

HEALTH PROMOTION SERVICE – QUARTERLY REPORT (Q3) 2009/2010

PROJECT TITLE Step by Step					
	Activities and targets planned	Activities delivered and targets achieved	Evidence list	Variance	Action Plan to address any variance
Sept – Dec 2009 Q3	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 	<ul style="list-style-type: none"> • Launceston Environmental Day supported • Older People’s Forum Day supported • Ridgegrove Estate (Launceston) Door to Door Consultation supported Launceston Interlink attended Attended	Diary Record Sheets Minutes Diary	 0 0 0	
	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 • Quarterly HPS report • Attend 3 SWWB out of county meetings 	 Completed Completed Completed Completed Not attended	 Report Report Report Report	 0 0 0 0 -3	 New CDHW to attend in future

	SW Hub Evaluation Workshops completed	Report	+1	
Continue to provide shadowing, work placement and work experience opportunities for Health Champions throughout the areas	4 Supported (SJS, MD, TC, DM)		0	
<ul style="list-style-type: none"> • Health Champion paperwork • Current HC to attend countywide and local Interlink meetings • Attend HPS Mentoring Training 	Completed by ZH SJS Supported Attended	Paperwork Diary Certificate		
Improve health and well being of groups and individuals	Completed	Paperwork		Further forms need to be completed in next quarter New CHDW recruited
<ul style="list-style-type: none"> • SWWB monitoring forms • Support further 20 community groups • Support 10 individuals 	9 Groups supported 18 people supported (12 new clients this quarter) 7 Clients on waiting list	Paperwork	-11 +8	
Improve skills of Step by Step staff				
<ul style="list-style-type: none"> • CHDW and HT to attend Health Trainer Training 	<ul style="list-style-type: none"> • CHDW and Health Trainers started C&G Level III • Shape Up Training • Animate the Inactive 	Certificates/Diary	0	
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 	<ul style="list-style-type: none"> • Launceston Environmental Day supported • Older People's Forum Day supported 			
	<p>Increase amount of groups and individuals accessing training opportunities to improve skills</p> <ul style="list-style-type: none"> • As and when required 	Not completed		-1	
	<p>Continue to develop and distribute promotional materials in all areas</p> <ul style="list-style-type: none"> • Place posters and leaflets in GP surgeries and other venues throughout the areas 	<ul style="list-style-type: none"> • Talk at the Expert Patient Group Launceston • Learning Disability Team Meeting N Cornwall • Leaflets distributed x5 in Falmouth 			
	<p>Liaise with project leads to create more effective working</p> <ul style="list-style-type: none"> • As and when required 				
	<p>Work in partnership with the Health Trainer Project and other HP projects</p> <ul style="list-style-type: none"> • Attend 2 Eatsome workshops and Eatsome meetings as and when required • Complete Health Trainer paperwork • Liaise with HP Exhibition Officer to attend activity/exhibition days 	<p>Discussion of referral of clients</p> <p>One client signed up</p> <p>Activity Days attended</p>	<p>Paperwork</p> <p>Diary</p>	<p>0</p> <p>0</p> <p>0</p>	