Foundation's business to ensure better management performance

### CLIENTS

COPE Foundation further expanded the Person-Centred approach to service delivery ensuring our clients remain the central focus of our work. This approach also facilitates positive partnerships with the families of our clients by ensuring better opportunity for discussion and input.

#### The focus of other activities during the year were:

- continued expansion of client Self Advocate groups throughout the service
- an active programme of research into many topical areas relating to services and quality standards
- a complaints procedure for clients and their families



- a summer camp for children who attended St Paul's Special Classes in 2003 which was organised in conjunction with Embrace (Association of Severely and Profoundly Handicapped)
- involvement in the Special Olympic Games in Ireland which remains one of the most memorable events of the year

## STAFF

In recognising that staff are our greatest asset, COPE Foundation continued to introduce and develop new staff initiatives:

- promotion and provision of Health Awareness programmes for staff
- development of an Employee Assistance Programme (EAP), a confidential expert Advice and Counselling 24 hour service, to support staff and their families
- the establishment of "COPENET", an internal online information network to enhance internal communication for staff
- the continuation of in-house European Computer Driving Licence (ECDL) thus increasing the expertise and use of computers by staff
- the continuance of investment in management and staff training courses

COPE Foundation continues to face many challenges in the future. However, we look to the future with a positive attitude, a willingness to meet these challenges while we strive to provide and develop the best models of service and care for our clients.

Finally, I would like to thank the Chairman, Board of Directors and Committee Members for their support and guidance during the year. I would also like to thank the clients who attend our services, their families for their ongoing support, and my work colleagues and volunteers for their hard work and commitment.

Maura Nash

Chief Executive

## Vision

"To enrich the community through the realisation of the full potential of all persons".

## Mission

"Fulfilling the potential of persons with intellectual disability".

## Goals

- To strive to provide and develop the best models of service and care for persons with intellectual disability.
- To lead and manage the business of COPE Foundation in the most effective and efficient manner in order to maximise the use of resources for the benefit of persons with intellectual disability and their families
- To influence policy and best practice and to advocate for persons with intellectual disability and for their families.

# Client Services Division

Sean Abbott

The following departments make up the Client Services Division:

- Nursing
- Occupational Therapy
- Physiotherapy
- Leisure, Recreation and Physical Activity
- Speech & Language Therapy
- Catering
- Dietician
- Transport
- Occupational Centres & GP Services

Last year was one in which considerable change took place in Client Services. This included welcoming new staff from overseas, who bring an international perspective to many of our departments. We now have nurses and therapists from the Philippines, Canada, Nigeria, India, Australia and England to whom we extend a "Cead Mile Failte". A number of overseas nurses are now with us for three years and all are an integral part of the team throughout the city and county.

## John Bermingham Centre, Glasheen

Bernie O'Sullivan

2003 was a busy year in the John Bermingham Centre:

- Special Olympics
- Leisure Activity Programmes
- Project Ability - Art Exhibitions
- Project Ambition - Community Integration
- Computer Literacy and Numeracy Classes
- Road Safety Programme
- "Stars in Your Eyes" culminating in the launch of "I have a Dream" CD

Finally, the Pantomime "Red Riding Hood and her brother Robin Hood" rounded off the year in fine style.

The John Bermingham Centre is the focus for many of the social activities provided for clients in COPE Foundation and provides a wonderful location for intellectual disability groups. Many groups, eager to see the range of facilities available and the development of the environment, visited the Centre. The French Navy was an unusual and welcome visitor on Bastille Day Celebrations on 14 July 2003.

For the first time clients from the New Centre took part in the Indoor Special Olympic Munster Games and had a wonderful experience. It is hoped to repeat this again in 2004.

## Hollyhill Day Centre

Ita Forde

In March 2003 the clients and staff "moved house" to the nearby Gym on a temporary basis while building work commenced to expand the facilities and refurbish the entire building. A number of clients took part in the Munster Special Olympics in June, and were happy prize-winners. However there was also great excitement in travelling to the World Special Olympics in Dublin as spectators.

Drama and music were brought together in July when a group of clients took part in the "Red Letter Day" festival and performed outside Cork Opera House. Groups of clients also took part in the Christmas pantomime in the John Bermingham Centre in December.

Arts and Crafts play a large part in the programmes in Hollyhill, with each client being encouraged to produce either self-directed or group pieces. The Country Market in

Ballincollig is a great success pre-Christmas with items for sale to the public, produced by clients in Hollyhill. It also provides an opportunity for clients to purchase their own presents from other market-sellers. As part of the ongoing programme of developing artistic abilities, Newbury House Community Art Centre in Mayfield facilitated a series of workshops in September for two groups of clients. All who took part had a great deal of exploration and fun. In addition, sixteen clients took part in the "Project Ability" exhibition in the City Hall in October producing a textured "Four Seasons" book as a group and other self-directed pieces. Clients and staff benefited from networking with other art groups from within COPE Foundation to produce their own, unique works of art.

Communication and literacy programmes were held in small groups during the year and this led to the production of a "Communication Book" for a group of clients. The clients were all proud of their achievement and a presentation day took place in Hollyhill at the completion of the programme.

## Residential Accommodation

Avril Keating

COPE Foundation has continued to demonstrate a commitment to improving standards in residential accommodation and in 2003 commenced extensive refurbishments in Hollyhill to one house and also completed a bungalow with accommodation for ten people. The facilities in this building include spacious living areas, hoists in all bedrooms and a central courtyard.



The Hollyhill complex is a community based development with seven day residential accommodation provided in four houses and two bungalows. A number of residents attend the Day Centre and avail of facilities in the nearby Gym. In addition, there are two outlying hostels in Lotamore (Glanmire) and Riverview (Blarney), which also provide residential accommodation for clients attending Hollyhill.

During this time of significant change, residents enjoyed various activities both on and off-site. The "people carrier" continued to enable small groups to enjoy various fun trips, including Fota, beaches, farms and bowling with the clients enjoying picnics, barbeques and eating in various local restaurants.

On site activities include cooking, art, music, discos, massage, dance, drama and sensory sessions.

Throughout the year members of the Sunnyoak Dance Ensemble and Sunnyoak Percussion Band - which is comprised of both clients and staff - performed in various venues, including the Firkin Crane Institute Shandon, the School of Music, Macroom Centre for the elderly, the John Birmingham Centre Pantomime and many wonderful performances in Hollyhill. The clients and staff enjoy preparing for these events and many thanks go to the team effort of clients, staff and family members.

## MIDLETON

*Cathy Deely*

The fifty-two people who attend the Midleton Centre by day all took part in a performance of "The Sound of Music" at Christmas, following months of preparation of costumes, sets and rehearsing. The annual musical is a popular feature in Midleton and staff and clients appreciate the extra help from nearby schools, colleges, families and student nurses.

Prominent Cork Senior Hurler, Joe Deane from Killeagh attended a function at the ESB Offices, Wilton, when staff and retired staff from the ESB presented a new van to the staff and clients of Midleton Centre. Earlier in the year, a group from Midleton were also hosted by the ESB in Dublin on the closing day of the Special Olympics when "Westlife" attended.

In September, Christine Murphy a client in Midleton was nominated as part of the "Spar Local Hero Campaign". She regularly visits her neighbours in the evenings, one of whom has multiple sclerosis, and helps the family. Christine was delighted with her nomination.

## FERMOY HOSTEL

*"Dun Aoibhinn", Duntahane Road, Fermoy*

*Mary Fogarty*

Fermoy Occupational Centre caters for twenty-eight persons; eighteen of whom travel daily from the family home, while ten others join from the adjoining hostel. The centre provides a range of occupational developmental activities including computers, personal development and contract work. The adjacent hostel provides full time accommodation for 10 persons with mild and moderate degrees of intellectual disability. A respite place is also provided to give relief to families who care for a son or daughter, at home, on a continuing basis.

The clients in Fermoy take part in many community-based activities, including literacy classes in the local VEC at Colaiste An Chraoibhinn. In April, a variety show was held in conjunction with the schools programme called "Star in your eyes".

Staff and clients also organise a "Strawberry Fayre" every year in the hostel, which is very popular with neighbours, friends and family.

Fitness was important during 2003 with many clients and staff taking part in the "Mini-Marathon" in Cork in October, Special Olympics training in bowling and swimming in the local pool. The San Marino Special Olympians joined the staff and clients in Fermoy for a special disco during their stay in Fermoy and the clients supported them during the torch run through the town.

Clients also took part in the "Project Ability" art networking project and completed a wall hanging, which was on display in Cork City Hall.

