

HEALTH PROMOTION SERVICE – QUARTERLY REPORT (Q1)

PROJECT TITLE Health Champions					
	Activities and targets planned	Activities delivered and targets achieved	Evidence list	Variance	Action Plan to address any variance
April – June 09 (Q1)	Create a database for all the volunteers we currently have registered with Health Promotion.	Database created and in use.	Database		
	Set up all 'P' Files for the Health Champions.	Filing cabinet set up with all p-files.	Files		
	Ensure all Health Champions have up-to-date CRB certificates & completed the basic mandatory training.	All active volunteers have CRB checks and appropriate training.	P-files. Copy of training certificates.		
	Produce a new Health Champion leaflet with all the new projects included.	Leaflet in circulation.	Leaflet.		
	Update and re-write the health champion policies and terms of reference, for volunteers and joining projects.	These policies and terms of reference have been updated and there are signed copies in project files.	Policies and terms of reference signed and filed.		

	Make sure all Health Promotion officers know Health Champions are there for assisting projects.	All health promotion officers know about the health champion scheme. Projects that are not signed up to the scheme know the volunteers are available.	Emails. Project interactions.		
	Hold a Health Champion Steering Group Meeting every quarter, getting the volunteers involved in these meetings.	Two health champion steering group meetings have been held this year.	Emails. Minutes of steering group meetings. Diary sheets.		
	Update the current Health Champions induction programme.	The induction programme has been updated and is in use.	Induction programme.		
	Volunteer week 1-7 th June (celebration of current HC)	Celebration day was held 11 th June.	Feedback from staff and volunteers. Emails. Photos. Diary sheets.		
July – Sept 09 (Q2)	Activities planned		Targets planned		
	Liaise with all project leads to create a programme of events to enable future planning.		Work with Volunteer Cornwall and Health Promotion projects to help increase the number of Health Champions.		
	Identify any volunteers that have been or are non-active and adjust them accordingly.		Increase the amount of opportunities open to volunteers.		

	Tap into the new Health Promotion induction process for all new volunteers. (including mentoring scheme)	To support Volunteers in their goals, ranging from building up their confidence, training and getting back into employment.
	Build on the existing partnerships and create new ones.	Work with Volunteer Cornwall and Health Promotion projects to help increase the number of Health Champions.
	Ensure a section in the Newsletter was created dedicated to the work of our Health Champions. (Sing their praises!)	Increase the amount of opportunities open to volunteers.
	To have met all volunteers.	
	Set up Supervision sessions with all active volunteers.	
	Hold a Health Champion Steering Group Meeting, getting the volunteers involved in these meetings.	
	Attend the Volunteer Cornwall team meetings.	