

## HEALTH PROMOTION SERVICE – QUARTERLY REPORT (Q4)

<b>PROJECT TITLE:</b> Health Champions					
	<b>Activities and targets planned</b>	<b>Activities delivered and targets achieved</b>	<b>Evidence list</b>	<b>Variance</b>	<b>Action Plan to address any variance</b>
<b>Jan – Mar 2010 (Q4)</b>	Hold a Health Champion Steering Group Meeting, getting the volunteers involved in these meetings.	No Health Champion Steering Group was held this month due to the event at Penventon Hotel.		-1	With the event out of the way, the meetings can now get back on track.
	Set up a reward scheme for Volunteer’s good work.	An award scheme has been created where volunteers will gain certificates when they have completed a certain number of interactions with projects.	Certificates. “P” files. Newsletters.	0	Set up a reward scheme for Volunteer’s good work.
	Review with the projects and volunteers how the last year has been with the Health Champion Scheme.	Feedback questionnaires were sent out to projects and health champions and the forms were then collated.	Questionnaires	0	
	Review the partnership agreement and terms of reference with the signed up projects.	Ongoing, while the staff handbook and mentoring scheme are being finalised.	Old paperwork New paperwork Emails.	0	Continue updating alongside the staff paperwork.

	Sent volunteers Birthday cards.	All Health Champions cards have been sent out.	Diary. Database.	0	
	Produce a report on the end of first year as Health Champion Co-ordinator and whole project.	Report has been produced. With a collection of evidence throughout the year.	Database. Feedback forms. Media. Diary. Report. Photo's.	0	
	Revise the past year and gain feedback from both the Health Champions and Partnership projects.	Feedback has been received regarding the projects first year and any suggested changes will be implemented upon.	Feedback forms. Emails.	0	
	Have an event / award evening for the volunteers, as a thank you from health promotion.	On 19 <sup>th</sup> March, an event was held at Penventon Hotel as a thank you to all projects and Health Champions.	Emails. Database. Diary. Photo's.	0	