## RAINBOW LODGE

*Deirdre Burns*

Rainbow Lodge Pre-school has evolved over the past 8 years to reflect the changing needs and demands placed on the service. The service is for children aged from 3 -6 years and offers families' ongoing support and information in relation to how best they can encourage and maximise their own child's development. Rainbow Lodge is part of COPE Foundation's Early Intervention Service and in 2003 twenty-five children with varying degrees of intellectual disability availed of programmes

Our main aims are to promote the optimal development of abilities and skills which occur normally during the first few years of life, while providing support and information to families on how best they can encourage and maximise their own child's development.

Individualised programmes are designed with parents and pre-school staff to target each child's individual needs, both in the classroom and within the child's own home. A co-ordinated trans-disciplinary team ensures a holistic approach to the child's development, working on areas such as, general health issues, gross motor, fine motor, communica-



tion skills, social and self-care skills. During 2003 a number of staff were trained in LÁMH (an augmentative communication system) which is a great asset for children, their families and staff. Parent training and group meetings ran throughout the year aimed at offering practical support and advice. Two family parties were held, welcoming siblings and grandparents. Community pre-school links have continued throughout 2003.

We all look forward to continued changes in COPE Foundation's Early Intervention service in order to bring about the best 'individualised, structured, family centred programme' we can offer for each child through the medium of 'fun' as 'early' as we can.

## RESIDENTIAL ASHVILLE

Kay O'Mahoney

Ashville is a residential unit with 32 full-time residential beds, 5 regular

respite beds and 2 crisis/emergency beds for clients with severe, profound and multiple handicaps. Facilities available to clients in Ashville include the use of a soft playroom, multi-sensory room, suitably adapted day rooms and bedrooms. Programmes for clients in Ashville are adapted to meet the individual needs of each client. The programmes are grouped under the following categories:

- Personal / Social
- Physical
- Perceptual
- Intellectual

Other supports are available to clients from the COPE Foundation trans-disciplinary team which consists of: Physiotherapists, Occupational Therapists, Dietician, Social Workers, Psychologists, Leisure, Recreation & Physical Activities staff and Speech & Language Therapist.

## PARKVIEW

Helen Queen

Parkview is a residential centre catering for 34 persons with moderate/severe intellectual disability, many of whom present with challenging behaviour. There are 34 beds in Parkview, which were fully occupied throughout the year. In order to meet the needs of each client programmes are highly individualised and underpinned by the following aims:

- Improving the quality of life of each client
- Embracing the concept of life long learning

To celebrate the "European Year of Intellectual Disability 2003" everyone in Parkview dressed in the National Costume of one of the member states for a day, and sports from Europe were the theme of activities. In December the staff in Parkview



challenged the Ennismore Lodge staff to a "fancy dress" football match and raised funds for Parkview.

Swimming and recreational activities and outings are a particular focus for the clients as they now have access to a "people carrier" which has

enabled groups of clients, accompanied by staff, to access more facilities in the wider community. During the year, a literacy class commenced.

## RESPITE CARE 2003

### Respite Care Periods - 2003

| NUMBER OF RESPITE PERIODS IN | RESPITE    | CRISIS/<br>EMERGENCY | TOTAL      |
|------------------------------|------------|----------------------|------------|
| Ashville                     | 87         | 3                    | 90         |
| Kinvara                      | 130        | 4                    | 134        |
| Parkview                     | 13         | 0                    | 13         |
| Springfort                   | 154        | 7                    | 161        |
| Glasheen/Vicars Road         | 101        | 1                    | 102        |
| Hollyhill                    | 47         | 2                    | 49         |
| Clonakilty                   | 3          | 0                    | 3          |
| Midleton                     | 1          | 0                    | 1          |
| Riverview                    | 0          | 0                    | 0          |
| Mallow                       | 142        | 1                    | 143        |
| Fermoy                       | 64         | 2                    | 66         |
| Skibbereen                   | 5          | 0                    | 5          |
| <b>TOTAL</b>                 | <b>747</b> | <b>20</b>            | <b>767</b> |

### Respite Care Nights - 2003

| NUMBER OF RESPITE NIGHTS IN | RESPITE     | CRISIS/<br>EMERGENCY | TOTAL       |
|-----------------------------|-------------|----------------------|-------------|
| Ashville                    | 722         | 3                    | 725         |
| Kinvara                     | 1106        | 10                   | 1116        |
| Parkview                    | 162         | 0                    | 162         |
| Springfort                  | 677         | 23                   | 700         |
| Glasheen/Vicars Road        | 414         | 3                    | 417         |
| Glasheen Hostel             | 316         | 0                    | 316         |
| Hollyhill Number            | 250         | 51                   | 301         |
| Clonakilty                  | 10          | 0                    | 10          |
| Midleton                    | 4           | 0                    | 4           |
| Riverview                   | 0           | 0                    | 0           |
| Mallow                      | 703         | 3                    | 706         |
| Fermoy                      | 205         | 6                    | 211         |
| Skibbereen                  | 20          | 0                    | 20          |
| <b>TOTAL</b>                | <b>5398</b> | <b>128</b>           | <b>5526</b> |

Number of crisis  
intervention

NIGHTS

99

PERIODS

20

## RIVERVIEW

Christine Lynch

Riverview provides residential accommodation for twenty clients. Activities in Riverview are based on the individual needs of residents, who are ageing. The emphasis of care in Riverview is based around skill maintenance and each individual is afforded respect, value and belonging through Reminiscence Therapy, Validation Therapy, SONAS and Relaxation. Individuals are also encouraged to express themselves through art, crafts, music, speech and song.

Pastoral care is provided by Sr Thaddeus whose twice-weekly visits are looked forward to with great enthusiasm by both the residents and staff.

The increased use of the 'people carrier' has allowed the residents greater involvement in the community by attending mass in the local church, attending shows in the Opera House, dining out, shopping and going to the cinema.

One of the greatest achievements for Riverview this year was that the talents of Derry O'Connor were recognised with the inclusion of his recording of 'The Reason' on the COPE Foundation CD 'I Have a Dream'.

Highlights of the year included the Celebration of Christmas with our very own production of 'The Birth of Christ,' that involved all the residents. A milestone was reached by two residents who celebrated their 70th birthdays. Riverview prides itself on the homely, relaxed atmosphere it provides thus enabling the residents to enjoy a comfortable environment to spend their twilight years.



## COMMUNITY HOSTELS

COPE Foundation has 55 community residences. All clients residing in community hostels enjoy a varied programme of activities in very pleasant surroundings. Much of this has been made possible by the involvement of the local community who have been, and continue to be, supportive.

### "MIRIAM O' CALLAGHAN"

*By Norita Hedigan*

On the 19th of November myself and two girls cleaned our house before we went to the train station to meet Miriam O'Callaghan. When Miriam came to our house, Cathriona Daly gave her a tour of the house. Myself and one of the staff members Mary Kearney made tea and teacakes. Cathriona set up the videos and we watched the video of our play and of Nationwide. Afterwards there was a photograph taken.

The following morning we went to the launch of a video in the Hibernian Hotel. We got up at 7.10a.m. We were taken by taxi to the hotel. We got tickets for this event and had a full Irish breakfast before watching the video. The Mayor of Mallow, Councillors and local business people were there. Miriam spoke before the video about her life and answered questions. Then everyone watched the video which they seemed to enjoy. Unfortunately then it was time for us to say goodbye to Miriam as she had to be on the train to Dublin at 9.30 a.m. I enjoyed the experience of meeting Miriam and hope she will visit our house in the future.

## KANTURK HOSTEL

Nine adults are in residence in Kanturk Hostel and during the year, both residents and staff welcomed the installation of multi-sensory equipment in the hostel which is now part of the programmes for clients. Other initiatives included the installation of a computer for client use with specially adapted programmes and games.

A twice-weekly literacy programme sees small groups of clients attend classes to improve basic literacy skills and develop computer skills. An occupational therapist visits twice a



month to develop activation programmes for clients in daily living skills - baking is an especially popular one!

Community activities included travelling to the Green Glen Arena in Millstreet to see "Disney on Ice" during April - the seats were right in the centre of the action and everyone was able to see their favourite characters up close. On the last Friday of every month Mass is celebrated in the hostel and the Annual Christmas Mass is a popular feature with families, friends and neighbours all joining in the celebration and the refreshments afterwards.

## WEST CORK

*Mary O'Grady*

Residential and Day Services in West Cork are located in Clonakilty, Bandon, Skibbereen and Macroom. The services include both five and seven-day full-time residential accommodation for people with varying abilities and needs.

