

HEALTH PROMOTION SERVICE – QUARTERLY REPORT (Q2)

PROJECT TITLE Step by Step					
	Activities and targets planned	Activities delivered and targets achieved	Evidence list	Variance	Action Plan to address any variance
July – Sept 09 (Q2)	To attend 6 community events.	3 community events in Launceston. one in Wadebridge, one in St Austell and one on Malabar estate.	Attendance lists and emails. S by S group forms and emails.	On Target	
	Make links with 13 community groups.	7 groups in Launceston: <ul style="list-style-type: none"> • Gardening Club • Parents Group • Dad’s Group • Multi media group • Town Square Events Group • Town Forum • Resident Association 1 group in Falmouth <ul style="list-style-type: none"> • Beacon Partnership 	Emails, attendance lists, S by S group forms and telephone calls.	On Target	

		<p>1 group in Wadebridge</p> <ul style="list-style-type: none"> • Rethink <p>3 groups in Truro</p> <ul style="list-style-type: none"> • Malabar Resident Association • Truro History Project • Truro Community Library <p>1 group in St Austell</p> <ul style="list-style-type: none"> • Golden Friendship Club <p>2 in Launceston 1 in St Austell</p>			
	Make links with 3 childrens centres		Emails, attendance sheets and S by S group forms	On Target	
	Links established with Community Network Managers and Sustainable Development Managers for 4 areas	Launceston, Gunnislake, Callington and Wadebridge	Emails attendance sheets and telephone calls	On Target	
	Continue to establish contacts in new areas	Contacts established with Ginsters and the mayor of Wadebridge	Emails and diary entries	On target/ongoing	

	Links made with GP surgeries	2 established in Falmouth	Emails, Health Trainer paperwork.	On Target	
	SWWB quarterly monitoring form to be completed	completed	Monitoring form	On Target	
	Quarterly HNP report completed	completed	Report form	On target	
	2 Monthly HNP reports	completed	Report form	On target	
	Quarterly HPS report	completed	Report form	On target	
	Produce Step by Step project plan	completed	Project plan	On target	
Oct - Dec (Q3)	Activities planned		Targets planned		
	Work in partnership to promote, advocate and develop community health projects		<ul style="list-style-type: none"> • Attend countywide and local Interlink meetings • Attend LAA/PCT meeting • Emails • Diary entries • SbyS group forms • All reports and monitoring forms 		
	Work in partnership with SWWB and HPS evaluators to ensure that the programme is correctly monitored and evaluated		<ul style="list-style-type: none"> • SWWB quarterly monitoring form to be completed. • Quarterly HNP report completed • 2 Monthly HNP reports 		

		<ul style="list-style-type: none"> • Quarterly HPS report • Attend 3 SWWB out of county meetings
	Continue to provide shadowing, work placement and work experience opportunities for Health Champions throughout the areas	<ul style="list-style-type: none"> • Health Champion paperwork • Current HC to attend countywide and local Interlink meetings • Attend HPS Mentoring Training
	Improve health and well being of groups and individuals	<ul style="list-style-type: none"> • SWWB monitoring forms • Support further 20 community groups • Support 10 individuals
	Improve skills of Step by Step staff	<ul style="list-style-type: none"> • CHDW and HT to attend Health Trainer Training
	Take part in activity/exhibition days to promote the Step by Step and Health Promotion to a wide audience	<ul style="list-style-type: none"> • As and when required
	Increase amount of groups and individuals accessing training opportunities to improve skills	<ul style="list-style-type: none"> • As and when required
	Continue to develop and distribute promotional materials in all areas	<ul style="list-style-type: none"> • Place posters and leaflets in GP surgeries and other venues throughout the areas
	Liase with project leads to create more effective working	<ul style="list-style-type: none"> • As and when required
	Work in partnership with the Health Trainer Project and other HP projects	<ul style="list-style-type: none"> • Attend 2 Eatsome workshops and Eatsome meetings as and when required • Complete Health Trainer paperwork • Provide support to other HT and CHDW's • Provide opportunities for HC's to shadow CHDW • Liase with HP Exhibition Officer to attend activity/exhibition days