

HEALTH PROMOTION SERVICE – QUARTERLY REPORT (Q2)

PROJECT Health Champions					
	Activities and targets planned	Activities delivered and targets achieved	Evidence list	Variance	Action Plan to address any variance
July – Sept 2009 (Q2)	Hold at least 1 Health Champion Steering Group meeting, and get at least 4 Health Champions involved, with 3 agencies involved within the Scheme.	1 meeting was held. 4 health champions attended. 3 people from differing agencies also attended.	Minutes. Emails. Diary. Database.	0	Give the dates of the next meeting at the end of each steering group session, so the date is made 3 months in advance.
	Review the Volunteer Policy, involving health champions and other members of the steering group meeting.	Volunteer Policy reviewed, and updates have been made. To be taken back to the next steering group meeting for approval.	Old Policy. New Policy. Emails.	0	
	Identify 5 non-active volunteers and adjust them accordingly.	None of the Health Champions wanted to finish volunteering. Opportunities in the areas had not come up to suit.	P files. Letters. Emails.	0	
	Set up Supervision sessions with 4 active Health Champions.	Supervision Agreement and session record have been created and 4	P files. Supervision agreement.	0	Due to some of the locations of the volunteers. It has

		supervision sessions have taken place.	Session record.		been appropriate to have informal chats via phone, email or to visit them at sessions.
	Ensure that 2 pieces of media are created for the Health Champion publicity.	Health Promotion website. Health Promotion newsletter. PCT newsletter. Volunteer Cornwall Newsletter. A generic email account has also been set up for all volunteers to access.	All newsletters. Website. Original written articles. Emails. Email address.	+3	
	Attend 1 Volunteer Cornwall team meeting per 3 months.	Not attended, due to work commitments.	Diary. Email. Minutes.	-1	Have the dates of these meetings further in advance. Minutes and an agenda would help to see what's happening.
	Liaise with 10 project leads to create a programme of 10 events, which will enable future planning, so that Health Champions can assist with these sessions.	16 interactions have been supported by Health Champions from 11 different projects. (This includes events from 2 outer agencies.)	Diary. Emails. Flyers of the events. Photos.	+7	
	To continue contact with all 58 Health Champions				

	active and non-actives				
	Tap into Health Promotion Service new induction process and apply to all new Health Champions.	Induction process has now been extended to work experience / placement people.	P files. Feedback forms.		When staff programme is complete, look at Health Champion Programme.
	Attend the Workplace Health meeting for this quarter and implement to Health Champions Scheme.	1 Workplace Health meeting attended.	Diary. Minutues.	0	
	Activities planned		Targets planned		
Oct – Dec 2009 (Q3)	<ul style="list-style-type: none"> ▪ Set up a reward scheme for Health Champions good work. ▪ Attend 1 Volunteer Cornwall Team meeting. ▪ Attend 2 Publicity events to get Health Champion scheme known. ▪ Head up the “Health Volunteer Award” for Volunteer Cornwall Event. ▪ Produce 1 questionnaire for Health Champions and projects to evaluate 1st year of Health Champion Scheme. ▪ Review Partnership Agreement and terms of reference for signed up projects. ▪ Continue to work with work placement / experience individuals. ▪ Assist in the development of a new poster for 		<ul style="list-style-type: none"> ▪ Set up Bronze, Silver and Gold reward scheme for volunteers. ▪ Nominate 7 Health Champions for the different categories of Volunteer Cornwall awards. ▪ To get 3 young volunteers into the EEFO poster project. ▪ Involve at least 4 Health Champions in the next steering group meeting. ▪ Involve 3 other agencies in the next steering group meeting. ▪ 4 Health Champions to access more advanced training (beyond NHS mandatory). ▪ Increase in project increase from 1 Health Promotion project. ▪ 1 End of 1st year celebration. 		

	<p>EEFO using young volunteers.</p> <ul style="list-style-type: none">▪ Continue to send out the Health Champions Birthday cards.▪ Attend Volunteer Cornwall's Celebration event for Volunteers.▪ Look at the Health Champion Project role descriptions and adjust accordingly if necessary.	
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