West Cork residential services facilitate planned and emergency respite for families attending COPE Foundation services. Clients are encouraged to become involved in local activities, such as art groups, leisure groups and sporting groups. In this way contact with local schools and local community groups are developed and new relationships and friendships forged.

## KINVARA PARK - RESPITE HOSTEL

The hostel provides respite accommodation for young clients using COPE Foundation's services. The focus of the hostel is to provide a warm, relaxed and home-like environment, which gives respite opportunity to clients and their families within the community. The respite service aims to provide care and continuation of individual client's activities whilst in Kinvara. The activities focus on a holistic approach, which incorporates the use of the senses to help improve the quality of the individual client's lifestyle.



## PHYSIOTHERAPY

David Worrall

2003 has been an interesting and challenging time in the Physiotherapy Department. The staff continued to provide comprehensive Physiotherapy programmes to clients in adult services based in the city as well as further developing our established services in St Paul's school and Rainbow Lodge. The staff continued with hydrotherapy sessions in the Therapy Pool in Montenotte and developmental groups with the Early Intervention Service.

The Physiotherapy Department extended links with educational facilities and we have been taking physiotherapy students from UCD throughout 2003. This has been successful from both perspectives and we hope to extend our involvement with the undergraduate programme in the future. We continued with the nursing student placements to enhance understanding of our role within the organisation.

## OCCUPATIONAL THERAPY DEPARTMENT

Mary Sharkey

The Occupational Therapy Department has continued to develop in 2003. Occupational Therapy continued to support clients of all ages and levels of ability. The diverse backgrounds and experiences of our therapists has not only enhanced our service provision, but also widened our skill and knowledge base. 2003 saw the return of regular Occupational Therapy services in West Cork and expansion of a similar service to North Cork. We continue to offer services to both residential and school areas, and provide support for teachers, parents, nursing and care staff to maximise the potential of clients.

One departmental focus of 2003 was an integrated approach to seating and positioning of clients. The usual specialised seating and equipment assessments and supply continued for clients, and was complimented with a 'Seating and Positioning Workshop'. These were run with management and staff in the residential and day services of COPE Foundation. An awareness of the importance of seating, and correct use of specialised equipment has been developed in various centres and will continue to be promoted through the Foundation.

Research has also been a highlight, with a project reviewing the effectiveness of Occupational Therapy in relation to handwriting of school leavers, due for completion in early 2004. The project was focused on a small group of St Killian's school leavers who attended an 8 week handwriting group, designed and run by Occupational Therapists. Initial results are looking promising.

We have been fortunate to be in the position to offer Occupational Therapy students a taste of fieldwork experience with COPE Foundation, and expansion of this service is planned in conjunction with the new UCC Occupational Therapy Course.

## SPEECH & LANGUAGE THERAPY

Mark Morris

The successful recruitment of a team of four Speech and Language Therapists (SLT), including a manager has enabled the service to support additional COPE Foundation clients who present with speech and language needs. Therapists have a wide range of clinical skills, which allow them to assess, diagnose, and manage communication disorders. Speech & Language Therapy staff often work as part of a collaborative (cont'd on page 21)





# GENERAL FUND ACCOUNT & BALANCE SHEET



**GENERAL FUND ACCOUNT**

for the year ended 31 December 2003

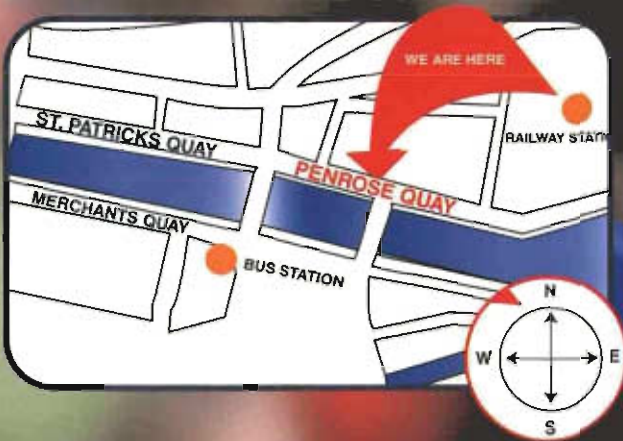
|  | 2003              | 2002              |
|--|-------------------|-------------------|
| <b>INCOME FOR YEAR</b>                     |                   |                   |
| Fund raising campaigns                     | 1,207,211         | 1,161,355         |
| Capital grants                             | 2,242,292         | 1,404,188         |
| Special development grant fund             | 800,000           | 784,486           |
| Miscellaneous corporate income             | 339,971           | 775,813           |
|  | <hr/>             | <hr/>             |
|  | 4,589,474         | 4,125,842         |
| Operating deficit for year                 | (41,965)          | (63,449)          |
| Miscellaneous corporate expenses           | (339,255)         | (237,354)         |
| Depreciation                               | (1,295,283)       | (1,206,538)       |
|  | <hr/>             | <hr/>             |
| <b>Net income for year</b>                 | 2,912,971         | 2,618,501         |
| General fund account at 1 January          | 35,076,664        | 32,458,163        |
|  | <hr/>             | <hr/>             |
| <b>GENERAL FUND ACCOUNT AT 31 DECEMBER</b> | <b>37,989,635</b> | <b>35,076,664</b> |

*There are no recognised gains or losses in either year  
other than the net income attributable to the Foundation for the year.*

On behalf of the Board

William H. Sullivan: Chairman  
Jerry Buttimer: Vice Chairman  
Directors

8 April 2004



#### Contact Us

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Tel. 021 455 8053  
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Cork**  
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# SOCIAL WORK

## MAKING A DIFFERENCE

FAMILY WORK  
PARENT SUPPORT GROUPS  
ONE TO ONE COUNSELLING  
INDEPENDENCE TRAINING  
COMMUNITY WORK GROUP WORK  
STUDENT TRAINING  
RESEARCH  
SIBSHOPS  
ADVOCACY

## COPE Foundation

Cope Foundation offers a service to children and adults with intellectual disabilities. It provides schooling, vocational training, sheltered employment, housing information and advice at 60 locations throughout Cork City and County and employs over 640 staff.

## Social Work Department

The aim of the department is to facilitate the service users to become as independent as possible and to maintain the highest possible quality of life and offer support to their families/carers.

The Social Workers respond to the needs of the service user. The methods of addressing these needs include individual work, family support, group work and community work . The Social work team are also involved in Research and ongoing policy and service development. The social workers participate as members of the transdisciplinary team within Cope Foundation.

## Some of the Services the Social Workers Offer

1. Introduction to Cope Foundation
2. Support in accessing Social Welfare entitlements, grants etc.
3. Advocacy on behalf of service users and their families/carers.
4. Direct work with service users.

### Covering areas such as

Living with a disability  
Interpersonal skills & relationships  
Bereavement  
Independence training

5. Family/Carer's Support
6. Liaison with and Referral to other agencies.
7. Provide a teaching placement for Irish and European Social Work Students.



# **BALANCE SHEET**

at 31 December 2003

**2003**

**2002**

## **ASSETS EMPLOYED**

### **FIXED ASSETS**

**40,534,095**

**33,751,671**

### **CURRENT ASSETS**

Stocks

258,009

293,215

Debtors

118,124

198,977

Grants receivable

3,509,079

2,095,593

Cash and bank balances

1,238,601

3,191,911

**5,123,813**

**5,779,696**

### **CURRENT LIABILITIES**

Creditors

4,332,234

2,729,179

Bank overdraft

839,755

226,865

**5,171,989**

**2,956,044**

**NET CURRENT (LIABILITIES)/ASSETS**

**(48,176)**

**2,823,652**

## **TOTAL ASSETS LESS CURRENT LIABILITIES**

**40,485,919**

**36,575,323**

## **FINANCED BY**

### **ACCUMULATED FUND**

General fund account

37,989,635

35,076,664

Deferred grants

2,496,284

1,498,659

**40,485,919**

**36,575,323**

On behalf of the Board

**William H. Sullivan: Chairman**

**Jerry Buttimer: Vice Chairman**

*Directors*

8 April 2004

# Independent Auditors' Report to the Members of COPE Foundation

We have audited the financial statements for the year ended 31 December 2003 on the foregoing pages which comprise the General Fund Account and Balance Sheet, which have been prepared on the basis of accounting policies set out in the detailed notes attached to the Audited Accounts.

This report is made solely to the company's members, as a body, in accordance with Section 193 of the Companies Act, 1990. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

## Respective responsibilities of Directors and Auditors

The directors' responsibilities for preparing the financial statements in accordance with applicable Irish law and accounting standards are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and Auditing Standards issued by the Auditing Practices Board for use in Ireland and the United Kingdom.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Acts. We also report to you our opinion as to: whether proper books of account have been kept by the company and whether the information given in the directors' report is consistent with the financial statements. In addition, we state whether we have obtained all the information and explanations necessary for the purposes of our audit and whether the financial statements are in agreement with the books of account.

We report to you if, in our opinion, any information specified by law regarding directors' remuneration and transactions with the company is not given and, where practicable, include such information in our report.

We read the annual report and consider the implications for our report if we become aware of any apparent misstatement within it.

## Basis of Audit Opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the account-

ing policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

## Opinion

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at 31 December 2003 and of its result for the year then ended and have been properly prepared in accordance with the Companies Acts, 1963 to 2001 and the European Communities (Companies: Group Accounts) Regulations, 1992.

We have obtained all the information and explanations we consider necessary for the purposes of our audit. In our opinion, proper books of account have been kept by the company. The financial statements are in agreement with the books of account.

In our opinion, the information given in the directors' report is consistent with the financial statements.

Ernst & Young  
Registered Auditors  
Cork



(cont'd from page 16)

team delivering service to clients of all ages. We are working closely with families and staff to develop programmes to maximise the communication potential of our clients.

New initiatives included the development of our early intervention program and the provision of Hanen language programs for parents of young children. Our department staff also completed a research study in the area of early childhood special education and language development.

Our Therapists provided in-service training for staff in the areas of: augmentative communication, feeding/swallowing disorders, and LÁMH sign language. LÁMH is a signing system for individuals with a learning disability. This form of communication is used to enhance the ability to communicate and increases social interaction. It is hoped that the success of these various training courses will continue throughout the organisation.

## LEISURE, RECREATION & PHYSICAL ACTIVITIES

Terence McSweeney

2003 was an exceptional year for the Leisure Recreation & Physical Activities Department. In June, the World Summer Special Olympic Games presented the Department with many exciting and enriching challenges. COPE Foundation had 27 participating athletes and coaches and also facilitated a very large number of spectators to travel to many events, including both the Opening and Closing Ceremonies.

While the Nation's eyes were focused on the World Games, COPE Foundation still participated in 11 other provincial Special Olympic events in many different sports and in various locations.

Involvement in the Special Olympic movement is a significant part of the work of the Leisure Recreation & Physical Activities Department, but other aspects of the service delivered deserve mention. The eight full-time and two part-time Leisure Recreation & Physical Activities staff, deliver a daily menu of leisure, recreation, sports and physical activity options to clients in most sections of the Foundation.

In 2003, the Department continued its policy of supporting two final year students from the Institute of Technology, Tralee with a view to influencing them to choose a career path in the disability sector. This initiative has been very successful to date and 2004 will see similar links being re-established with the Sports Science Department in the University of Limerick.

2003 saw the introduction of a Schools Outreach Programme, with Leisure Recreation & Physical Activities and other staff members, together with adult clients, visiting local primary and secondary schools and making interactive presentations to schoolchildren on intellectual disability. The feedback on these visits has been very encouraging.

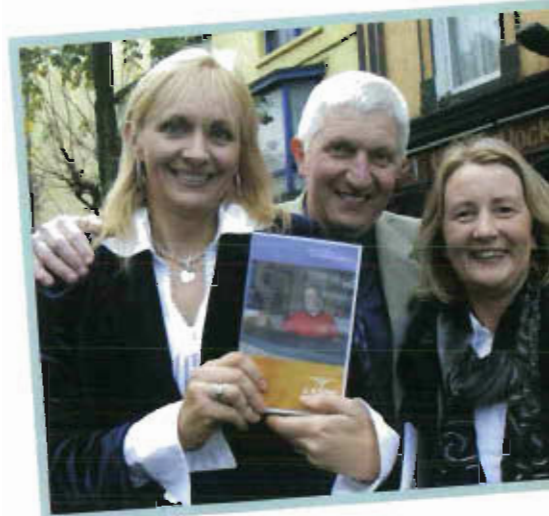
One of the main determinants of quality of life is having access and opportunity to engage in leisure and recreation options of our own choosing; the Leisure Recreation & Physical Activities Department, through its programmes, endeavours to meet the demands of all COPE Foundation's clients.

## DOMICILIARY NURSE

Mary Daly

During 2003, the domiciliary nurse focused on the needs of young infants with a learning disability and their families. The priority needs of this group were to address their short,

medium and long-term needs or in some cases, respite or crises intervention was required. Much support is needed for families in this situation by enabling them to adapt to their changing circumstances.



The needs of adults living and being cared for at home were also addressed. Ongoing support, information and encouragement was given to families on a range of issues relating to entitlements and ways of promoting the overall development of the person with intellectual disability. Throughout 2003 referrals continued to be made to the service by public health nurses, liaison nurses and social workers within the maternity hospitals and community services.

In many cases an individual, home based programme was established, and infants were referred to community based services i.e. physiotherapy and occupational therapy. In 2003, a speech and language therapist provided a dedicated service to the early intervention birth to three years age group. Joint home visits took place with the speech and language therapist and this is a welcome development in the provision of service. The monthly motor developmental groups took place in conjunction with the physiotherapy department.



## ST JAMES SCHOOL OF NURSING

*Nora O'Sullivan*

In December 2003 a Graduation Ceremony was held at the John Birmingham Centre, Glasheen for 11 nurses who had completed the three-year Diploma in Nursing (Mental Handicap) programme. Twenty-three students participated in the second year of the programme.

All students attended lectures in Montenotte House and University College Cork, and clinical placements at a variety of locations in COPE Foundation. Specialised placements were undertaken in the Cork University Hospital, Mercy, Bon Secours and St Stephen's Hospitals. We would like to thank the staff in the above hospitals for facilitating this necessary experience.

2003 also saw the second intake of students to the Bachelor of Science in Nursing (Mental Handicap) degree programme at University College Cork. Both 1st and 2nd year degree students attend lectures at University College Cork and clinical placements at COPE Foundation.

Montenotte House continues to be a major centre for in-service training programmes for COPE Foundation Staff and a busy venue for meetings.

2004 not only marks the end of the Diploma in Nursing (Mental Handicap) programme in COPE Foundation, but is also the year of the major celebration to mark thirty years of Mental Handicap Nurse Training in COPE Foundation. The celebration will take place in the Rochestown Park Hotel in November 2004.

## HEALTH PROMOTION

*Mary Hinchliffe*

Health Promotion covers: Health Education, Environmental Health, Organisational Development, Preventative Health Services and Policies. In order to improve the quality of life of staff and clients in 2003 a number of initiatives have been taken to meet the needs of today's working world.

Health Education Programmes aim to provide planned opportunities for people to learn about health, and to undertake voluntary changes in their behaviour. Such programmes include providing information, exploring attitudes, making health decisions and acquiring skills to enable behaviour change to take place. The Marie Keating Mobile Unit called to Ashville and the John Birmingham Centre early in 2003 and 152 staff members took the opportunity to inform themselves on cancer awareness and prevention. To co-incide with World Heart Week, 200 staff members checked their blood pressure and body mass index and collected information on diet and exercise.

Staff members come to discuss workplace issues and get information about personal/family illnesses and problems. Confidentiality is a vital part of the Health Promotion service. Information was given to staff on: health topics of interest i.e. SARS, winter vomiting virus and others; holiday vaccines and travel information; diet; exercise; pregnancy; drugs and much more!

The Health Promotion Practitioner works closely with and appreciates the support and help of COPE Foundation Staff, Management, Personnel Staff, Health and Safety Officer and the Teaching Staff in Montenotte House.

## DIETICIAN'S REPORT

*Mairead Read*

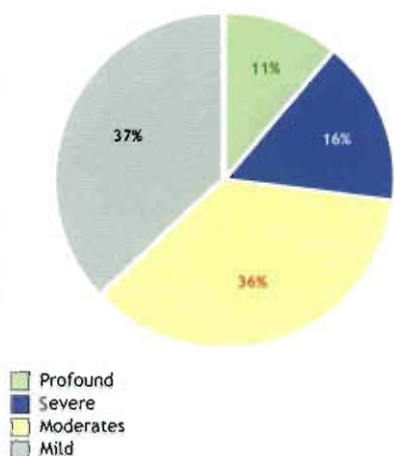
Every year sees an increase in the demand for input by the Dietician. All children attending the early development and early learning groups have their diets assessed and recommendations are made to their families and to staff involved in their care. The number of residential clients on parenteral feeding requiring intervention has increased throughout the Foundation. All areas of the Foundation were visited at least once by the Dietician offering advice on the importance of a good diet to create a healthier lifestyle.

Training is an important aspect of the work, particularly with staff in the Catering Department.

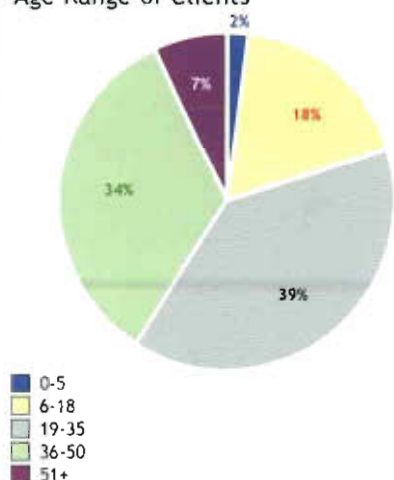


# Client Statistics

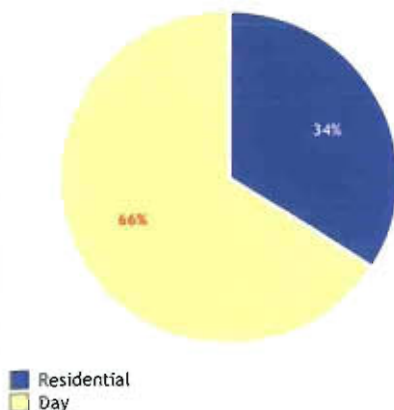
**COPE Foundation**  
Degree of Mental Handicap



**COPE Foundation**  
Age Range of Clients



**COPE Foundation**  
Residential/Day Attenders



## CATERING DEPARTMENT

*Ken Hinchy*

This has been one of the busiest years that the Catering Department has seen with the completion of our new Beech Hill Kitchen. This new facility, which includes, a "State of the Art" Kitchen, Administration Offices and New Dining Room with seating for 120, is one of the most modern in Ireland. The overall design includes many Environmental Initiatives in the receiving and checking of Goods Inwards, a Glycol Refrigeration System, Modern Combi-Ovens that can Dry Cook and Steam, a Heated Distribution System to our Catering Sites and includes a Waste Management Programme.

Safety has been given a priority in the new lay out and design with a modern non slip floor surface, extra space between work stations, a mobile trolleys for the movement of food, and the inclusion of Food Safety systems that comply fully with HACCP Requirements and the Food Safety Acts.

The Modern Dining Room offers a choice of meals on our Self-Service Menu for our staff, with a Salad Bar and Self Service Beverage Facility. We have catered for several groups that have been attending seminars and meetings since we opened this new facility at the end of August 2003.

Work has been started on the upgrading of the Catering Facilities in Hollyhill with the inclusion of a Kitchen and Dining Room that are separate from the Work Area. It is planned to complete the work here to the same standards of Safety & Hygiene as the other Catering facilities. It is planned to have the Kitchen & Dining Room ready for use early in 2004.

## TRANSPORT DEPARTMENT

*Tony McCarthy*

The drivers in the Transport Department provide an efficient and high quality service to many departments in COPE Foundation, from delivering for the catering and stores department to providing safe transport to and from homes and day service for clients. The ten drivers in the department and their escorts provide a friendly, efficient service to all departments and clients in their care. It is reassuring for people to know that a familiar, friendly face will meet them early in the morning at their home and also at the end of the day. The service also extends to evenings and weekends when outings and club activities are organised for clients in collaboration with staff in hostels.



The Transport Department also play a role in the annual "Holiday for people with a physical handicap" which was held August 2003, in Midleton. The drivers and staff help to bring holidaymakers to and from the various activities and outings during the two weeks.



# Schools Programmes

## SCOIL BERNADETTE

*Principal: Don McAleese*

Scoil Bernadette is a co-educational school which caters for the needs of students (13 - 18 years of age) with mild general learning disabilities.

At an academic level, seventeen students gained their Junior Certificate School's Programme Awards. This is a three year course and subject matter includes English, Maths, Irish, Woodwork, Art, Physical Education, Horticulture and Home Economics.

The Junior Certificate School Programme (J.C.S.P.) course lays the foundations for students who can follow the Junior Certificate Programme.

Twenty-one students were successful in one or more of the following subjects - English, Maths, Woodwork, Home Economics and Art.

### Results:

2 - A's 17 - B's 20 - C's 24 - D's

Nine students completed their Leaving Certificate Programmes.

3 gained pass level (60% - 69%),  
6 gained merit level (70% - 84%).

Eleven students in the "Leavers Class" successfully completed the following modules in the Further Education & Training Awards Council (F.E.T.A.C.) Programme.

- Health & Fitness
- Preparation for work
- Art & Design
- Food and Nutrition
- Horticulture
- Personal & Interpersonal
- Computer Studies

Sports activities continue to be of major importance. Students have been involved in Inter-Schools Competitions, including, soccer - indoor/outdoor, swimming, athletics and basketball.

The girls U-18 Basketball team won the All Ireland B competition, an occasion for much jubilation. The Annual Art Exhibition was held in the Millennium Hall in City Hall. This is always a special occasion for students, parents and staff.

The year was rounded off with a very successful Open Day. A day that gives students the opportunity to recall the significant events of the school year.

In conclusion, the staff and students of Scoil Bernadette wish to acknowledge the continuous supports of COPE Foundation in the provision of the many essential services which enable students to reach their full potential.

## ST PAUL'S SCHOOL

*Principal: Sr Mary John*

St. Paul's school provides specialist education to seven classes of pupils with severe/profound Learning Disabilities and eight classes of pupils with Moderate Learning Disabilities. Behind the main school building a magnificent new extension has been erected. Besides three classrooms it has a multi-purpose room, multi-sensory room and a meeting room.

June 2003 will never be forgotten by those of us lucky enough to have

been part of the Special Olympics World Games in Dublin. It was the most spectacular event ever held in this country and we in St. Paul's are so proud of the fact that nine of our pupils were on the Motor Activities Team for the event held in the R.D.S., in Dublin. The organizers were overwhelmed by the impact the Motor Activities Programme had on the World Games. Thanks to nine superb coaches who gave so much time and were so dedicated to our nine athletes, all were wonderful ambassadors for St. Paul's School, Cork and Ireland. The parents of these pupils were outstanding in their help and co-operation. Thanks also to the members of the Board of Management who gave the athletes and coaches a memorable 'send-off'.

As part of the Pre-Vocational Training Programme, recycling has taken on a new priority. What was begun on a small scale has now escalated and certainly awareness has been heightened. 'Keep Ireland Clean' is the name of the game. Many more parts of the curriculum (Art, Craft, Religion, Music, Movement, Social Training, Language and Communication) were maximized in a splendid Christmas Concert. Most pupils were involved as were many staff. Parents were enthralled with the performances. Thanks again to all who helped including many of the Multi-Disciplinary Team.

Inclusion is facilitated by visits to other second level schools and providing placements for second and third level students. The student cohorts are from St. James Schools of Nursing, College of Commerce, Mary Immaculate Training College, Limerick and St. Patrick's Training College, Drumcondra.



As ever we are indebted to the many volunteers who facilitate weekly Swimming Sessions, Pony Riding and Cáirde Club. The Staff also acknowledge the continuous support of COPE Foundation in helping us to enhance the programmes we deliver to our pupils. The co-operation of so many parents is a great asset.

Finally we sincerely thank the Department of Education and Science and the National Council for Curriculum and Assessment (NCCA) for their help and support.

## SCOIL EANNA

*Principal: Veronica Vaughan*

Scoil Eanna is a co-educational junior school for pupils with mild general learning difficulties.

The Annual Art Exhibition was further developed this year to encompass a week of fun, emotion, inspiration and enthusiasm. Local artists were invited into the school to collaborate with the pupils to develop the pupils "own works of art".

The staff planned, inspired and created a sense of community and a rich environment in which the pupils could explore their artistic side.

The week culminated in an Art Exhibition that showed the joy and wonder of the pupils, and an opportunity for the wider community to witness the wonderful energy that could be seen in the artwork and the pupils' enthusiasm to celebrate with everyone around them the art that they had created.

Throughout the year our pupils participated in many sporting activities. Swimming sessions are provided for all pupils. At the Munster Schools

Gala, all our pupils achieved great success. The horse riding sessions at Dunsfort Riding School provide a wonderful opportunity and great enjoyment for our younger pupils and our grateful thanks to Jenny Darrer and her friends who make this possible.

Thanks to the Rotary Club of Cork for organising and sponsoring "Kids Out Day", the highlight of the year!

At Christmas all pupils performed in the Nativity Pageant and Christmas play and received a standing ovation from their parents, families and friends.

The staff and pupils of Scoil Eanna acknowledge the ongoing support of COPE Foundation, and value the expertise of the various departments to which we have access.







## ST KILLIAN'S SCHOOL

*Principal: Maureen Peters*

St. Killian's provides an inter-disciplinary educational service to children who function within the normal I.Q. range and experience severe educational disability. Comprehensive inter-disciplinary assessments provide the staff with the information that script Individual Educational programmes. The full curricular with the exception of Irish is taught to the children.

Science, Social, Personal, Health Education and Visual Arts have been the areas in the curriculum, which have grown from strength to strength during the current year.

Many children took part in national art competitions, e.g. Texaco and received 1st place as well as 2nd and highly recommended. Drama and art were again combined in a ten-week process that led to yet another production.

St. Killian's became a Health Promoting School under the Southern Health Board's Health Promotion Unit. There is now a healthy eating policy, which all the children and their families support.

Also Co-operative games became part of the Social, Personal, Health & Education (S.P.H.E.) plan, which has been supported by COPE Foundation's Leisure, Recreation and Physical Activities Department and Occupational Therapy Department.

Science has become a much-loved subject by all the children. Many displays can be seen in the classrooms and corridors. Estimating and experimenting have become skills that the children use to increase their knowledge of the world and its function.

Various musical events were held during the year such as the Christmas concert where parents, staff and children enjoyed the fruits of the ever-developing music curriculum.

The gardening programme took on a "Medieval Garden" - this is a plot in the car park area that grows plants without the help of pesticides. Also vegetables were grown in plant pots in the disused play area.

The full time staff of St. Killian's School consists of 8 teachers, 9 special needs assistants, nurse and administrator. The part-time staff are Speech and Language Therapists, Occupational Therapist, Psychologist, Social Worker, who all

continue to contribute to the valuable educational process of the brave pupils who face their difficulties and return to mainstream education with skills to achieve their full potential.

Sport activities are still limited by the lack of a P.E. hall. However South Presentation Primary School allows the use of their hall for one morning a week that allows a limited P.E. programme. Swimming in Mayfield pool and COPE Foundation's therapy pool continue giving the pupils exercise, so much part of the Health Promoting ethos of St Killian's.

The Board of Management and COPE Foundation continue to actively pursue new school premises but with no resolution in sight.



# Assessment/Guidance Training & Employment Division

## Psychology Department

*Mary Desmond*

During 2003 many children and adults, from Cork City and County, were seen for assessments at Bridgeway, Penrose Wharf. Referrals were accepted on individuals presenting with developmental delay/general intellectual disability and those seeking admission to any of COPE Foundations' services.

Psychologists continued to work with individuals, and groups of clients, throughout many service areas. A range of interventions were used in responding to the intellectual social/emotional and behavioural difficulties highlighted in the referrals to the Psychology Department. In addition Psychologists were involved in a number of research projects, all conducted in an effort to improve the quality of services to clients of this organisation.

*Some of the intervention during 2003 included:*

- Intake assessments.
- Direct work with clients and family members
- Issues addressed were family conflict, living with a disability, interpersonal relationships, abuse, bereavement and independent living
- Support Group work for parents/carers and advocacy groups for clients
- Advocacy on behalf of clients and their families requiring respite care, special transport, housing entitlements and court appearances
- Interagency liaison
- Policy planning
- Supervision of University students on placement and delivery of lectures to student nurses within St. James School of Nursing
- The department ran a recreational scheme for some of the pupils of St. Paul's school and was supervised by the Multi-Disciplinary team. It was an action packed fun week which the children thoroughly enjoyed
- The joint agency Sibshop project was once again a very successful venture. The Brothers of Charity, Enable Ireland and COPE Foundation jointly ran group sessions to support siblings of children who attend the agencies
- The "drop in" social night held in the city centre catered for 50 ex-service users. These young people were in receipt of a disability allowance some of whom were in supported employment, the remainder

were not attending any service. A wide range of issues were addressed with this group.

## Research Department

*Edel Tierney*

2003 was a successful year for the Research Department. Achievements included the presentation of papers at international conferences:

COPE Foundation was represented at the Special Olympics Scientific Symposium in Belfast, in June 2003, with a paper entitled Sibshops: An Evaluation of an Interagency Model.

Pat Nash and Sinéad Browne presented the findings from their project 'An Exploration of Supported Employment in COPE Foundation' at the EUSE (European Union of Supported Employment) conference in Helsinki in May.

Following on the theme of employment the Research Department in conjunction with COPE Industries, Mallow secured funding for a project under the EYPD (European Year of People with Disabilities) scheme. The result was a video entitled 'Work for All' which depicted the lives of people in supported employment.

The 'Preparation for Independent Living' project came to an end in 2003 and results from the project are available in a report and accompanying CD-ROM and video depicting the lives of participants on the

## Social Work Department

*Judy Moynihan*

The Social Work Department continues to operate from Bridge-way, Penrose Wharf. The staff are assigned to a particular area within COPE Foundation and delivers a Social Work service to the clients and their families/carers. The Social Work Department's aim is to facilitate clients to become as independent as possible and to maintain the highest quality of life manageable.



project and their transition to supported/independent living.

The Research Newsletter 'Research News' continued to be published quarterly. This newsletter is intended to inform staff members, and a wider audience, of developments in Research within COPE Foundation.

The Staff Research Seminar took place in May 2003 and included staff members from other intellectual disability organisations. This event continues to be a popular and effective way of communicating the findings of research projects to as many people as possible working in the area of intellectual disability.

#### **Completed research reports in 2003:**

- Nash, P. and Browne, S. (2003) An Exploration of Supported Employment within COPE Foundation
- Work For All: A video depicting the lives of people with intellectual disability in open employment. A project funded by the EYPD.
- Flynn, J., Darcy, F., McCarthy, Y., O'Connor, C and Tierney E. (2000) Sibshops: An Evaluation of an Interagency Model. A Collaborative Report by COPE Foundation, the Brothers of Charity, and Enable Ireland. A video accompanies this report.
- O'Toole, C. (2003) An Investigation into the Relationship Between Symbolic Understanding, Symbolic Play and Language Development of Children with Down Syndrome.
- Flynn, J. (2003) Preparation for Independent Living.

### **REHABILITATIVE TRAINING SERVICES**

*Michael Barrett*

The year 2003 was again a particularly busy and challenging period for rehabilitative training services. A total of eighty young people benefited from three specific training programmes - all designed to enhance their personal, social and occupational work skills through a system of person centred planning and individually designed progression routes which included the NASC, DORAS and BONNINGTON training centres.

The term NASC represents the Irish word link and reflects the concept of training and development with a view to linking, or progressing, the course participants to either further relevant training such as the BONNINGTON programme or progression to alternative occupational/ educational opportunities within adult services. The NASC programme includes modules on life & social skills, occupational work skills, functional educational skills, music appreciation, arts crafts and design, and opportunities for enhanced community integration. At the BONNINGTON programme, forty-five trainees engaged in a variety of FETAC certification modules, practical academic courses, employment development as well as personal, social and practical work skills activities.

The Getaway club continued to provide social and recreational outlets within the broader community for trainees with regular visits to the cinema, theatres, restaurants and other social amenities. The busy city centre location of the DORAS programme provided a mainstream focus for twenty-five young people engaged in integrated employer-based training programmes during 2003. This programme is ideally situated to provide the support and opportunities for those interested in work experience, work sampling,

community as well as centre based activities. The 2003 inaugural graduation ceremony was held in the Cork City Council chambers with the Lord Mayor, Cllr. Colm Burke presiding over the occasion.

Accreditation under the standard for the Training and Development for People with Disabilities QA00/01 was again required and achieved during the past year. Special credit and congratulations must be extended to all training staff for their commitment and dedication to performance, to all the support staff for their continued assistance and to the course participants on their magnificent and many achievements.

### **WEST CORK SERVICES**

*Gerard Ahern*

The goal of COPE Foundation Services, Clonakilty for 2003 was to expand the services and activities on offer to clients and enable them to partake in these activities. The commencement of a Rehabilitative Training programme in the Centre in June altered the focus of the Centre greatly. Twelve participants now have an opportunity to avail of specific training in a wide range of modules and are benefiting greatly from this project. Training takes place both inside and outside of the Centre and most of the modules undertaken are certified by recognised certification bodies.

Having achieved the ISO 9000 Standard in 2001, West Cork Services, Clonakilty in conjunction with COPE Foundation Services, Mallow and QDS, Cork was successful in 2003 in achieving the newer version of this standard (ISO 9001: 2000). This version calls for constant monitoring of our quality system and improving it where appropriate. Clonakilty was host town to the

Special Olympics team from Denmark, prior to the world games during 2003. Clients attended the various training sessions of the team to give support and also participated in the many organised social activities.

Person Centred Planning (PCP) continued in the Centre during the past year and now many of the clients have PCPs in place with regular reviews of these plans scheduled. A fashion show organised by the local fundraising committee of COPE Foundation was held in the Centre in September with a number of clients taking to the catwalk to model the outfits.

leisure modules have been developed to meet the needs of individual clients.

Forty-five clients from QDS have gone into supported employment, adding a new and valuable experience to the quality of their lives. All clients undergo an induction course prior to their work placements and the general response from employers has been very positive.

A very successful art exhibition took place in Cork City Library during the summer and the exhibits

included many beautiful paintings by the clients in QDS. Also some clients actively participated in the compilation of a musical CD undertaken in conjunction with clients from other centres.

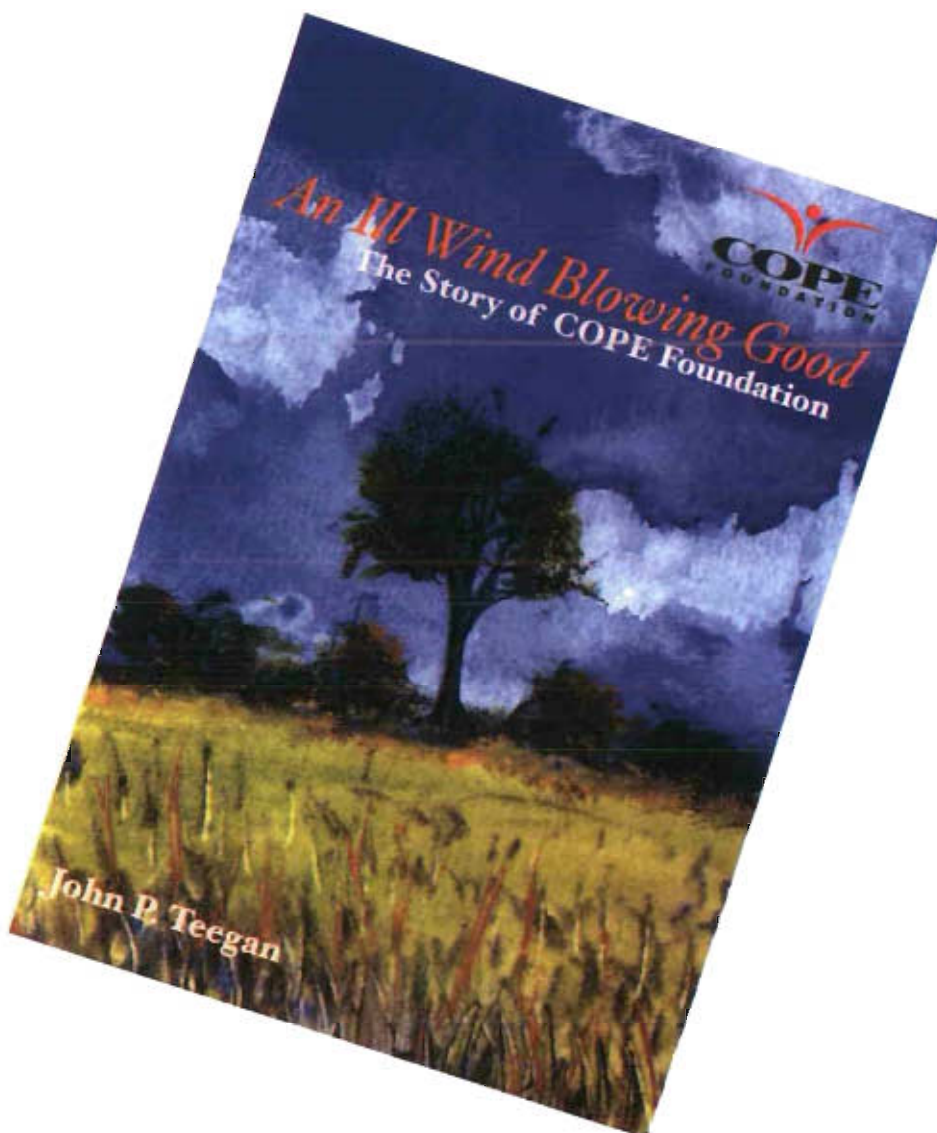
The Self Advocacy Group, consisting of a representative group of clients, continued to meet regularly and discuss issues during the past year. Finally, QDS achieved the ISO Standard 9001: 2000 following an audit of the centre in September 2003.

## QDS (HELP Industries)

Pat Nash

Projecting a new image in the local community gives a sense of vibrancy, energy and impetus to a place with history. This is especially true when the image is associated with a beautifully refurbished building and a new name. Quality Developmental Services (QDS) replaced the previous name of HELP Industries in the year 2003. The newly refurbished building includes a large shop area with accompanying cafeteria for those wishing to browse and buy from our finely-finished woodwork and crafted materials. The engineering, woodwork, contracts and textile areas all continued to expand their range of goods and services in 2003.

Many of the clients from QDS took part in the Special Olympics World Games 2003 and it remains one of the memorable experiences of the year. Person Centred Planning (PCP) progressed enormously during the past year. Clients and their families have had an opportunity for more personal inputs into their future plans. Many training/ educational/





**COPE INDUSTRIES,  
Mallow**

Jerry Mullane

A number of extra strings were added to the bow for the sixty-six clients involved in the centre during 2003. The commencement of Rehabilitative Training for a number of participants has been a very positive experience and many courses on offer to them are certifiable under Awarding Bodies such as FETAC, I.A.S. and NPTC. Minister Michael Ahern along with William H Sullivan, Chairperson of the Board of Directors, presented thirty-one clients with certificates of achievement in a range of areas at the Graduation Day held in the centre in March. A twelve-minute slot featuring the work, education, training and recreational activities available in the centre was screened by the Nationwide programme on RTE in February.

One of the main activities in the world sporting calendar was the Special Olympics 2003 World Games and fifty of the clients from Mallow attended the spectacular opening ceremony in Dublin.

Other developments during 2003 included the formation of a soccer team - this has created further opportunities for people to get involved in team-based competitive sport and with an unbeaten record of three wins they are doing well! A poly tunnel was attained through the Horticulture Department during the year and this has created an opportunity for clients to get involved in the production of a wide range of plants and vegetables.

An outreach programme sponsored by Blackwater Resource involving persons from COPE Foundation, the National Training & Development Institute (NTDI) and the Irish Wheelchair Association was held at the Nano Nagle Centre, Killavullen

over a ten week period during the summer and again a variety of vegetables and herbs were produced.

Fifty per cent of the clients in the centre are now involved in community-based work. The production of the Work for All video (funded by a European Year of People with Disabilities grant) was launched by Miriam O'Callaghan of RTE at a business breakfast held in the Hibernian Hotel on 20 November 2003.

Finally the upgrading of the International Standards Organisation (ISO) quality mark to the ISO 9001:2000 was achieved through an audit of the centre in September, 2003.





## OAKLANDS GARDEN CENTRE (Kanturk)

*William Cronin*

This year the staff and clients of Oaklands garden centre were busy developing and extending the sales area, where the public come to do there seasonal shopping. The new area created will incorporate small gardens of different themes, these give customers ideas and inspiration to create something similar within their own gardens.

Also becoming a very popular attraction at Oakland's is the aquarium section, which includes tropical and coldwater fish. We stock the tanks and all the equipment needed for fish-keeping.

At Oaklands each client gets the opportunity to experience a wide variation of horticultural tasks. These include grounds maintenance, nursery duties, and customer assistance.

A great advantage of the garden centre is meeting people on a daily basis. This has social benefits outside the workplace, and an individual can develop friends, and contacts, for future social activities.

As part of our annual endeavours, we make sure to include some social activities. This year we found ourselves saddled up once again at Killarney riding school, for a three-mile trek through Killarney National Park. Also on that day we visited Kennedy's pet farm just outside Killarney.

Keeping up to date on new trends and products within the industry, is important, so we combined work with fun, and headed for Kildare to visit the Kildare growers show, held at "Goffs", annually. These outings have always proved to be very successful and enjoyable for everyone.



## BEECH HILL GARDEN CENTRE

*A Horticultural Training Division of COPE Foundation*

*Eddie Roche*

Beech Hill Garden Centre has been improving steadily for some years now. Progress towards quality, presentation and customer awareness has reached exceptional levels.

As part of COPE Foundation, Beech Hill Garden is primarily involved in training students with special needs and to provide sheltered work.

However, the Centre must also be commercially viable, and in recent years has become a leader amongst gardening outlets.

Charlie Wilkins, Gardening Correspondent with the Irish Examiner and a very regular visitor to the Centre wrote in an article and I quote "it was and still is, the most secluded and atmospheric of places. Even though it is now greatly visited, it has not lost that sense of intimacy of being in a charmed place. This Garden Centre is truly a grandstand on our ancient city. All I ever seem to do (apart from buying plants) is to sit, view and wonder".

Why not visit Beech Hill and judge for yourself and experience the atmosphere of this truly beautiful garden centre. We would like to wish our customers and friends Happy Gardening for the seasons ahead and thank you for your custom.





## Amenity Horticulture *Des McMahon*

Amenity Horticulture is concerned with the landscaping and maintenance of the 20 hectares (50 acres) of amenity gardens attached to COPE Foundation properties in Cork City and County. As gardening is recognised as a suitable creative activity which helps develop the physical and well-being of persons with intellectual disabilities, the aforementioned areas afford training opportunities for trainees referred from our Vocational Training Services to gain work experience in amenity horticulture and for the adult clients to obtain supported work. The fruits of the horticultural activities of staff and clients are recognised in the all-year-round colourful display of flowers and plants grown to quality standards in the beautiful surroundings of the landscaped gardens of COPE Foundation.

In 2003, following the building of a new extension to Scoil Bernadette, the necessary landscape works were completed to quality standards by our staff and clients.

Also, in 2003, the initial soft landscaping was executed following the building of the new central kitchen and dining area as part of phase one

of The Beech Hill Development. In line with environmental planning requirements, mature trees and plants were retained to minimise disturbance to the existing landscaped garden areas.

The year ahead, 2004, will see the completion of both the hard and soft landscaping to quality standards of the final phase of The Beech Hill Development.

In order to maintain a clean and neat appearance on our grounds, a litter control scheme is an integral part of our garden's management programme. Our staff and clients operate this programme on a daily basis, both manually and mechanically, respectively.

During the European year of people with disabilities, 2003, a special summer garden tour was arranged to visit the gardens of Aras an Uachtarán, Phoenix Park, Dublin to further stimulate both our clients and staff interest in amenity horticulture.

And, finally, at the end of 2003, a winter garden visit was organised for clients and staff to a large private garden in Montenotte.







# Human Resources Division

*Áine O'Callaghan*

The year 2003 continued to be the year of recruitment within the Human Resources Division. The Foundation was faced with the challenge of attracting, recruiting and retaining staff of the highest calibre. I am delighted to report that the Human Resources Division achieved its target for the year 2003 and succeeded in filling the vacant posts.

We are again delighted to welcome our new employees and we know that their experience and qualifications will contribute to enriching the quality of service we provide to our clients.

During the past year some of the initiatives undertaken by the Staff within the Division included

- The Recruitment success within the Foundation
- Continued co-ordination of Management Training Courses
- The successful completion of the implementation of the Care Assistant grade
- Advice given on Industrial Relations Issues to both Staff and Management
- On-going Staff Development within the Division
- Continuing improvement of staff communication systems
- Pensioners lunch and visit to the Services

## EMPLOYMENT DETAILS

The staff complement of COPE Foundation at the 31 December 2003 was six hundred and seventy seven (whole-time equivalents). These staff are employed at over sixty centres of COPE Foundation in Cork City and County.

## HEALTH AND SAFETY

In accordance with the provision of the Safety, Health and Welfare at Work Act, 1989, COPE Foundation is complying with the terms of the legislation.

A Safety Statement has been published and is reviewed on a regular basis.

## PENSION SCHEME

The Foundation operates a defined benefit scheme for all employees who joined before 1 January 1988, providing benefits at retirement. The assets of the scheme are held separately from those of the Foundation, being managed by Irish Life Assurance plc. The contribution rates are determined by a qualified Actuary on the basis of triennial valuations.

The most recent actuarial valuation was carried out at 1 January 2002. All other qualifying employees are provided for by the State Nominated Health Agency Superannuation Scheme, which provides defined benefits for all members. Under this scheme the Foundation is responsible for paying all benefits arising and these costs are to be reflected in the annual Southern Health Board allocation towards funding.

## FUTURE PLANS

This Division is continuing its development with the view to increasing the professional structure that will meet the future needs of the Foundation.

# Finance & Management Services Division

Michael Conway

During 2003, effort focused on primary responsibilities relating to procurement of adequate revenue funding for existing centres and new services, and for capital development funding to meet existing and emerging needs.

Cost control and value for money dimensions in relation to deployment/use of res-

ources, and improving systems of internal control were also a priority.

In addition, further progress was made in relation to improvements to business information systems, client database usage, compliance issues, operational matters and general support service matters.



# Information Systems Department

Marguerite O'Brien

During 2003, staff in the Information Systems Department have been busy developing the Information Technology systems to make communication within the organisation more efficient and effective. The expansion of COPE Foundation's facilities have presented the staff with the challenge of developing a network infrastructure which will enable more of COPE Foundation's locations to communicate electronically.

This solution has involved the installation and/or upgrade of leased lines to some of the larger COPE Foundation facilities within Cork City as well as the installation of ISDN lines to various other locations through out Cork city and county. Significant investment was also made in the upgrade and replacement of communication equipment, which has been in service for a num-

ber of years. This work will continue throughout the coming months.



During the year, COPE Foundation's intranet (known as COPENET), was launched. This use of the intranet allows information to be disseminated throughout the organisation. This information covers a broad range of topics including updates on developments, Sports and Social Club news, Health Promotion articles. Standard

forms from the Human Resources department can be downloaded and printed from this site and it is also provides the opportunity for e-learning. COPENET will be available to all locations as they are brought onto the network.

The Information Systems Department is also an accredited ECDL (European Computer Driving License) Test Centre and to-date almost 100 staff have completed the programme successfully.

2003 also saw changes and enhancements to some of the business application software of COPE Foundation. Significant modifications were made to our Accounting, Payroll and Client Information Systems. These changes will help to further improve efficiencies in the management and reporting of business information.



# Statement of Directors

## RESPONSIBILITIES

Company law requires the Directors to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period. In preparing those Financial Statements, the Directors are required to select suitable accounting policies and then apply them consistently; make judgments and estimates that are reasonable and prudent; state whether applicable accounting standards have been followed subject to any material departure disclosed and explained in the Financial Statements; prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

## BOOKS OF ACCOUNT

The Directors are responsible for ensuring that proper books and accounting records, as outlined in Section 202 of the Companies Act 1990, are kept by the Company. To achieve this Directors have appointed appropriate personnel to ensure that those requirements are complied with. The books and records are maintained at the Company's Registered Office, Bonnington, Montenotte, Cork.

The Directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the Financial Statements comply with the Companies acts 1963-2001.

They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## ELECTION OF DIRECTORS

Brian Bermingham, William Cuddy and Stuart Musgrave retire under the provision of Articles 23.2 of the Articles of Association of COPE Foundation, and being eligible, offer themselves for re-election.

## ACKNOWLEDGEMENTS

We wish to express our thanks to the following for their help and support during the year:

- Minister and Officials,  
Department of Health and  
Children
- Minister and Officials,  
Department of Education and  
Science
- Chief Executive and Staff,  
Southern Health Board
- City Manager and Staff,  
Cork City Council
- County Manager and Staff,  
Cork County Council
- Chief Executive and Staff,  
National Federation of  
Voluntary Bodies
- General Secretary and Staff  
of National Association of Mental  
Handicap in Ireland (namhi)

## RETIRED STAFF

We would like to take this opportunity to thank all retired staff members for their dedication and commitment throughout their working lives and extend our best wishes for a continuing happy retirement.

## EXPRESSIONS OF SYMPATHY

COPE Foundation would like to express their sympathy to those families and friends of clients and staff who died during the year 2003.

## VOLUNTEERS

The contribution of very many volunteers around Cork City and County who offer their services in a variety of ways such as: fundraising, helping at sporting, leisure and recreation occasions, is deeply appreciated.

## AUDITORS

Ernst & Young, Accountants, having intimated their willingness to act, are appointed Auditors for the coming year in accordance with Section 160 (2) of the Companies Act, 1963.





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